



**BUCKSKIN FIRE DISTRICT**  
8500 RIVERSIDE DR., PARKER, AZ 85344  
PHONE: 928-667-3321, FAX: 928-667-3431

## Recruitment announcement

The Buckskin Fire District is currently accepting applications for a currently open position of Firefighter.

The application period will be from December 15<sup>th</sup>, 2024 to December 30<sup>th</sup>, 2024, close of business.

### Mandatory Minimum Requirements:

- IFSAC Firefighter 1
- IFSAC Firefighter 2
- NREMT Basic
- ICS 100, 200, 700 and 800 (Available online at no charge on FEMA's website)
- Current driver's license (insurable)

\*Consideration shall be given for certifications previously obtained that meet or exceed the minimum standard as set forth above at the discretion of the Fire Chief.

Applying individuals should note that Buckskin Fire District performs water rescue, including Dive Rescue and an "Open Water" dive certification is required within 6 months of hire at employee's expense. The fire district shall provide necessary equipment.

Additional requirements will include advanced EMS education up to Paramedic Certification within 18 months (enrollment), with district assistance in scheduling and obtaining enrollment in an accredited program. The Buckskin Fire District currently has EMT Basic, Intermediate, Advanced and Paramedic level training. Paramedic certification is required within 2 years of employment.



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### Tentative Schedule:

Week of January 6<sup>th</sup> to the 10<sup>th</sup> 2025, flexible to candidates (all steps will be completed in a single day)

- Physical Agility including NWCG “Pack Test” and several dexterity exercises validating skills of the minimum requirements listed above
- Oral interview panel
- Basic written EMS knowledge test
- Final Fire Chief selection interview (tentative offer of employment by January 10<sup>th</sup> close of business)

Physical, Background check, uniform sizing and PPE measurements weeks of January 13<sup>th</sup> to the 25<sup>th</sup> with a tentative start date of January 27<sup>th</sup>, 2025.

Please direct any questions to [jweatherford@buckskinfd.com](mailto:jweatherford@buckskinfd.com) or (928) 916-4823.

To apply go to <http://www.buckskinfd.com> for job flyer and application.



*Position Description: Firefighter EMT/AEMT &  
Firefighter Paramedic*

*Adopted: 08/08/2018*

*Revised: 11/12/2024*

**I. Classification:**

Full Time, FLSA Non-Exempt

As of 07/01/2024 Annually:

FF/EMT \$49,903.10-\$60,831.60

FF/AEMT \$53,013.48-\$64,622.19

FF/Paramedic \$56,570.80-\$68,959.49

**II. Position Summary:**

Under general supervision from the Fire Captain-Shift Commander or Fire Lieutenant, responds to fire alarms, medical emergencies, rescues, and other calls to protect life and property, including non-emergency and public assistance calls; participates in fire prevention, community education, public relations events. Participates in facility, apparatus, and equipment maintenance and repair, drives and operates fire apparatus and equipment. This position is expected to conduct training sessions under the direction of the assigned officer, and perform data entry and record keeping related to alarm responses, maintenance, and training activities.

**III. Supervision Received:**

The Firefighter works under the general guidance and direction from the Fire Captain-Shift Commander, Fire Lieutenant or other assigned officer.

**IV. Supervision Exercised:**

While not a supervisory position, may assist in the supervision of paid-on-call or volunteer firefighters. If qualified, may temporarily fill a Fire Lieutenant position as needed.

**V. Essential Functions and Responsibilities:**

1. Drives and operates fire apparatus and other vehicles, operates fire pumps and associated fire suppression and rescue equipment.
2. Participates in fire extinguishment, rescue activities (including dive-rescue and high-angle rescue), and emergency medical activities. Removes people from danger and provides emergency life support and care functions as an Arizona Emergency Medical Technician or Paramedic.
3. Inspects assigned apparatus and equipment daily to ensure equipment is Clean, maintains, and services fire, medical, and rescue equipment and apparatus as assigned.
4. Performs general housekeeping, maintenance, and repair duties at fire stations and grounds as required. Frequently called upon to use own discretion to initiate such activities. May be responsible to obtain price quotes for services or equipment.
5. Completes incident, training, and other reports as required.

