



Green Valley Fire District

Position / Rank: Operations Support Technician
Reports To: Captain
Supervises: Non- Supervisory

FLSA: Hourly
Starting Rate: \$12.00/Hour
Status: Part-Time/Seasonal

POSITION SUMMARY

An Operations Support Technician (OST) is expected to perform the essential functions listed below in accordance with recognized practices and all adopted codes applicable to the Green Valley Fire District. The focus of the position is support to all aspects of the Operations Division.

This position is considered a ***civilian*** classification and *entry-level* for the Operations Division at the Green Valley Fire District. Teamwork, service, and respect for diversity are priorities when working for the Green Valley Fire District.

SUPERVISION RECEIVED

An Operations Support Technician reports directly to an Operations Support Captain who works in conjunction with the Operations Battalion Chief and Division Chief. An Operations Support Technician is expected to work in a positive, productive manner with all other members of the District Staff including Suppression, Administration, Community Services, and Volunteers, and may receive direction from any member of the management team (Captain and above).

SUPERVISION EXERCISED

None

MINIMUM QUALIFICATIONS

- Must be a minimum of 18 years of age
- High School Diploma or GED, or actively pursuing
- Have a valid Arizona driver's license
- Clear driver report
- Pass a background check

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

An Operations Support Technician performs with considerable initiative and independence, which may require the application of technical knowledge. An Operations Support Technician may be required to conduct work during normal

workdays, evenings, holidays, or weekends, as required. Work schedules and locations are subject to change based on District needs. Additionally, the Operations Support Technician shall be required to perform the following duties and responsibilities commensurate with this classification, and any other duties as directed:

- Work in a safe manner and report unsafe activity and conditions. Follow District-wide safety policy and practices
- Respond, remove, relocate desert animals
- Respond to smoke alarm battery change requests
- Wear protective gear as needed
- Use District Electronic Reporting system for incident reports and other required documentation proficiently
- Possess a working knowledge of applicable GVFD SOG's
- Clean and inspect equipment and apparatus daily; notify superior officer of any defects
- Make minor repairs to equipment and apparatus, performs routine preventative maintenance tasks and keeps records of such action
- Visit various buildings and businesses to look over the floor plan and design and draft a pre-incident plan
- Assist with equipment testing and documentation of results
- Complete, maintain, and document training and/or certifications as required
- Participate in public education activities, including local business, philanthropic and school presentations as directed
- Respond to incidents and provide support at the scene, as directed
- Pick up hoses and clean equipment on the scene after an incident commander has declared the area safe
- Perform all work duties and activities in accordance with District policies and procedures
- Use Microsoft Word, Excel, and PowerPoint programs
- All other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

Thorough Knowledge of...

- District policies and procedures

Skills and Ability to...

- Prepare and maintain accurate, orderly reports and records
- Effectively communicate, both verbally and in writing
- Follow verbal and written instructions
- Handle the physical requirements of the job under stressful and adverse conditions
- Appropriately handle sensitive and/or confidential information
- Analyze situations quickly and correctly and make sound decisions in managing situations
- Identify problems and make recommendations for change/improvement

- Research and evaluate programs to meet operational training needs
- Demonstrate how to use the District mapping system via MDT and map book, including the procedures for looking up addresses by street number and plat number, and how to successfully navigate to an address

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by all personnel to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualifying disabilities to perform the essential functions. While performing the duties of this job, personnel are frequently required to stand, sit, walk, talk, hear, use hands to finger, handle or operate objects, tools or controls, and reach with hands and arms. Personnel are frequently required to climb or balance, stoop, kneel, crouch, crawl, and smell. Personnel must be able to frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those personnel encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed in a District office, business office, vehicle, and occasionally an outdoor setting, in all weather conditions, including temperature extremes. Personnel occasionally work near moving mechanical parts, and in high, precarious places, and are occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, radiation, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate, except in identified businesses. Hearing protection is always advised and available to personnel.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the District and employee, and is subject to change by the District as the needs of the District and requirements of the job change.