COUNTY OF LOS ANGELES
500 WEST TEMPLE STREET, SUITE 588, LOS ANGELES, CA 90012
ESSENTIAL FUNCTIONS POSITION ANALYSIS™

Introduction

An Essential Functions Position Analysis (EFPA™) describes the classification/position and not the work of an individual employee. It is a critical tool to use when determining if or how a candidate's or employee's work restrictions may impact the traditional physical/mental/emotional demands of the position. The EFPA assists the parties to determine where discussions relating to reasonable accommodation need to begin. It is intended to be a straightforward document providing the reader with the following: 1) core purpose for the position, 2) essential functions which are critical or fundamental to the successful performance of the position, 3) work environment and conditions where the essential functions are performed, 4) listing of skills and abilities that an individual must possess to perform the essential functions, and 5) the mental and emotional demands required to successfully perform the essential functions. EFPAs are also key documents to provide to physicians to ensure that they understand the position and can identify specific work restrictions or activities that may not be safe for an individual to perform.

POSITION TITLE	DEPARTMENT / DIVISION
FIREFIGHTER TRAINEE	FIRE DEPARTMENT

I. Classification/Position Summary:

Participates in an intensive training program in basic firefighting, emergency medical treatment, and peace officer responsibilities. Positions in this class are allocable only to the Fire Department. Incumbents participate in a basic emergency medical services and firefighting training program involving both field and classroom instruction prior to appointment as a Fire Fighter. They must have the mental ability to assimilate classroom instructions and the physical skill, stamina, coordination to become proficient in all firefighting and rescue techniques and the physical ability to provide quality care to people in need due to emergencies involving medical issues, fire suppression, and other emergency and non-emergency situations.

Type of Employment	Full time; Hourly; 16 weeks
Work Hours / Hours per Week	Recruits' hours shall be at the discretion of the department or of the training personnel. Shifts typically range from 7:00 a.m. to 5:00 p.m.; incumbents work 10 hours per day; 50 hours per week
Days of the Week	Typically, Monday through Saturday; schedule changes may be made at the discretion of the training cadre
Overtime /Holidays Required	Yes; overtime for all hours worked over 40 hours per week; schedule changes may be made at the discretion of the training cadre
Paid / Unpaid Breaks	Rest breaks are provided as time allows or at the direction of training officers; one unpaid 30-minute meal break taken at assigned time.
Position represented by a Collective Bargaining Agreement?	Yes; IAFF (International Association of Fire Fighters)

NOTES: N/A

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II. Essential Functions of Classification/Position:

Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. The following functions have been determined to be essential only after carefully evaluating them and determining: the function is the primary reason for which the position was established; removing the function would fundamentally change the position, or eliminate the need for the position; there is a lack of qualified employees available to perform such a function; and for some functions, there are severe consequences if the position is not required to perform the function and the function requires specialized expertise. Essential Functions will be reviewed for each incumbent and the above criteria will be evaluated to ensure that a particular function remains essential for a particular candidate or employee in need of accommodation.

Essential Functions

Actual assignment hours may vary. This document is based on a 10-hour day and 50 hours per week schedule.

#	Description of Essential Functions	Percentage of Typical Work Day / Notes
1	**EMERGENCY / MEDICAL / FIREFIGHTING SIMULATION TRAINING:** Through classroom and field training, learns proper firefighting techniques and procedures for fighting structural, watershed, chemical, petroleum, electrical and other fires; receives instructions and participates in field training to learn proper procedures and acquire proficiency in the rescue or evacuation of persons endangered by fire or disaster in the provision of emergency medical care; perform other duties as assigned. It was clarified in interviews that incumbent trains and tests in fire suppression techniques, rescues and other emergency situations at the Drill Tower and other County sites; learns proper function and use of fire apparatus and tools on different fire apparatus; retrieves and practices operation of firefighting equipment including deploying hose, properly deploying ground ladders of various types, utilizing power tools (i.e. spreaders, cutters, rams, etc.); practices forcible entry training to gain access to structures; salvage and overhaul techniques; extinguishes fires in burn props or other live fire buildings; performs a variety of simulated fire rescue and emergency operations such as rescuing victim dummies from buildings, performing vehicle extrications, etc.; performs a variety of firefighting duties (i.e. various fire hose operation from set up, to use, to clean-up, operating/throwing ladders accurately, USAR (*Urban Search and Rescue*), handling hazardous waste, wildland fires techniques, etc.); performs extensive crawling, kneeling, stooping, twisting, bending, lifting, carrying, climbing, etc., while training in simulations; trains in extreme temperatures while wearing full firefighting gear (turnouts); searches for, carries and/or drags victim dummies to safety; may operate at extreme heights, have to balance, crawl into buildings/structures filled with limited access and which are filled smoke and fire. It was further clarified that incumbent trains to perform a variety of fire and rescue functions in elevated heat, while wearing a self-contained breathing apparatus (SCBA); may practice size-up of incidents, assess for immediate rescue of trapped victims; VEIS (Vent Enter Isolate Search) techniques; venting for life; PPV (positive pressure ventilation); vertical and horizontal ventilation; participates in emergency medical services training consistent with requirements of State / Department Emergency Medical Technician (EMT) guidelines; receives hazardous materials training according to State / Federal regulations. Clarification was also provided that incumbent participates in daily morning line-up for inspection and to receive assignments for the day; receives special assignments (i.e. academy janitorial detail, supplies, trash, etc.); performs equipment checks to ensure proper functioning.	**Up to 90% of the shift,** concurrent with essential functions #2,3,4,5,7