6. Participates and instructs in department training programs. May provide instruction to the general public or allied agencies on first aid, CPR, fire prevention or other associated topics.
7. Participates in fire prevention, public education, and community relations activities.
8. Participates in the updating of fire district maps and pre-fire plans.
9. Ensures station staffing levels and all assigned personnel, apparatus and equipment are ready for duty at all times. Coordinates or initiates 'call-backs' of off-duty personnel when needed, coordinates staffing for mobilizations.
10. Responds to emergency scenes as needed, to either directly deliver services or assume command or other ICS position when appropriate, using established incident command procedures.
11. Determines methods of fire suppression, extrication, emergency medical delivery, and rescue
12. Performs or ensures that fire cause investigations are completed.
13. Ensures appropriate emergency response in accordance with pre-established interagency agreements.
14. Instructs and conducts drills in firefighting, rescue, emergency medical services, and other response functions.
15. Develops, directs, informs, and enforces BFD policies as adopted by the Board; formulates procedures consistent with Board direction for the effective operation and administration of the department.
16. Supervises and participates in the maintenance of Buckskin Fire Department equipment, apparatus, and facilities.
17. Maintains harmonious working relationships between all department employees.
18. Monitors, observes and participates in BFD activities to ensure that assigned personnel's conduct and performance conforms to District standards, policies and procedures.
19. Using BFD mapbooks, preplans and/or electronic information, responds to alarms and directs routes; determines the mode in which the response will occur [emergency or non-emergency modes]
20. Ensures that proper and complete reports are made for all responses and/or other activities on the assigned shift.
21. Responds to citizen complaints or calls for assistance.
22. Operates and effectively communicates via mobile and hand-held radios
23. Conducts, attends, and interacts in meetings with BFD personnel, public agencies, and the public. Engages in public speaking and presentations to civic groups, school groups, and other agencies.
24. Ensures necessary safety procedures are in place and followed by all assigned personnel.
25. Maintains competency in current operational procedures and keeps abreast of current trends in modern fire service management.
26. Performs other duties and functions as the Fire Chief may require or direct

NOTE: The intent of this listing of 'typical' essential functions is to describe the principal functions of the job. The description shall not, however, be construed as a complete listing of all miscellaneous, incidental, or substantially similar duties which may be assigned during normal operations.

**VI. Required Education, Certifications and Experience:**

1. High School Graduate or GED
2. NFPA Firefighter 2 (NFPA or IFSAC certifications or equivalent)
3. NFPA Driver/Pump Operator (NFPA or IFSAC certifications or equivalent) within 12-months of hire
4. NFPA HazMat Operations (NFPA or IFSAC certifications or equivalent) within 12-months of hire.
5. Arizona EMT or Paramedic Certification
6. NWCG Firefighter 2 within 12-months of hire
7. PADI Open Water Dive Certification or equivalent (or ability to obtain within 6 months)
8. State of Arizona Rope 1 and 2 course completions (or ability to obtain within 6 months)
9. Completion of ICS 100, 200, 700, 800.
10. Have and maintain a valid Arizona Driver's License (or ability to obtain within 30-days of hire) for the duration of employment, and be insurable by the Fire District insurance carrier
11. Ability to communicate in English, both orally and in writing.
12. Primary residence within 45-minutes [normal driving conditions] to the District boundaries within 6-months of employment
13. Must pass the Fire District's background check, medical and physical agility requirements.
14. Any combination of education and experience that meets the intent of the qualifications listed may be approved by the Fire Chief.

