

# NORTHTREE FIRE INTERNATIONAL

## JOB DESCRIPTION

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### **JOB TITLE / CLASSIFICATION: (IMS STAFF 1) IMS Staff 1**

**JOB SUMMARY:** This employee will be provided transportation to the incident or participate in the mobilization of related equipment as a means of transport. As a member of a 2-4 person Incident Management Support Unit this individual will perform office type services. As directed by the Support Unit Supervisor, operates office equipment such as copiers, fax machine, plotters, and laminators, and may also perform computer operations and typing. As directed by the Support Unit Supervisor, performs the work assigned in a positive manner. Performs duties as directed while providing cost effective operations including the care and maintenance of company equipment.

### **LOCATION:**

Variable as assigned.

### **WORK HOURS:**

Typically 12 hour (day or night) operational periods not to exceed 21 consecutive days or for duration of assigned project.

**DESIGNATION:** Call-When-Needed; Non-exempt.

**DESCRIPTION OF WORK ENVIRONMENT:** See attached IMS Staff 1 Job Analysis Outline.

**DESCRIPTION OF PHYSICAL REQUIREMENTS:** See attached IMS Staff 1 Job Analysis Outline.

### **ESSENTIAL FUNCTIONS:**

- IMS Staff 1- Performs duplication, lamination, light computer operations and typing assignments as directed by supervisor. Maintains a customer friendly approach in all contacts while on assignment.
- Other Duties as Assigned.

### **REPORTING RELATIONSHIP:**

- **General** - This employee is managed by the IMS Lead Supervisors between deployments.
- **Mobilization** - Once deployed to an incident, this employee reports to the IMS Supervisor on site or the ranking NTFI employee on site and/or Incident Commander.
- **Technical** - This employee will report with technical issues and seek technical input during a deployment from IMS Supervisor on site.
- **Subordinates** - This employee may be assigned a trainee to help coach and mentor during their OJT assignment.

### **EDUCATION AND/OR EXPERIENCE:**

#### **Required:**

- A High School Diploma or GED.
- Knowledge of office machines, copiers, fax, printers, computers and computer programs.

**Preferred:**

- Knowledge of Microsoft Word, Excel, PowerPoint.
- Knowledge of Adobe Photoshop, Illustrator or Acrobat.

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**About NorthTree Fire International**

NorthTree Fire International (NTFI) is a company that provides a variety of services and resources to emergency incidents, resource managers and the fire community. NTFI has been a legal and recognized fire company in the State of California since 1997. (CFIRS number: 58013, FireScope three letter designator: NTI). For more information, please visit NTFI's website at [www.northtreefire.com](http://www.northtreefire.com)

**NorthTree Fire International is an Equal Opportunity Employer and a Drug-Free Workplace.**

**Employment with NorthTree Fire International (NTFI) is at-will and therefore either NTFI or Employee may terminate Employee's employment at any time, with or without cause for any reason whatsoever.**

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# Explanations and Definitions of Terms for Job Analysis Outline

*Except for the category of "Not Significant", all other definitions are from the "Handbook for Analyzing Jobs," U.S. Department of Labor, Manpower Administration, 1972.*

<b>NP:</b>	Not Present	
<b>NS:</b>	Not Significant	(1% - 5% of the time)
<b>O:</b>	Occasionally	(6% - 33% of the time)
<b>F:</b>	Frequently	(34% - 66% of the time)
<b>C:</b>	Continuously	(67% - 100% of the time)

## **Standing:**

Remaining on one's feet in an upright position at work station without moving about.

## **Walking:**

Moving about on foot.

## **Sitting:**

Remaining in the normal seated position.

## **Lifting:**

Raising or lowering an object from one level to another includes upward pulling).

## **Carrying:**

Transporting an object, usually holding it in the hands or arms, or on the shoulder.

## **Pushing:**

Exerting force upon an object so that the object moves away from the force (includes slapping, striking, kicking, and treadle actions).

## **Pulling:**

Exerting force upon an object so that the object moves toward the force (includes jerking).

## **Balancing:**

Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery or erratically moving surfaces; or maintaining body equilibrium when performing gymnastic feats.

## **Crawling:**

Moving about on hands and knees or hands and feet.

## **Sedentary Work:**

Lifting 10 lbs. maximum and occasionally lifting and/or carrying such articles as docket, ledgers, and small tools. Although a sedentary job is defined as one that involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

## **Light Work:**

Lifting 20 lbs. maximum with frequent lifting and/or carrying objects weighing up to 10 lbs. Even though the weight lifted may be only a negligible amount, a job will be in this category (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing and pulling of arm and/or leg controls.