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#	Description of Essential Functions	Percentage of Typical Work Day / Notes
2	**CLASSROOM BASED TRAINING:** Through classroom and under close supervision, participates in a fire fighting training course; receives instructions in pre-fire plan inspection and enforcement of the Fire Code; perform other duties as assigned. It was clarified in interviews that incumbent attends educational classes and take notes on a fire science based curriculum; watches videos; answers questions posed by instructors; gives presentations and conducts training opportunities for peers; completes necessary paperwork and assignments; reads and studies material from issued texts books / web based content; takes exams and quizzes on information prior to testing on the drill grounds. It was further clarified that incumbent received instruction on the history of the fire service / Department, ethical behavior for Fire Fighters, customer service, fire sprinkler / standpipe systems, fire prevention and community risk reduction, fire extinguishers, forcible entry, ventilation, extrication techniques, Emergency Medical Training, rope tying, rigging, target hazards in the County of Los Angeles, responding to aircraft incidents, urban search and rescue (USAR), wildland fires, other public safety agencies, etc.; learns all aspects of firefighting safety; studies different types building construction; priorities during structure fire operation; various fire fighter survival techniques; appropriate handling of basic hazardous materials up to the technician level; participates in training lessons about municipal utilities such as gas, water and power utilities.	**Up to *80% of the shift,** concurrent with essential functions #1,3,5,6 It was clarified in interviews that incumbent will experience the longest durations of classroom training during the last two week of the academy but typically will have a combination of field training and classroom training.
3	**EQUIPMENT OPERATION / MAINTENANCE:** Receives instructions and learns the proper care and operation of all fire-suppression apparatus; perform other duties as assigned. It was clarified in interviews that incumbent is taught how to use and then operates all necessary equipment in support of firefighting activities (i.e. hoses, ladders, hydrants, Self-Contained Breathing Apparatus, PPE, etc.); learns and utilizes all fire apparatus components as well as how to drive / operate fire apparatus; learns how to properly set-up commonly used / standardized fire department hose lays and how to re-load hose beds after use; learns proper operating water pressure to suppress fire; proper maintenance of small engines; ladder maintenance and testing; learns techniques to free trapped occupants of motor vehicles requiring extrication; learns and utilizes a wide variety of hand and power tools for rescue / firefighting activities (i.e. chainsaws, saws, pick ax, sledgehammer, spreaders, carbon monoxide detector, multi gas detector rams, AED, cutter, wrenches, hydraulic / battery powered rescue tools, medical and ventilation kits, etc.); utilizes appropriate cleaning supplies for academy janitorial assignments; operates hand trucks, pallet jacks; wheeled carts; trains on and utilizes fall protection equipment; learns appropriate radio usage and procedures; trains in donning, doffing and maintenance of fire personal protective equipment; utilizes pens, pencils and paper; may utilize tablets. Clarification was further provided that incumbent visually inspects equipment before use; cleans equipment after use; inspects and performs minor maintenance to equipment such as adding fuel / oil to chainsaw, etc.; informs Instructor of any equipment issues needing to be addressed.	**Up to 80% of the shift,** concurrent with all other essential functions

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4	**PHYSICAL FITNESS TRAINING:** It was clarified that incumbents participate in a structured physical fitness program for one hour per day; performs activities including, but not limited to strength training, pull-ups, push-ups, stretching, running, stair climbing, muscular endurance, circuit training, etc.; practices firefighting skills needing physical endurance. Incumbent will need to carry fire apparatus (i.e. hose line, equipment packs, etc.) or be dressed in firefighting gear while performing physical fitness activities. *It was further clarified that physical fitness exertion is often necessary throughout the shift while participating in Fire Fighter training on the drill grounds.	**Up to *20% of the shift**, concurrent with essential functions #1,3,5
5	**COMMUNICATION / COLLABORATION / SOFT SKILLS:** Works in a team environment while providing patient and compassionate care to member of the public in emergency and non-emergency conditions; perform other duties as assigned. It was clarified in interviews that incumbent remains attentive and engaged during instructional sessions; fire fighter trainees are part of a diverse (i.e. functional, demographic, personality) class / team working to gain requisite knowledge on fire suppression and EMS tactics / best practices during their academy; interacts with classmates in regard to study materials and training scenarios; must fulfill different leadership roles during drills (i.e. Captain, Engineer, Fire Fighter) when assigned; follows chain of command; communicates directions clearly to other members of the team / crew; communicates with instructors / proctors; builds teamwork and problem solving skills; may interact with public while on training sites; must represent the County in a positive manner throughout the academy duration through words, appearance and actions. It was further clarified in interviews that incumbent is given a temporary field training assignment for a short duration, typically for 12 -24 hours total. During this assignment incumbents completes a task book with the assigned crew or Captain, this included training topics such as presenting a training topic to the crew on SCBA (self-contained breathing apparatus) or medical equipment usage; incumbents function as part of the crew responding to emergency calls for services or routine station duties around the fire station. The goal of this part of training to give new employees an opportunity to work in the field to receive on the job training and learn to communicate with other members of the fire department. It was also clarified in interview that incumbents work intensively as part of the academy team to accomplish the goals of the program; Fire Fighter Trainees, as part of the academy program improve and develop their leadership abilities; trainees are observed in numerous stressful situations and training scenarios which attempt to identify if they are coping with job stresses appropriately; trainees will work in the field for approximately 12 – 24 hours as part of the academy program and will potentially experience stressful emergency incidents which may include but are not limited to: emotionally charged events, physical traumas, life threating injuries, natural deaths, sexual assaults, child abuse, murders, suicides, drug overdoses etc. These types of incidents may be encountered in a diverse (i.e. functional, demographic, personality) urban / rural settings, often requiring compassion and empathy. The nature of Firefighting and EMS work necessitates that individuals possess strong coping skills or have the ability to reach out for professional assistance to help emotionally handle these incidents. Fire Fighter trainees will be exposed to difficult situations under extreme stress / pressure and must perform their duties while following established department policies and procedures. Trainees must possess emotional fortitude to perform the role of Fire Fighter and have the ability to keep calm and perform job functions under pressure and during extremely stressful situations on a regular basis.	**100% of the shift,** concurrent with all other essential functions

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6	**REPORTS / LOGS / RECORDS:** It was clarified in interviews that incumbent performs all related note keeping as required; takes exams and quizzes; prepares reading and writing as required; creates training materials for class presentations; retains instructional handouts study notebook as needed; completed equipment inspection and service checklists; learns to read maps and blueprints, and fire alarm system schematics; memorizes County locations and buildings; maintains confidentiality of academy-related issues and County information.	**Up to *10% of the shift**, concurrent with essential functions #2,3,5 *Incumbents may be required to take notes for longer durations during intensive classroom sessions.
7	**DRIVING:** A valid California Class C Driver License is required. It was clarified in interviews that incumbent trains to drive fire apparatus and other equipment on a regular basis; learns vehicle maneuvering on training courses; drives fire truck/engine to simulated emergency calls at training site; practices proper spotting of apparatus near fire hydrant for proper hose connections; participates in serpentine cone course training; learns driving laws and best practices for operating fire apparatus in emergency responses; operates aerial ladders and best spotting to rescue upper floors in multi-story buildings; It was further clarified in interviews that incumbent does not learn to drive the tiller in the academy. Academy members on occasion may drive apparatus on public streets in a non-emergency capacity as part of the field training program.	**Up to 10% of the shift,** concurrent with essential functions #1,3,5

III. No Non-Essential Functions:

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IV. Physical Requirements:

