



Jerome Fire Department

P.O. Box 1025 Jerome, AZ 86331 Tel. (928) 649-3034 Fax (928) 649-3039
admin@jeromefd.org

The Jerome Fire Department Hiring for Full-Time Employment

Full-Time Firefighter/EMT Starting Pay: approximately \$44,200/year
Full-Time Firefighter/Paramedic Starting Pay: approximately \$53,600/year

Applications are being accepted until positions are filled.

The Jerome Fire Department is currently accepting applications to hire full-time firefighters. If you are interested, please email your application, and all supporting documentation, to c.whiting@jerome.az.gov. Applications will be accepted by email or in person. You will need to provide copies of documents that verify you meet all the minimum qualifications listed below in bold print with your employment application. Applications that do not contain proof that a candidate meets the minimum qualifications will be rejected. The only exception is for individuals currently in a fire academy, please see application for details.

Please visit www.jerome.az.gov for the application and job descriptions. Information detailing the testing process will be emailed to qualifying candidates after the first application review date.

CRITERIA THAT MAY BE USED IN THE HIRING PROCESS:

- Review of application and supporting documents
- Physical agility test
- Written aptitude test
- Panel oral interview, Chief's interview
- Employment is contingent on a successful comprehensive background, medical, and drug screen.

The firefighter works under the supervision of a fire captain or his/her assigned representative. The firefighter responds to alarms and protects life and property by performing firefighting, emergency medicine, hazard control and other duties as assigned. The firefighter also maintains fire and emergency medical equipment, apparatus, facilities and other duties as assigned.

(SEE POSTED JOB DESCRIPTIONS) MINIMUM QUALIFICATIONS:

- **18 years of age or older at time of hire**
- **A valid Arizona driver's license**
- **High school diploma or G.E.D. equivalent**
- **Arizona Firefighter I and II certification or NFPA 1001 equivalent**
- **Arizona Certified EMT or Paramedic**
- **Healthcare Provider level CPR certification**
- **Hazardous Materials First Responder; Operations Level**
- **Basic NWCG Wildland certification (S-130, S-190, and L-180)**
- **Basic knowledge of computers and reporting programs**
- **Ability to speak, read, and write the English language.**
- **Meet physical standards and the insurability requirements of the Departments insurance carrier**



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FULL-TIME BENEFITS (wages and benefits are approved by the town council and subject to change)

- Medical and dental insurance programs, optional vision insurance with a generous family package.
- Life insurance
- Employee education assistance program, paid vacation and sick leave, uniform allowance
- Deferred Compensation retirement plan with substantial Town contributions

The Town of Jerome and the Fire Department are equal opportunity employers.

In accordance with Federal law, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

JOB DESCRIPTION – Firefighter

Job Title: Firefighter
Department: Jerome Fire Department
Reports To: Jerome Fire Chief or Town Manager
FLSA Status: Non-Exempt, Full-time
Salary Range: \$41,356 – 60,035
Prepared Date: December 2025
Hours: 40 hours per week

DEFINITION: Under the general supervision of the Fire Chief, the Firefighter (Duty Officer / Fuels Mitigation) performs structural, wildland, and emergency medical response; serves in a duty officer capacity as assigned; and conducts fuels mitigation and wildfire risk reduction activities. This position is responsible for maintaining operational readiness of personnel, apparatus, and equipment; assists with emergency scene management; participates in inspections and prevention activities; and supports department-wide operations consistent with Town of Jerome policies, Arizona Revised Statutes, and applicable national fire service standards and codes (including NFPA and NWCG guidance). This is a **full-time, paid staff position** and is not a volunteer role.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include, but are not limited to, the following tasks, knowledge, skills and other abilities and characteristics. **(This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.)**

TASKS:

Emergency Response and Operations

- Responds to fire, EMS, rescue, hazardous materials, traffic accidents, wildland fire, and other emergency incidents.
- Performs firefighting, rescue, EMS, and suppression activities under hazardous and physically demanding conditions.
- Operates fire apparatus, emergency vehicles, and specialized equipment in emergency and non-emergency settings.
- Performs duties of a wildland firefighter, where applicable, including extended attack and deployments of up to two (2) weeks, or more, when assigned.

