

FIRE DEPARTMENT UTILITY WORKER

Definition:

Under direct supervision performs a wide variety of fire station non-safety general support and manual tasks for the purpose of exposure to fire service operations and performs related work as required.

Class Titles

Fire Department Utility Worker I
Fire Department Utility Worker II

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent in this series include the following:

Inspects battalion and utility vehicles for fuel levels and service needs including checking brakes, oil and transmission fluid levels.

Delivers and retrieves a variety of items from different vendors and other City departments to include vehicles, equipment and supplies.

Responds to emergency scenes (Code Two) to provide requested equipment, water and food to fire personnel on-scene.

Performs fire station maintenance work including cleaning/washing walls and floors, maintaining living areas and caring for station grounds and assists with minor fire station repairs.

Performs office-related duties to include answering the telephone and taking messages.

Washes, cleans and polishes apparatus and equipment and cleans and maintains tools and equipment used.

Loads/unloads tools, supplies and equipment and lifts and moves fire suppression equipment and other objects weighing 65 pounds or less.

Fills air and oxygen bottles.

Provides emergency CPR and first aid as needed.

Operates a handheld fire extinguisher as needed.

Operates a personal computer and uses applicable software to enter data.

Operates a handheld radio and uses basic hand tools.

Assists with video equipment setup/takedown and operation of same.

Drives a vehicle on City business.

Other Duties and Responsibilities Include:

Performs other projects/tasks as assigned.

May assist with meal preparation.

May give fire station tours.

Class Characteristics:

Fire Department Utility Worker is a multi-incumbent non-safety, nonregular series in the Fire Department with manual and office duties specifically related to fire station, fire shift and/or Fire Administration support tasks. The series is used to expose incumbents to the fire service. Assigned duties do not require Firefighter status. Both levels of the series perform the full range of duties. The single incumbent Fire Department Utility Worker II has assigned responsibility for developing work schedules for all incumbents in this series.

Contacts and Relationships:

A Fire Department Utility Worker establishes and maintains contact with other Fire Department staff. Additional contact will occur with City employees and various Fire Department suppliers, the public, vendors and support agencies.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class include the following:

Knowledge of:

Basic functions of a fire department.

Basic fire emergency technology.

Basic functions of a variety of fire suppression equipment.

Basic radio communications.

Standard hand tool and related safety precautions and practices.

English usage and grammar.

AND

Ability to:

Learn City topography and Fire Department mapping systems.

Identify fire suppression equipment.

Recognize and work within designated safe area/zone at emergency incidents.

Learn to use a fire extinguisher and handle and fill air and oxygen bottles and related equipment.

Learn to set up, take down and operate video equipment.

Perform activities requiring good physical condition.

Record data and maintain work logs.

Read and write at the level required for successful job performance.

Learn to operate a personal computer and use applicable software.

Communicate effectively orally and understand and carry out oral and written instructions.

Establish and maintain effective relationships with those contacted in the course of work.

Meet the public with courtesy and tact.

A typical way to obtain the knowledge and abilities is as follows:

Education: Graduation from high school.

AND

Experience: None.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Graduation from a State of California approved fire academy.

Possession of a current California Fire Marshal approved Emergency Medical Technician (EMT) 1 or EMT Fire Service Certificate **AND** a valid and appropriate Red Cross or

American Heart Association cardiopulmonary resuscitation (CPR) certification at time of appointment and throughout employment in this position.

Must be able to work flexible hours to accommodate City needs.

Physical Tasks and Working Conditions Include the Following:

Work is performed indoors and outdoors. When work is performed outdoors there is full exposure to the elements. An incumbent uses a personal computer, keyboard and related equipment, sits, stands, walks, kneels, crouches, twists, climbs ladders, inclines and stairs, crawls, bends, reaches, grasps, pushes, pulls, drags, lifts and carries supplies, fire suppression and other equipment weighing 65 pounds or less. An incumbent uses basic hand tools and other equipment including air and oxygen bottle filling apparatus and audiovisual equipment. An incumbent drives a vehicle on City business, may walk and stand on slippery and uneven surfaces and be exposed to grease/oil, solvents and chemicals, mechanical hazards and smoke. An incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing, sense of smell and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

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