Physical Activity Performed	Frequency	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Weight Bearing Activities				
Weight Bearing *(standing & walking)*	Occasional to Continuous	6 Hours	1,2,3,4,5,6	Standing at attention during inspection/roll call; physical fitness and stretching; performing training drills; listening to instructions and watching demonstrations; operating fire hose; holding ladders; extracting drills; loading and unloading equipment; operating equipment (i.e. chainsaw, pick ax, sledgehammer, etc.); equipment inspection and maintenance; donning and doffing gear; facility housekeeping duties; moving to and from classroom; walking on a variety of surfaces; walking around drill tower; wildland fire training; to and from apparatus to retrieve supplies and hook up hoses; participating in training drills; pulling / deploying a preconnected hose; advancing a charged hose line; making a hydrant connection to apparatus
Standing	Occasional to Frequent	1 Hour	1,2,3,4,5,6	Standing at attention during inspection/roll call; physical fitness and stretching; watching training drills; listening to instructions and watching demonstrations; operating fire hose; holding / butting ladders; loading and unloading equipment; operating equipment (i.e. chainsaw, pick ax, sledgehammer, etc.); equipment inspection and maintenance; donning and doffing gear; debrief huddle after drills; facility housekeeping duties. It was clarified that most instances of standing are broken up with walking.

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Physical Activity Performed	Frequency	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Walking	Occasional to Continuous	60 Minutes	1,2,3,4,5	Performing simulated emergency responses; to and from classroom; pulling hose off apparatus; carrying ladders; moving in and around buildings and incidents; on a variety of surfaces; performing physical fitness activities such as running or walking, hose line operation; walking around drill tower; wildland hikes; to and from engine/vehicle to retrieve supplies and hook up hose; participating in training drills
Walking *on uneven terrain*	Seldom to Continuous	60 Minutes	1,2,3,4,5	Performing simulated emergency responses; to and from classroom; pulling hose; carrying ladders; in and around buildings and incidents; on a variety of surfaces; performing physical fitness activities such as running or walking, hose line operations; wildland firefighting tool usage; walking around drill tower; wildland fire hikes; to and from engine / vehicle to retrieve supplies and hook up supply hose; hydrant training evolutions; participating in training drills. Surfaces may include hillsides, slopes, structures, vehicles, roofs, grass, over fallen debris, dirt; slippery surfaces, etc.
Running	Seldom to Occasional	2 Minutes (typical) 60 Minutes (P.T.)	1,3,4,5	Engaging in fire rescue simulations; physical fitness training running / jogging. Short periods of running occur when training in emergency situations, assisting crews and to get to a victim dummies as quickly as possible. Longer periods occur when performing endurance training and physical fitness activities outdoors.
Jumping	Infrequent to Occasional	Seconds (typical) 5 Minutes (P.T.)	1,4	1' to 2' jump off apparatus to exit apparatus; off tailboard when pulling hose lines or equipment; physical fitness drills; out of pickup bed when unloading supplies

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Climbing *ladder, stairs, stools*	Infrequent to Frequent	1 Hour	1,3,4,5	Climbing items such as stairs in buildings; climbing ramps, hillsides, slopes, ladders, gable roof props; on and off apparatus; running stairs for physical fitness in drill tower; climbing ladders (aerial up to 100'); using stairs in training tower; engaging in training drills; performing simulated rescue
Balancing *above ground*	Infrequent to Frequent	1 Hour	1,3,4,5	Climbing items such as stairs in buildings; climbing ramps, hillsides, slopes, ladders, gable roof props; on and off apparatus; running stairs for physical fitness in drill tower; climbing ladders (aerial up to 100'); removing victim / dummy down ladder; using stairs in training tower; engaging in training drills; RIT drills; bail out drills; rope rescue training; rappelling; using roof ventilation props
Bending *at the waist*	Seldom to Continuous	10 Minutes Repetitively	1,3,4,5,6	Performing fire ground drills and tests; physical fitness training; assembling / breaking down /operating hose lines; fire hydrant training; equipment(i.e. chainsaw, pick ax, sledgehammer, etc.) use; maneuvering ladders; getting in and out of vehicle for drills; extricating a victim from a vehicle; search and rescue drills, lifting, aiding and removing dummy victims; wildland fire fighting tool usage; medical simulations; re-loading hose beds; fire hose testing activities; rolling hose; loading and unloading equipment; using wet vac; salvage and overhaul activities; picking up tools; equipment maintenance; mopping, sweeping and cleaning; getting in and out of fire apparatus for emergency calls; donning and doffing fire gear; simulated emergency response duties

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Twisting at waist *side to side*	Seldom to Continuous	30 Minutes	1,3,4,5,6	Performing drills and tests on training grounds; physical fitness training; assembling and operating hose; maneuvering ladders; getting in and out of vehicle for training drill; extricating a victim from a vehicle; shagging charged hose line; emergency response such as search and rescue, lifting, aiding and removing dummy victims from drills; medical simulations; loading hose beds; loading and unloading equipment; picking up tools; equipment maintenance; mopping, sweeping and cleaning; engaging in training drills; getting in and out of fire apparatus; donning and doffing fire gear
Stooping *slight bend at knees*	Seldom to Continuous	30 Minutes	1,3,4,5	Performing drills on the training grounds; physical fitness training; assembling and operating hose; fire hydrant training; (i.e. chainsaw, pick ax, sledgehammer, etc.); peel and peek activities on vehicle extrications; salvage and overhaul; operating around rotor blades; maneuvering ladders; getting in and out of vehicle for rescue simulation; extricating a victim from a vehicle; wildland fire fighting tool use; emergency response such as search and rescue, lifting, aiding and removing dummy victims; medical simulations; changing hose bed; loading and unloading equipment; picking up tools; equipment maintenance; mopping, sweeping and cleaning; engaging in training drills

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Squatting	Infrequent to Continuous	30 Minutes	1,3,4,5	Performing drills on the training grounds; physical fitness training; assembling and operating hose; fire hydrant training; (i.e. chainsaw, pick ax, sledgehammer, etc.); peel and peek activities on vehicle extrications; salvage and overhaul; operating around rotor blades; maneuvering ladders; getting in and out of vehicle for rescue simulation; extricating a victim from a vehicle; emergency response such as search and rescue, lifting, aiding and removing dummy victims; medical simulations; changing hose bed; loading and unloading equipment; picking up tools; equipment maintenance; mopping, sweeping and cleaning; engaging in training drills
Other / Sedentary / Non-Weight Bearing				
Sitting	Seldom to Continuous	2.5 Hours	1,2,3,4,5,6,7	Sitting during classroom training or on drill grounds; driving and riding in vehicles / apparatus; completing in-class assignments / tests
Driving	Infrequent to Continuous	1 Minute (typical) 30 Minutes (driver training day)	3,7	Drivers training of fire apparatus during the academy; It was clarified in interviews that recruits will drive apparatus on training grounds, frequently for short periods of time