Duty Officer Responsibilities

- Serves as Duty Officer as assigned, providing incident command or scene management consistent with the Incident Command System (ICS).
- Manages emergency scenes using proper tactics, safety procedures, and chain of command.
- May act on behalf of, or provide coverage for, the Fire Chief and/or Assistant Fire Chief when directed.
- Coordinates with mutual aid agencies and other Town departments during incidents.

Fuels Mitigation and Wildfire Prevention

- Conducts fuels abatement activities, including brush removal, weed mitigation, chipping, and defensible space projects.
- Documents before-and-after conditions of treated areas.
- Operates hand tools, chainsaws, chippers, and other equipment associated with fuels mitigation.
- Supports community wildfire risk reduction and prevention initiatives.

Inspections, Training and Readiness

- Assists with fire inspections, pre-incident planning, and identification of target hazards.

Town of Jerome Job Description – Fire Fighter – Duty Officer

- Tests and maintains fire hydrants, hose, apparatus, and equipment to ensure readiness.
- Participates in drills, training, and continuing education to maintain certifications and operational proficiency.
- Maintains required physical conditioning for the arduous duties of firefighting and EMS.

Administrative and Support Duties

- Completes reports, records, and documentation accurately and in a timely manner.
- Uses computers and standard software for reporting, scheduling, and communication.
- Assists with station, equipment, and facility maintenance.
- Works collaboratively with volunteer members, paid staff, and other Town departments.
- Interacts professionally with the public and represents the Town and Fire Department positively.

Other Duties

- Performs traffic control, snow removal, storm sewer clearing, and special assignments as directed.
- Performs other related duties as assigned by the Fire Chief.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

- ◆ Knowledge of applicable local, county, state and Federal statutes, rules, regulations, ordinances, codes, Town of Jerome policies and procedures, departmental policies and procedures and other governing documents, such as NFPA and NWCG.
- ◆ Knowledge of modern firefighting, EMS and wildland fire suppression techniques.
- ◆ Ability to function effectively within a paramilitary chain-of-command environment.
- ◆ Operating knowledge of small tools and equipment (i.e. hand tools, power tools and small equipment).
- ◆ Ability to think on their own feet; to make sound decisions under stress and in emergency situations.
- ◆ Ability to operate vehicles; including skill in operating fire apparatus and other emergency vehicles,
- ◆ Must be teachable, work well solo or as part of a team, and get along with others, including differing personality types.
- ◆ Must be safety oriented.
- ◆ Must be knowledgeable in fuel abatement, and able to work outside in all weather conditions.
- ◆ Must be self-motivated, able to take orders and ask for clarification of directive or order where needed.
- ◆ Preference will be given to applicants with wildland, EMT, and/or firefighter 1 and 2 certifications, or is enrolled in those classes.
- ◆ Strong situational awareness; Must be able to act professionally, within the fire department and while out on mutual aid assignments with other agencies.
- ◆ Must be able to pass the NWCG standard work capacity test. (3-mi walk with 45lb pack in 45 min.)

MINIMUM QUALIFICATIONS:

- ◆ High school diploma or GED
- ◆ Minimum 18 years of age
- ◆ Legally authorized to work in the U.S.
- ◆ Valid Arizona Driver's License or ability to obtain one
- ◆ Arizona Firefighter I and II certification (or equivalent recognized by the State of Arizona)
- ◆ Current Arizona EMT Certification
- ◆ Wildland Firefighter certification (NWCG) or ability to obtain within specified timeframe of employment.
- ◆ Ability to meet and maintain required physical and medical standards.

Town of Jerome Job Description – Fire Fighter – Duty Officer

PREFERRED QUALIFICATIONS:

- ◆ Previous duty officer, company officer, or supervisory experience.
- ◆ Experience in fuels mitigation, wildfire prevention, or wildland assignments
- ◆ Additional EMS, fire or wildland certifications.

