



City of Tempe

FIRE SERVICE AIDE

JOB CLASSIFICATION INFORMATION

| | | | |
|--------------------------------|----------------|---------------------------------|---|
| <i>Job Code:</i> | 061 | <i>FLSA Status:</i> | Non-Exempt |
| <i>Department:</i> | Fire | <i>Salary / Hourly Minimum:</i> | \$11.023077 |
| <i>Supervision Level:</i> | Non-Supervisor | <i>Salary / Hourly Maximum:</i> | \$14.881250 |
| <i>Employee Group:</i> | NSU | <i>State Retirement Group:</i> | ASRS |
| <i>Status:</i> | Classified | <i>Market Group:</i> | Fleet Equipment Mechanic |
| <i>Drug Screen / Physical:</i> | Y | | Y <i>EEO4 Group:</i> Service Maintenance |

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives supervision from the Support Services (Fire Deputy Chief), and other supervisory or management staff.

MINIMUM QUALIFICATIONS

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|---------------------------------|---|
| <i>Experience:</i> | Some delivery experience is desirable. |
| <i>Education:</i> | Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance. |
| <i>License / Certification:</i> | Must possess and maintain a valid driver’s license. |

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To perform a variety of delivery and retrieval duties in support of the Fire Department.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Drive personal or city vehicle to drop-off and/or pick-up Fire Department supplies and equipment as necessary; retrieve backboards and other Department Emergency Medical Equipment from area hospitals and return to appropriate Department Stations; drop-off broken fire service equipment to vendor for repair; pick-up various supplies and equipment from vendor(s) as needed.
- Lift inventory and supplies in order to shelve or retrieve items in Fire Department Warehouse.
- Pick-up, sort, and deliver Department mail to the appropriate Fire Station as necessary.
- Support emergency scenes by performing other delivery or retrieval duties as necessary.
- Attend meetings and training as necessary; may perform other duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

COMPETENCIES

| CLASSIFICATION LEVEL | INCLUDES | COMPETENCIES |
|----------------------|---------------|--|
| Foundational | All Employees | Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn |
| Non-Supervisory | In Addition > | Teamwork, Customer Service, Initiative, and Dependability / Reliability |
| Supervisory | In Addition > | Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others |
| Manager | In Addition > | Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring |
| Deputy Director | In Addition > | Entrepreneurship and Networking |
| Director | In Addition > | Organizational Vision |

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective August 2000

Revised July 2009 (supervision received)