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Kneeling *one or both knees*	Seldom to Occasional	30 Minutes	1,3,4,5	Performing drills on the training grounds; physical fitness training; assembling and operating fire hose; fire hydrant training; using tools (i.e. chainsaw, extrication tools, airbags, etc.); peel and peek activities on vehicle extrications; vehicle stabilization; salvage and overhaul; accessing small spaces; extricating a victim from a vehicle; emergency response such as search and rescue and removing dummy victims; medical simulations; performing CPR; donning and doffing speed drills; changing hose bed; loading and unloading equipment; picking up tools; equipment maintenance; cleaning apparatus wheels; checking tire pressure; removing / placing apparatus stop chocks; extrication drills; engaging in live fire training drills; crawling on knees; fire fighter survival props / confidence course; hose maze activities; crawling low advancing hose line
Crawling *on hands and knees*	Infrequent to Frequent	5 Minutes (typical) 45 Minutes (confidence course)	1,3,4,5	Performing drills on the training grounds; crawling through confidence course; accessing small spaces; extricating a victim from a vehicle; emergency response such as search and rescue, lifting, aiding and removing dummy victims; engaging in live fire training drills; crawling low doing searches; fire fighter survival props / confidence course; hose maze activities
Lying Down *back, side or stomach*	Infrequent to Occasional	15 Minutes	1,3,4,5	Performing emergency drills and tests; physical fitness drills; playing victim in rescue drill; engaging in training drills; accessing smoke-filled buildings/structures; using creeper to perform check on apparatus

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Upper Extremity / Arm Movement				
Pushing	Seldom to Continuous	60 Minutes	1,2,3,4,5,6,7	Opening and closing doors; maneuvering furniture in fire attack / search drill; physical fitness activities (push-ups) / weight lifting; vehicle stabilization and access; using tools and equipment; using a supply cart; cleaning duties (i.e. mopping, sweeping); moving ladders; moving debris equipment or structures in drills / emergency situations; maneuvering ladders; operating fire hydrant; maneuvering hand trucks and pallet jacks; rolling hose; opening hydrant
Pulling	Seldom to Continuous	60 Minutes	1,2,3,4,5,6,7	Opening and closing doors; maneuvering furniture in fire attack / search drill; physical fitness activities (pull-ups) / weight lifting; vehicle stabilization and access; using tools and equipment; using a supply cart; cleaning duties (i.e. mopping, sweeping); moving ladders; moving debris equipment or structures in drills / emergency situations; maneuvering ladders; operating fire hydrant; wildland fire fighting tool use; maneuvering hand trucks and pallet jacks; deploying hose lines; tool (i.e. chainsaw, pick ax, sledgehammer, etc.) use; dragging victim dummies; hose line and rope work; maneuvering hand trucks and pallet jacks; pull starting small engines; rope system set up and use

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Reaching – above shoulder level	Seldom to Occasional	20 Minutes	1,2,3,4,5,7	Equipment operation (i.e. chain saw, circular saw, etc.); accessing ceiling in drill; climbing and maneuvering ladders; pike pole use; pull-ups; accessing apparatus compartments; loading fire hose; using shoulder mounted radio mic; stowing ladders; ladder carries; confidence course; cleaning duties at fire station (i.e. washing equipment); carrying items on shoulder; giving hand signals; pulling / holding hose; conducting simulated fire emergency response or rescue training
Reaching – at shoulder level	Seldom to Continuous	20 Minutes	1,2,3,4,5,7	Equipment operation (i.e. chain saw, circular saw, cutters etc.); climbing and maneuvering ladders; butting ladder; cleaning duties at fire station (i.e. washing equipment); operating fire apparatus; driving; accessing vehicle compartments; giving hand signals; pulling/holding hose; conducting simulated fire emergency response or rescue training; portable radio use; climbing up and down ladder; stabilizing self on ladder and other equipment
Reaching – below shoulder level	Continuous	2 Hours	1,2,3,4,5,6,7	Standing at attention during inspection/roll call; physical fitness and stretching; performing training drills; operating fire hose; holding ladders; extracting victims from vehicle during drills; loading and unloading equipment; operating equipment (i.e. chainsaw, pick ax, sledgehammer, etc.); equipment inspection and maintenance; checking vehicle fluids; donning and doffing gear; facility housekeeping duties; classroom activities; wildland fire fighting tool use; operating fire pump; making hose connections; testing fire hose; breaking down hose lines; opening and closing fire hydrant

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Steering	Infrequent to Occasional	30 Minutes	1,3,7	Driving fire apparatus; operating auxiliary vehicles on training grounds; using cart / pallet jack or hand truck to move supplies and materials
Cervical Spine / Neck Movement				
Extension of the neck *looking upward*	Occasional to Continuous	20 Minutes	1,2,3,4,5,7	Classroom activities watching lecture or video; equipment operation (i.e. chain saw, circular saw, etc.); climbing and maneuvering ground ladders; cleaning duties; washing apparatus; checking for overhead obstructions and hazards; observing smoke conditions from upper floors; pulling hose lines off apparatus; performing window rescue drills from ladder; training in and around tower; stabilizing self on ladder and other equipment; giving hand signals; watching rope training from the below
Flexion of the neck *looking downward*	Occasional to Frequent	5 Minutes Repetitively	1,2,3,4,5,6,7	Physical fitness and stretching; performing fireground drills; listening to instructions and watching demonstrations; operating fire hose; holding ladders; extracting victims from vehicle during drill; stabilizing vehicle for extrication; loading and unloading equipment; operating equipment (i.e. chainsaw, pick ax, sledgehammer, etc.); roof ventilation activities; equipment inspection and maintenance; donning and doffing gear; completing written assignments/exams; reading textbooks; facility housekeeping duties; classroom activities; walking around drill tower; wildland fire instruction and tool usage; operating pump panel; placing stop chocks on fire apparatus; performing CPR; participating in medical training; using BVM; making hydrant connections; participating in training drills; fire hydrant training