NON-PHYSICAL DEMANDS:

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour per week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

Non-Physical Demands	Frequency Code
Time Pressures	C
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule / Overtime	F
Performing Multiple Tasks Simultaneously	F
Working closely with others as part of a team	C
Tedious or Exacting Work	O
Noisy / Distracting Environment	C

PHYSICAL DEMANDS:

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour per week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

This is the description of the way this job is currently performed; it does not address the potential for accommodations.

Physical Demands	Frequency Code	Description
Standing	F	Fire suppression, EMS response, fuels mitigation, inspections, operating equipment, scene operations
Sitting	O	Report writing, training, meetings, driving apparatus or Town vehicles
Walking	F	Emergency scenes, uneven terrain, hillsides, stations, wildland assignments
Lifting	O	Hose, tools, equipment, supplies, patients with assistance
Carrying	F	Equipment, hose, tools, medical gear
Pushing / Pulling	F	Hose advancement, equipment movement, starting gas-powered tools
Reaching	F	Operating equipment, accessing tools, hose deployment
Handling	C	Tools, hose, equipment, controls
Fine Dexterity	F	Equipment operation, reporting, radio use, computer use
Kneeling	F	Fireground tasks, medical care, equipment operation
Crouching	F	Fire suppression, rescue, fuels mitigation
Crawling	O	Fireground and rescue operations
Bending	F	Fireground, medical response, equipment handling
Twisting	F	Hose handling, tool use, entering/exiting vehicles
Climbing	F	Ladders, stairs, hillsides, uneven terrain
Balancing	F	Ladders, uneven ground, steep or vertical terrain
Vision	C	Driving, hazard recognition, fireground and wildland operations
Hearing	C	Radios, alarms, equipment, verbal commands
Talking	C	Radio communications, coordination with crews and public, interagency communication
Foot Controls	F	Driving apparatus, operating equipment

MEDICAL STANDARDS:

- ◆ Must meet and maintain all applicable medical, physical, and immunization requirements established by the Town of Jerome, consistent with OSHA regulations, NFPA standards and CDC guidance for firefighters and emergency medical responders.
- ◆ Must be capable of wearing required personal protective equipment (PPE), including SCBA

WORKING CONDITIONS:

- ◆ Work is performed indoors and outdoors in all weather conditions.
- ◆ Exposure to smoke, fire, extreme heat, hazardous materials, bodily fluids, loud noise, and stressful emergency situations.
- ◆ Irregular hours, mandatory overtime, call-back, and extended deployments may be required.

EXPECTED BEHAVIOR AND PROFESSIONAL STANDARDS:

The Town of Jerome is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religious, sex, national origin, age, disability, or any other status protected by law. The employee is expected to embrace, support, and promote the Town's values, beliefs and culture which include but are not limited to the following:

- High Ethical Standards and Professionalism
- Provide outstanding customer service to internal and external customers
- Active Participation in Town wide Activities
- Lead by example
- Encourage teamwork, positive workplace conduct and participation by all employees
- Do not participate in gossip or allow gossip or negative comments
- Maintain confidentiality, especially with regard to HIPAA and patient privacy laws
- Make communication within your department a top priority
- Encourage positive feedback
- Be accountable – submit responses to all requests for information by due date and meet deadlines.
- Support a learning environment
- Be on time for all meetings, trainings, etc.
- Be a champion for the Town and Fire Department
- Maintain ethical standards for the worksite
- Be accountable and fiscally responsible
- When wrong, state so
- Discussing and planning should be followed up with action
- Let common sense prevail
- Be visionary – anticipate issues, provide feedback or solutions to anticipated issues
- Mentor and build internal morale in order for the employees and volunteers to thrive
- Support organizational change
- Support the Town's values and mission
- Establish and maintain positive and effective working relationships with co-workers, supervisors, contractors and partner agencies
- Understand and interpret Town policies and procedures and make rational decisions and/or recommendations in accordance with established policy
- Safety is everyone's responsibility. Make it a critical part of the day-to-day operations. Work in a safe manner and report unsafe activities and conditions.