## VII. Knowledge, Skills, and Abilities

- A. Ability to...
1. Lead, motivate, train, coordinate, and delegate.
  2. Provide leadership to career, paid-on-call and volunteer members
  3. Rapidly make critical decisions under emergency conditions.
  4. Write, communicate, and report in descriptive detail.
  5. Delegate and organize multiple changing responsibilities.
  6. Prioritize work to meet goals and objectives within acceptable time frames.
  7. Plan, evaluate, assign, and coordinate activities performed by the department employees.
  8. Prepare technical and administrative reports.
  9. Work with others in high pressure situations.
  10. Approach problem-solving as an innovative process.
  11. Prepare and maintain accurate, orderly reports and records
  12. Effectively supervise individuals
  13. Effectively communicate, both verbally and in writing
  14. Handle the arduous physical requirements of the job under stressful and adverse conditions
  15. Appropriately handle sensitive and/or confidential information
  16. Plan, assign, and direct the work of subordinates in emergency conditions and routine work
  17. Analyze situations quickly and correctly and make sound decisions in managing emergency situations
  18. Work effectively as a member of the management team.

**VIII. Work Environment:**

- A. Regular work schedule of 24-hour shifts [currently 48-hours on duty followed by 96-hours off-duty]; however, evening and weekend meetings may occur. Longer or short notice shift coverage may be required. Travel is primarily local or regional during the business day, although some out-of-area travel an overnight may be expected. Work activities vary widely and include office and administrative work, response to alarms, attendance at meetings; presenting information groups or conducting training sessions, and daily driving of either passenger vehicles or fire and rescue apparatus. This Fire District currently maintains a fire/rescue boat, so some activities will occur near, on, or in the water.
- B. Response to alarms may occur at any time. Work is often performed in emergency and stressful situations, and in all weather conditions, including temperature extremes. Personnel are exposed to sirens and hazards associated with fighting fires. The employee may be exposed to wet or humid conditions, fumes, smoke, toxic or caustic chemicals, extreme cold or extreme heat and vibration. The individual may be exposed to blood or other potentially infectious materials during the course of duties. Rescue operations may take place at extreme heights or steep terrain, or on or under water. The noise level in the work environment is usually moderate, except during certain firefighting, rescue, or EMS activities when noise levels may be loud. Work is often performed in IDLH [immediately dangerous to life and health] environments in which the employee must function and perform tasks while wearing full protective gear and equipment. The person in this position must be able to wear and utilize various types of respirators, including Self-Contained Breathing Apparatus and SCUBA apparatus.

**IX. Physical Demands:**

- A. The physical demands here are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with qualifying disabilities to perform essential functions.
- B. While performing duties of this job, the employee is frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, taste and smell. The employee may occasionally work from heights such as roofs or ladders.
- C. The employee must frequently lift or move up to 25 pounds and occasionally lift or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- D. The employee needs to be able to drive vehicles, including fire apparatus in all types of weather, under normal and emergency response conditions

*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 employer and member and is subject to change by the employer as the needs of the employer and requirements of the job change.*



# BUCKSKIN FIRE DISTRICT EMPLOYMENT APPLICATION

8500 Riverside Drive, Parker, AZ 85344  
Phone: 928-667-3321 • Fax: 928-667-3431  
Website: [www.buckskinfd.com](http://www.buckskinfd.com)  
Email: [jweatherford@buckskinfd.com](mailto:jweatherford@buckskinfd.com)

## APPLICATION INSTRUCTIONS:

Read the job description. Type or neatly print all answers. Sign this application. **Resumes may not be substituted in lieu of the requested information.** Any omission, misstatement, or falsification may be cause for rejection of this application or dismissal if employed. Applications must be **received** by the posted deadline for the current recruitment process; applications received after the deadline will be placed in a pool to evaluate during the next recruitment cycle. Applications may be had delivered, mailed, or e-mailed to:

[jweatherford@buckskinfd.com](mailto:jweatherford@buckskinfd.com)

## GENERAL INFORMATION

POSITION APPLIED FOR:

Name (Last, First, MI):

Home Address:

City: State: Zip Code: Message Phone:

Telephone: Email:

**Do you have a legal right to work in the U.S.?**  Yes  No

All new hires will be required to submit verification of the legal right to work in the United States within three (3) business days beginning with their first day of work. In accordance with the Immigration Reform and Control Act of 1986, we are legally prohibited from employing anyone who cannot provide such verification. The District is not able to accommodate an HB-1 Visa.