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Physical Activity Performed	Frequency	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Twisting of the neck *side to side*	Occasional to Continuous	Seconds repetitively	1,2,3,4,5,6,7	Scanning area for safety; physical fitness and stretching; performing fireground drills; listening to instructions and watching demonstrations; talking to more than one person; operating fire hose; stabilizing vehicle for extrication; loading and unloading equipment; operating equipment (i.e. chainsaw, pick ax, sledgehammer, etc.); roof ventilation activities; equipment inspection and maintenance; donning and doffing gear; completing written assignments/exams; reading textbooks; facility housekeeping duties; classroom activities; walking around drill tower; wildland fire instruction and tool usage; operating pump panel; placing stop chocks on fire apparatus; performing CPR; participating in medical training; making hydrant connections; participating in training drills; fire hydrant training

Upper Extremity / Hand Activities

Physical Activity Performed	Dominant Hand	Non - Dominant Hand	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Fine Manipulation	Occasional to Continuous	Occasional to Continuous	2 Hours	1,2,3,5,6,7	Using hand tools; equipment repair or maintenance; cleaning equipment or apparatus; using medical supplies; IVs; using writing utensils; using radio buttons; documentation; tying ropes; report writing; training activities/taking notes; using switches, buttons, gauges; equipment maintenance, equipment (saws, air packs); using cell phone/2-way radio; dialing phone; handwriting; tying trash bags; equipment maintenance/repair; turning knobs; using keys; filing; pulling levers or opening drains on pumps; completing paperwork

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Keyboarding / Typing	Infrequent to Seldom	Infrequent to Seldom	5 MIN	2,6	Entering time / work hours data into computer; using tablets during class sessions
Simple Grasp	Occasional to Continuous	Occasional to Continuous	90 Minutes	1,2,3,5,6,7	Driving; using medical equipment; using steering wheel, handles, various control valves; wildland tool usage; rescue equipment use; hand tools use; general supplies; station supplies; using fire hose; clearing debris; using two-way radio; using keys; using writing utensils; holding and using tools and equipment; performing equipment repair/maintenance duties; grounds keeping duties at drill tower site; cleaning duties on drill grounds and associated facilities; holding / placing traffic control cones; using flashlight; providing emergency response and medical duties; manipulating person / dummy, debris, in training scenarios
Up & Down Flexion of Wrist	Occasional to Continuous	Occasional to Continuous	60 Minutes	1,2,3,4,5,6,7	Using medical equipment, fire equipment;; laying fire hose; using ladders; pike pole use; general supplies; lifting patient / dummy; opening closing hose lines; operating power equipment on truck companies; training exercises, CPR; maintaining gear and equipment; cleaning duties; moving hand from external mouse to keyboard; using grounds keeping tools at drill grounds; using many hand tools and equipment; signaling to coworkers or drivers; writing; manipulating person, debris, equipment or structures in emergency situations; training exercises, physical fitness activities
Side to Side Motion of Wrist	Seldom to Frequent	Seldom to Frequent	60 Minutes	1,2,3,4,5,6	Pulling fire hose; pulling rope, ladders; training activities; operating power equipment; maintaining gear and equipment; cleaning duties at drill grounds; moving hand from external mouse to keyboard; forcible entry training; using grounds keeping tools at drill grounds; using many hand tools and equipment; signaling to coworkers or drivers; writing; manipulating person, debris, equipment or structures in emergency situations; physical fitness activities; operating equipment (i.e. chainsaw, pick-head ax, sledgehammer, etc.); operating equipment on truck; wildland fire line tool use

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Turning / Rotation of Wrist or Hand	Seldom to Frequent	Seldom to Frequent	15 Minutes	1,2,3,4	Driving apparatus and equipment; changing pattern on nozzle; activating hydraulic or E-Draulic tools®; tying knots; creating rope systems; shoveling and wildland clearing activities; using many hand tools and equipment; starting vehicles and equipment ignition; tying trash bags; using combination locks; locking and unlocking doors; using hand tools; shutting off gas at meter; screwdriver, manipulating person / dummy, debris, equipment or structures in emergency situations
Gross Manipulation	Infrequent to Frequent	Infrequent to Frequent	60 Minutes	1,2,3,4	Manipulating dry and wet hose lines; managing charged lines; removing debris; salvage and clearing escape path; operating extraction tools; removing victim or dummy; using cart to move supplies and materials; maneuvering ladders safely; using pneumatic tools; debris, equipment on drill grounds; emergency response duties; providing first aid/medical assistance; rolling wet hose; changing SCBA bottles
Powerful Grasp/ Tight Grasp	Infrequent to Frequent	Infrequent to Frequent	60 Minutes	1,2,3,4,7	Driving; holding charged hose line; victim / dummy rescue and removal using backboard, manta tarp; carryall; ladders, equipment, power tools, etc.; operating extraction tools, ropes; extricating a victim / dummy from a vehicle; climbing stairs with high-rise pack; dragging dry and wet supply lines; raise and lower equipment from windows; moving heavy items; forceable entry activities; moving equipment and heavy supplies; opening hydrant valve; operating power equipment; holding/carrying ladders; loading and unloading supplies and equipment; using cart to transport supplies; holding rails while climbing ladders; using pneumatic tools; manipulating person / dummy

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V. Lift/Carry Weight Requirements:

Weight Lifted / Carried (lbs.)	Frequency	Max. Height Lifted	Distance Carried	Examples of How Activity is Performed	Occurs in Essential Function(s)
1 to 10	Occasional to Continuous	Above Shoulder	Several Miles*	Small hand tools; power cords; portable lighting; small toolbox/bag (8#); baby dummy; small ladder (10#); pick ax (5.5#); rubbish hook (9.5#); handline nozzles (7#); hydrant wrench (3.5#); safety cones (10#); measuring tape; two way radio; flashlight; maps; helmet (4#); small office supplies; steel-toed boots (10#); backpack; homework; textbooks; batteries for hand tools; study notebook; weight lifting fitness equipment	1,2,3,4,5,6
11 to 25	Seldom to Continuous	Above Shoulders	100 Yards*	Small child dummy; medical supplies and life support tools; step chalk blocks (12.5#); standard personal protective gear (22#); SCBA (25#); SCBA cylinder (15#); chainsaw (21#); pry bar (18#); hose clamps (11#); sledgehammer (13.5#); chainsaw (21#); pry bar (18#); bolt cutter (15#); halogen (14#); empty water vacuum (24#); rescue tools; various firefighting equipment and clothing; household items and furniture; rope rescue equipment: weight lifting fitness equipment	1,2,3,4
26 to 50	Seldom to Occasional	Above Shoulders	100 Yards*	Small dummies; circular saw (33#); ladders; cord reel (34#); dry chemical fire extinguisher (36.5#), small ram extraction tool (27#), airway bag (32#); pry bar (26.5#); 50 ft. 3 in. dry hoses (40#), rescue air bag (43#); large ram extraction tool (40.5#), cutters extraction tool (38#); high rise pack (50#), bag of absorbent(50#); rope rescue bag (50#); jaws of life (40#); 5-gallon container of foam (45#); section of hose; deck monitor gun (49#); various firefighting equipment; household items and furniture; fire extinguishers; PPE gear with helmet and breathing apparatus; portable generator (30#); rolls of supply hose; weight lifting fitness equipment	1,3,4
51 to 75	Seldom to Frequent	Above Shoulders	100 Yards*	Child dummies; extension ladders (70#); 50 ft. 4 in. dry hose (60#); 24 ft. no-extension ladder (71#); bag of chains (55#); 5 gallon full water vacuum (65#); tool box (54#); heavy rescue tools; PPV fan; various firefighting equipment; household items/furniture in simulation; spreaders extrication tool (73.5#); hose packs;	1,3

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				pieces of disassembled vehicles used in extrication evolutions; weight lifting fitness equipment	
75 plus	Infrequent to Frequent	Above Shoulders	100 Yards*	Dummies of varying weights; extension ladders (85-150+ pounds); stokes basket loaded (86#); power plant extraction tool portable generator (77.5#); heavy rescue tools; PPV fan (80#); portable hydraulic power unit; ability to drag dummy in simulated emergency events (165#); weight lifting fitness equipment all weights	1,3
Incumbent must be able to lift and drag a 165-pound person a minimum of 35 feet (per PAT). Incumbents are expected to be able to physically engage in the full range of Public Safety duties, including dragging of persons, heavy equipment, and supplies to perform job duties and may be required to exert force in weights greater than those listed above. Many items need to be worn or carried up and down multiple flights of stairs as well as over uneven ground and on rooftops. *PPE, SCBA, Protective clothing, turnout coat, pants, tools, air pack and helmet were noted to be worn during an certain learning environment situations, weighing up to 75 lbs. (when performing simulated Firefighting duties).					

VI. Operational Requirements:

Description of Equipment/ Machinery/Vehicle	Typical Work Day Usage/Operation	Description of Equipment / Machinery/Vehicle	Typical Work Day Usage/Operation
Fire apparatus	Infrequent to Continuous	Communication devices (2-way radios, cell phones, etc.)	Infrequent to Frequent
Fire Fighter PPE (i.e. helmet, face shield, goggles, uniform)	Occasional to Continuous	Hand tools (i.e. screwdriver, hammer, wrench, etc.)	Infrequent to Frequent
Fire / rescue equipment/power tools (i.e. tools, chainsaw extrication, etc.)	Infrequent to Frequent	Emergency medical equipment (i.e. cardiac monitors, IV items, AED, etc.)	Infrequent to Frequent
Self-Contained Breathing Apparatus (SCBA)	Occasional to Continuous	Fire hoses of various lengths and diameters	Infrequent to Continuous
Ladders of various sizes (aerial 100 ft. ladder, extension and roof , attic)	Infrequent to Frequent	Office supplies (i.e. pens/pencils, ruler, stapler, etc.)	Seldom to Occasional
Rope rescue equipment	Infrequent to Frequent	Sledgehammer / pick ax / shovel	Infrequent to Frequent
Exercise equipment (i.e. resistance bands, weights, etc.)	Occasional to Frequent	Fire Hydrant	Infrequent to Seldom
Heavy equipment (i.e. generators, hydraulic power head etc.)	Infrequent to Frequent	Wood working tools	Infrequent to Seldom
Traffic control/safety items (i.e. flares, cones, stop signs, etc.)	Infrequent to Frequent	Treadmill, exercise bike, stair stepper	Seldom to Occasional
Large equipment (PPV fan, water vac, etc.)	Infrequent to Seldom	Wildland gear	Infrequent to Continuous

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VII. Work Environment:

Summary / Overview of Environmental Conditions: Training is performed both indoors and outdoors in seasonal and adverse weather conditions. Training is performed mostly at County of Los Angeles drill tower locations; terrain may include: plywood, hillsides, slopes, dirt, asphalt, concrete, cement, gravel, grass, and sand; wildland fire training performed on slopes and hillsides; climate is dependent on the season, incumbent may be exposed to inclement weather conditions to include: fog, mist, rain, wind, heat/sunlight; incumbents are also be exposed to extreme heat, humidity and similar conditions during simulated fire suppression. Incumbents are regularly exposed to slippery surfaces, elevated heights, uneven surfaces, extreme temperatures, humidity, dust, dirt, smoke, fire, chemicals, odors, etc.

Workplace Environment/ Conditions/Exposures	Frequency	Description
Indoors	Seldom to Continuous	Fire academy classroom indoor learning; completing assignments; performing fire training drills indoors; meetings in offices; various indoor locations for simulated emergency response duties; restrooms; locker room; drill tower
Outdoors	Seldom to Continuous	Fire academy training grounds for demonstrations, drills and other activities; physical fitness duties; drill tower; academy grounds keeping duties
Customer / Public Contact	Continuous	Fire Department instructors; Fire Fighters; outside agency trainers; general public; students; County personnel
Fragrances / Scents / Odors	Occasional to Continuous	Bodily odors; perfumes/colognes; fire; smoke; exhaust; diesel fumes; generators; odors from fire apparatus; trash; oil; outdoor plant life; grass clippings; cleaning solvents; fuels for chainsaw; restroom odors; cleaners
Traffic	Infrequent to Continuous	Drivers training on public streets; it was clarified in interviews that incumbents have are assigned to 3 days of field operations on fire apparatus and will respond on emergency calls where traffic will be experienced
Humid / Wet / Extreme Heat	Infrequent to Frequent	Working in seasonal weather conditions such as rain, fog, wind, etc. is expected; potential for heat from reflections off asphalt on hot days; exposure to extreme heat conducting simulated fire suppression and rescue activities; participating in live-fire/smoke training exercises; wearing full fire gear; exposure to cold water from hoses; regular movement in and out of buildings, being exposed to hot and cold environments repeatedly throughout training
Chemicals / Cleaners / Fumes / Vapors	Seldom to Continuous	Vehicle exhaust; gasoline; diesel; fire smoke/fumes; adhesives; cleaners
Excessive Noise / Decibels	Seldom to Continuous	Emergency vehicles; sirens; air horn; power tools (i.e. hydraulic tools; chain saws, impact wrench, reciprocating saws, cut-off saws; PPV fan); volume of radios required for communications; generators; public works equipment
Working Above Ground	Infrequent to Frequent	Using step stools and ladders of varying sizes up to full extension ladders on fire apparatus; aerial ladder; roofs; stairs; rope training; climbing hillsides, etc.
Lighting / Lumen	Continuous	Fluorescent / LED light indoors; direct and indirect sunlight outdoors; bright utility lights for simulated emergency response duties; fire
Bloodborne Pathogen Exposure / Working with Biohazards	Infrequent to Seldom	Cleaning restrooms; potential exposure to bodily fluids during simulated training duties from other academy members (i.e. blood, feces, urine, saliva, vomit, etc.)
Dust, Fine Particles, Allergens	Seldom to Continuous	Physical fitness duties; outdoor academy learning environment; wildland fire training

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Vibration	Infrequent to Frequent	Use of power tools (i.e. chainsaw, saws, generators, extrication tools, etc.) as part of fire training drills
Corrosives / Toxic Substances	Never	N/A
Low / High Voltage	Infrequent to Occasional	Generators; extension cords; power tools; portable lighting
Dangerous / Explosive Hazards	Infrequent to Occasional	Propane fueled fire training props
Confined Spaces	Infrequent to Occasional	Crawl spaces; manhole; attics; confidence course; hose maze; fire fighter survival course
Machinery	Infrequent to Continuous	Regular use of various emergency response tools and equipment (i.e. chain saw, chisels, extrication tools, generators, etc.)
Exposure to / Operation of Heavy Machinery	Infrequent to Continuous	Fire apparatus; forklift; utility truck; wildland helicopter; public works vehicles
Other	Never	N/A

VIII. Communication Abilities / Sensory Functioning:

Sensory Demand / Method	Frequency	Performed in Functions	Notes / Examples
Smell: *Distinguish odors, able to smell for dangerous gases, smoke, fires, spoiled food, vapors, dampness, waste, decomposing animals, etc.*	Seldom to Continuous	1,3,7	Emergency situations; to be able to smell fire or foreign substances to alert other personnel and identify source of odor; assessing natural gas leaks/lines in work area; using power tools safely; electrical burn; hot brakes
Sight: *Distinguish objects, depth perception, field of vision, color identification, near and far acuity necessary to operate equipment, machinery, etc.*	Continuous	1,2,3,4,5,6,7	See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; safely operating tools and equipment; ensuring traffic safety; reading directions; ability to see color; placarding for products; seeing warning labels; performing safe emergency response; assessing safety of various work sites; driving; performing first aid

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Hearing: *Comprehend oral language and sounds and react appropriately.*	Continuous	1,2,3,4,5,6,7	Hear in the normal audio range with or without correction; listening for proper operation or malfunctioning equipment; exposure to noise; using hand and power tools safely; assessing traffic flow conditions; getting directions; responding to two-way radio calls; receiving commands; hearing warnings on emergency calls; interacting with public; hearing cries for help; safely assessing work area
Speaking: *Orally communicate information and ideas with comprehension*	Occasional to Frequent	1,2,3,4,5,6,7	Responding to phone calls and two-way radio in simulation; communicating simulation task status; giving direct orders as team leader; actively engaging with simulation team members; give instructions; asking clarifying questions; speaking in class; interacting with the public; calming victims in simulation; mock interviews with victims and pretending to be victims
Reading: *Comprehend the written word*	Occasional to Continuous	1,2,3,5,6,7	Printed material; computer data; handwritten notes and messages; ability to read written directions, instructions and assignments; reading traffic signs; reading warning labels/signs; accurate interpretation of maps; reading policy & procedure manuals
Writing: *Composing communications in writing*	Seldom to Frequent	1,2,3,5,6	Handwriting notes; email usage; updating and signing off a policy & procedure updates; typing patient care records; completing reports; completing checklists; taking notes; conducting witness interviews

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Math: *Compute a series of numeric variables, measurements,*	Seldom to Frequent	1,2,3,6	Simple calculation checks on reports; accurate calculation of fire ground hydraulics; computing pressure required for various incidents; accurately counting number of floors in a rescue; estimating length of hose required in various situations; accurate use of a tape measure; understanding of length, depth, width, cubic measurements; volume; fire flow needs

IX. Personal Protective Equipment / Safety Training and Devices:

Personal Protective Equipment and Safety Training and Devices: It was clarified in interviews that the following safety equipment is provided to incumbent: Personal Protective Equipment (PPE), hearing protection (buds and muffs); headset; gloves (latex, leather, rubber and medical grade); hard hat; safety harness; safety rope; Self Contained Breathing Apparatus (SCBA); medical grade HEPA filters; dust/particle masks; respirators; turnout coat; helmet; helmet liner; turnout pants; plastic shield fire fighter gloves; flashlight; work gloves; spanner wrench; fire fighter hood; hose strap; brush pants; rope hose tool; leather boots; rescue webbing; rubber boots; ems; safety glasses; brush jacket safety vest; face shield; radios and other communications devices.

It was also clarified in interviews that the incumbent has regular access to first aid kits, fire extinguishers and eye wash stations, Incumbent participates in all legally required trainings for position, as well as, any elective or County-provided training as assigned by Supervisor.

X. Position Qualifications:

Education/Training/Experience:	A valid Emergency Medical Technician Certification issued by an approved California certifying agency or an Emergency Medical Technician Certification issued by the National Registry of Emergency Medical Technicians. Graduation from high school or its equivalent -and- a valid Candidate Physical Ability Test (CPAT) certificate.
Ability To:	Applicants must be in good general physical condition, free from disease or defects that would interfere with the satisfactory performance of the duties of this position. Vision: (1) Acuity - At least 20/70 in each eye without correction, correctable to 20/30 in each eye. (2) Color perception - Anything other than minor hue impairment is disqualifying. Hearing: There may be no greater than a 25 Db loss in the better ear as averaged over the test frequencies of 500, 1000, 2000, and 3000 Hz. There may not be a peak loss at any of the test frequencies greater than 30 Db at 500 Hz 30 Db at 1000 Hz 40 Db at 2000 Hz

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	40 Db at 3000 Hz There may be no greater than a 35 Db loss in the worse ear as averaged over the test frequencies, and no peak loss greater than 45 Db at any of the test frequencies. In the case of a questionable, unusual, or borderline hearing loss, the applicant's record will be reviewed by the Occupational Health Service consultant in otolaryngology who will make a recommendation as to the applicant's employability, and forward it to the Medical Director for final disposition. Height/Weight Relationship: There are no minimum or maximum height requirements, but the height/weight relationship of each applicant must either (1) fall within the ranges in the following table, or (2) if the applicant's height is not included in the table, be found to be acceptable after individual evaluation. Height measurements are made without shoes and coat. Applicants whose height falls between any of the measurements shown on the table must meet the weight requirements of the lower weight. MALE: HEIGHT WEIGHT 5 ft. 0 in. 110 lbs. to 143 lbs. 5 ft. 1 in. 112 lbs. to 146 lbs. 5 ft. 2 in. 115 lbs. to 149 lbs. 5 ft. 3 in. 118 lbs. to 152 lbs. 5 ft. 4 in. 121 lbs. to 155 lbs. 5 ft. 5 in. 124 lbs. to 158 lbs. 5 ft. 6 in. 128 lbs. to 163 lbs. 5 ft. 7 in. 131 lbs. to 168 lbs. 5 ft. 8 in. 136 lbs. to 173 lbs. 5 ft. 9 in. 140 lbs. to 179 lbs. 5 ft. 10 in. 144 lbs. to 185 lbs. 5 ft. 11 in. 148 lbs. to 191 lbs. 6 ft. 0 in. 152 lbs. to 197 lbs. 6 ft. 1 in. 156 lbs. to 203 lbs. 6 ft. 2 in. 160 lbs. to 209 lbs. 6 ft. 3 in. 164 lbs. to 215 lbs. 6 ft. 4 in. 168 lbs. to 221 lbs. 6 ft. 5 in. 172 lbs. to 227 lbs. 6 ft. 6 in. 176 lbs. to 233 lbs. 6 ft. 7 in. 180 lbs. to 239 lbs. FEMALE: HEIGHT WEIGHT 5 ft. 0 in. 95 lbs. to 129 lbs. 5 ft. 1 in. 98 lbs. to 132 lbs. 5 ft. 2 in. 101 lbs. to 135 lbs. 5 ft. 3 in. 104 lbs. to 138 lbs. 5 ft. 4 in. 107 lbs. to 144 lbs. 5 ft. 5 in. 111 lbs. to 150 lbs. 5 ft. 6 in. 115 lbs. to 156 lbs. 5 ft. 7 in. 119 lbs. to 162 lbs. 5 ft. 8 in. 121 lbs. to 168 lbs. 5 ft. 9 in. 127 lbs. to 174 lbs. 5 ft. 10 in. 131 lbs. to 180 lbs. 5 ft. 11 in. 135 lbs. to 186 lbs. 6 ft. 0 in. 139 lbs. to 192 lbs. 6 ft. 1 in. 143 lbs. to 197 lbs. 6 ft. 2 in. 147 lbs. to 204 lbs. 6 ft. 3 in. 151 lbs. to 210 lbs. 6 ft. 4 in. 155 lbs. to 216 lbs. 6 ft. 5 in. 159 lbs. to 222 lbs.
Licenses / Certifications:	A valid California Class C Driver License.
Other:	ELIGIBILITY FOR PEACE OFFICER STATUS: In order to qualify for peace officer status under Government Code Section 1031, applicants must be:1) a United States citizen or permanent resident who is eligible for and has applied for citizenship, 2) at least 18 years of age at time of appointment, 3) free of felony convictions, and 4) of good moral character as determined by a thorough background investigation.
PHYSICAL CLASS:	4 - Arduous.

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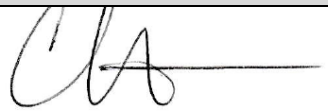
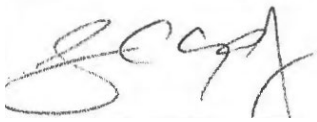
XI. Mental and Psychological Demands of Position:

Mental / Psychological Demand	Required (Yes / No)	Occurs in Essential Functions	Notes / Examples
UNDERSTAND AND FOLLOW DIRECTIONS – with little or no direction	YES	1,2,3,4,5,6,7	Ability to understand written or oral instructions and follow directions with little or no additional direction or supervision. Ability to ask simple questions or request assistance and identify when assistance is needed; ability to recognize potential hazards and follow appropriate precautions.
MEMORY	YES	1,2,3,4,5,6,7	Ability to remember locations and work procedures; ability to perform activities of a routine nature; ability to understand and remember detailed instructions
REGULAR AND RELIABLE ATTENDANCE	YES	1,2,3,4,5,6	Ability to perform activities within a schedule, maintain regular attendance and be punctual; ability to complete a normal work day and / or work week and perform at a consistent pace to meet productivity expectations.
PROBLEM SOLVING	YES	1,2,3,4,5,6	Ability to set realistic goals or make plans independently of others; ability to respond appropriately to changes in the work conditions; ability to make independent decisions or judgments based on appropriate information
ABILITY TO PERFORM COMPLEX AND VARIED TASKS	YES	1,2,3,4,5,6,7	Ability to synthesize, coordinate and analyze data; ability to perform jobs requiring precise attainment of set limits, tolerances or standards; ability to perform a variety of duties, often changing from one task to another of different nature without loss of efficiency or composure
ABILITY TO DEVELOP AND MAINTAIN POSITIVE WORK RELATIONSHIPS	YES	1,2,3,4,5,6	Ability to get along with a diverse group of co-workers or peers; ability to get along with diverse groups of people and customers/clients; monitor and adjust personal behaviors to support positive work environment for company/organization; ability to interact appropriately with people; ability to respond appropriately to evaluation or criticism.
SUPERVISE/LEAD AND INFLUENCE OTHERS	YES	1,2,3,4,5,6	Ability to negotiate with, instruct or supervise people; ability to convince or direct others; ability to perform work activities requiring negotiating with, explaining or persuading.

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XII. Persons Interviewed:

The following persons were interviewed as subject matter experts on the classification/position. Their signatures signify their agreement that to their best knowledge the document represents the current and traditional physical, mental and emotional demands of the classification/position and not of any one particular assignment or incumbent.

Name	Position Title	Signature	Date
Chase Mottram	Fire Fighter / Former Trainee		10/30/19
Brent Burton	Captain	 Brent F. Burton	11/3/2019
Louis Gaytan	Captain		11/9/2019

XIII. Sources:

Observed Position Performance:	**Job Description Utilized for Document Creation:**	**Interviewed Participants:**
YES, October 2, 2019	YES, Undated	YES, October 2, 2019

In order to develop this Essential Functions Position Analysis, the Consultant utilized information which was provided by the above employer participants. It is the employers and participants noted above whom are ultimately responsible for confirming the accuracy of all information outlined in this report. Any changes made to this document will require the organization to obtain new signatures to again confirm changes are correct across the classification. It is recommended this document be reviewed periodically for accuracy prior to its intended use.

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