## **Medium Work:**

Lifting 50 lbs. maximum with frequent lifting and/or carrying of objects weighing up to 25 lbs.

## **Heavy Work:**

Lifting 100 lbs. maximum with frequent lifting and/or carrying of objects weighing up to 50 lbs.

## **Very Heavy Work:**

Lifting objects in excess of 100 lbs. With frequent lifting and/or carrying of objects weighing 50 lbs. or more.

# JOB ANALYSIS OUTLINE

**JOB TITLE: (IMS STAFF 1) IMS Staff 1**

**Work Is Performed: [Check appropriate category]**

  C   **Inside**      NS   **Outside**      NS   **Both**

**[Mark or circle appropriate category]**

<b>Stands</b>	0-1	1-2	<b>&gt;2-3</b>	3-4	4-5	5-6	6-7	7-8	9-10	Hours
<b>Walks</b>	<b>&gt;0-1</b>	1-2	2-3	3-4	4-5	5-6	6-7	7-8	9-10	Hours
<b>Sits</b>	0-1	1-2	2-3	3-4	4-5	5-6	6-7	<b>&gt;7-8</b>	9-10	Hours

**[Insert item descriptions and check appropriate category]**

Employee Lifts	ITEM(S)	NP	NS	O	F	C
0 - 10 lbs.	Clipboards, office packages				X	
11 - 20 lbs.	Trailer set-up or tear down			X		
21 - 50 lbs.	Office paper reams or rolls				X	
51 - 100 lbs.						
100 plus lbs.				X		
Employee Carries	ITEM(S)	NP	NS	O	F	C
0 - 10 lbs.	Clipboards, lap tops			X		
11 - 20 lbs.						
21 - 50 lbs.	Office paper reams, rolls			X		
51 - 100 lbs.						
100 plus lbs.						

<b>Employee Pulls</b>	<b>ITEM(S)</b>	<b>NP</b>	<b>NS</b>	<b>O</b>	<b>F</b>	<b>C</b>
0 - 10 lbs.	Chairs and Tables			X		
11 - 20 lbs.	Paper Reams and Rolls			X		
21 - 50 lbs.						
51 - 100 lbs.						
100 plus lbs.						

**[Check appropriate category]**

<b>Physical Activity</b>	<b>NP</b>	<b>NS</b>	<b>O</b>	<b>F</b>	<b>C</b>
Climbs ramps					
Climbs stairs				X	
Climbs scaffolding					
Climbs ladders					
Balances					
Stoops (bends forward at waist)				X	
Kneels (works on knee or knees)		X			
Crouches (bends at waist and knees)		X			
Crawls					
Reaches above shoulder level				X	
Reaches below shoulder level			X		
Handles (seizes, holds, grasps)				X	
Fingers (picks, pinches)		X			
Feels (perceives size, shape, temperature and texture)					

**[Check appropriate category]**

<b>Worker Is Exposed To</b>	<b>NP</b>	<b>NS</b>	<b>O</b>	<b>F</b>	<b>C</b>
Extreme cold		X			
Extreme heat		X			
Temperature changes		X			
Rain					
Snow					
Humidity		X			
Noise		X			
Vibrations					
Fumes			X		
Dust			X		
Mist					
Gases					
Poor Ventilation		X			

**[Check appropriate category]**

	<b>This Job Would Be Classified As</b>
	Sedentary - lifting 10 lbs. Maximum. Walking and standing are done only occasionally.
X	Light - lifting 20 lbs. Maximum. Frequent lifting of 10 lbs.
	Medium - lifting 50 lbs. Maximum. Frequent lifting of 25 lbs.
	Heavy - lifting 100 lbs. Maximum. Frequent lifting of 50 lbs.
	Very Heavy - lifting in excess of 100 lbs. Frequent lifting of 50 lbs.

**GENERAL COMMENTS: [Insert comments or explanations, if applicable.]**

Job site conditions are highly variable, ranging from work in a remote field location housed in a 5th wheel trailer to supporting an operation along side a railroad track.

Rest accommodations ranging from motel rooms to field tents with field amenities such as portable showers can be expected. Travel may consist of 8-12 hours in a vehicle to airline transport. Some assignments maybe in a natural disaster area (such as a hurricane) where creature comforts are minimal.