**Have you ever been convicted of a felony?**  Yes  No

Date of Arrest: (m/d/yyyy) State: Description of Charges: \_\_\_\_\_

**Have you ever been discharged from employment or resigned in lieu of termination?**

Yes  No If yes, explain: \_\_\_\_\_



**DRIVER'S LICENSE INFORMATION**

Do you have a valid Driver's License?	Driver's License Number:	State:	CDL?	Classification:
<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>List any CDL endorsements:</i>				

**Do you have a High School Diploma or a G.E.D.?**     Yes     No

**EDUCATION INFORMATION**

Name of High School / College / University:	Major:	Type of Degree:	Degree complete	Credit Hours:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Professional Registrations, Licenses, and/or Certifications *that relate to this position.***

Type of Professional Registration, License, and/or Certification:	License Number and State (if applicable):	Date Received: (m/d/yyyy)	Expiration Date (if applicable)

**List any specialized training and/or trade schools:**

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**Are you a Veteran or qualified spouse of a Veteran?**     Yes     No    (Please attach DD214)

**Branch of Service:** \_\_\_\_\_    **Date of Discharge:** \_\_\_\_\_(m/d/yyyy)

Begin with your present or most recent employer. List all jobs, paid or volunteer, over the last five years. Include any experience prior to five years ago that relates to the position. You may add additional pages if necessary.

PLEASE NOTE: RESUMES MAY NOT BE SUBSTITUTED FOR THE REQUESTED INFORMATION.

**To assist with verifying previous work experience and/or education, please list other names you have used.** \_\_\_\_\_

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<b>Position Title:</b>	<b>Employment Dates (Mo/Yr) From:</b>	<b>To:</b>
Employer:	Phone #	
Address:	City:	State: Zip:
Direct Supervisor:		
Annual Salary:	Hours Per Week:	Number of Employees Supervised:
Primary Job Duties:		
<b>May we contact your present or most current employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
Total Time Worked:	Years:	Months: Reason for wanting to leave:

<b>Position Title:</b>	<b>Employment Dates (Mo/Yr) From:</b>	<b>To:</b>
Employer:	Phone #	
Address:	City:	State: Zip:
Direct Supervisor:		
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Primary Job Duties:		
<b>May we contact your present or most current employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
Total Time Worked:	Years:	Months: Reason for wanting to leave:

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Employer:	Phone #			
Address:	City:	State:	Zip:	
Direct Supervisor:				
Annual Salary:	Hours Per Week:	Number of Employees Supervised:		
Primary Job Duties:				
<b>May we contact your present or most current employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No				
Total Time Worked:	Years:	Months:	Reason for wanting to leave:	

**Professional References**

Name	Address	Telephone	Years Known



**PLEASE READ THE FOLLOWING STATEMENTS AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL BEFORE SIGNING BELOW.**

**Eligible Employees and/or Volunteers WILL**

- Be 18 years at the time of conditional offer of employment
- Possess a valid state driver's license and acceptable driving record by time of conditional offer of employment.
- Have no criminal conviction that would prevent duties as a Firefighter. If you have questions regarding this, please contact the Fire Chief directly.
- Successfully pass testing/selection and oral interview process
- Successfully pass an in-depth background investigation
- Successfully complete a medical and drug screening test
- Successfully complete District orientation training
- Successfully complete District approved academy [N/A for Fire Chief Position]
- Successfully complete physical agility test

**Certification of Understanding:**

- I also authorize the Buckskin Fire District to make all necessary and appropriate investigations allowable by law to verify the information concerning my employment.
- I understand that in consideration for my employment: I agree to comply with all federal, state, and local laws, as well as District policies, procedures, rules/regulations, and guidelines, which may be changed from time to time.
- I understand that despite its legality for medical purposes, Buckskin Fire District maintains a policy in adherence with Federal Guidelines for Marijuana use. I agree to comply with this policy.
- By signing this application, I certify that all statements made on this form are true and complete to the best of my knowledge. I understand that any omission, misstatement, or falsification may be cause for rejection of this application and/or discharge from the Buckskin Fire District.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (MM/dd/YYYY)

\_\_\_\_\_  
**BUCKSKIN FIRE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER**