



# GYPSUM FIRE PROTECTION DISTRICT

PO Box 243, 511 2<sup>nd</sup> Street Gypsum, Colorado 81637  
Phone: 970 524 7101



## JOB POSTING

### **Full-Time Captain**

**Position Title:** Captain

**Status:** At will

**FLSA status:** Non Exempt

**Hours:** Full Time, 48/96 shift / 2 week pay period. Call backs and overtime may be required to respond to incidents.

**Expected Compensation Range :** \$80k - \$90k after required FLSA overtime, plus benefits, DOE.

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The Gypsum Fire Protection District is seeking qualified applicants for the full- time position of Captain. A copy of the current position description is attached. The District has the right to change the Position Description at any time, at its sole discretion. The position is “at-will,” meaning the District or the employee may terminate the employment relationship at any time and for no reason.

#### **Education and/or Experience:**

Minimum qualifications for this position are:

- Valid Colorado Driver’s License with good driving history
- Three years of fire service experience
- State of Colorado Firefighter II, State of Colorado Fire Instructor I, State of Colorado HazMat Operations
- Colorado Emergency Medical Technician Basic
- NIMS IS-100,200,700 and 800
- NWCG S130/190 Wildland certification or greater

The following must be obtained post appointment:

- Colorado State CDL Class B within 6 months
- State of Colorado Fire Officer I and State of Colorado Pumper Operator within 12 months
- State of Colorado Hazardous Materials Technician within 18 months.

Preferred qualifications are:

- State of Colorado Fire Instructor II, State of Colorado Fire Officer II
- NWCG Engine Boss Wildland certification or greater
- State of Colorado Driver Operator, Pumper, Ariel
- College level course work in the area of fire science, strategy and tactics.


*Equivalent experience or education may be considered at the discretion of the Fire Chief.*

The District reserves the right not to hire any of the applicants for the position at its sole discretion.

**Depending on the results of this application process a future hire list may be established.**

Interested applicants must submit a cover letter, resume, references, and copies of certifications by **5:00 P.M. MST Monday January 9th, 2023** to: Gypsum Fire Protection District, PO Box 243, Gypsum, CO 81637 Attention: Chief Kirkland. Electronic versions (preferred) can be sent to [justin@gypsumfd.com](mailto:justin@gypsumfd.com). Incomplete applications may be rejected.

**Selected candidates will be invited to an assessment center Tue Jan 17<sup>th</sup> and Chief interview Wed Jan 18<sup>th</sup>.**

	<b>Job Description</b>	
	Job Title:	Fire Operations Captain -Career
	Reports To:	Deputy Chief & Fire Chief
	Revised date:	12-6-2022
	Status:	Career; Hourly; Non-Exempt

**Summary:**

The Captain is the Company and District supervisor of the Gypsum Fire Protection District. This position provides leadership for the delivery of fire and emergency medical services. Acting as both, company and district officer, this position is responsible for the direction of assigned personnel engaged in emergency and non-emergency situations. This position is also responsible for assuring that assigned personnel stay current with department requirements. In many cases the Captain will be the point of contact for community relations. Individuals in this position must demonstrate a superior level of professionalism and character. The Captain has a duty to the community and the organization to lead his or her assigned personnel in the overall direction and goals of the organization.

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

**Essential Duties and Responsibilities:**

The Captain is responsible for assuring the wellbeing of his/her personnel. To accomplish this, the Captain may provide time management (family vs. work) tools, career development, and conflict resolution.

The Captain has a duty to act professionally at all times, both on and off duty. Often, the public will judge all firefighters and the fire service as a whole by the actions of one individual; therefore, it is the duty of all firefighters to represent our profession in a positive manner.

The Captain has a duty to set an example of professionalism, integrity, honor, and competence for those under his/her direction.

The Captain will provide direction to assigned personnel in routine as well as emergency situations in accordance with procedure.

Complete, maintain, and archive station/company-related documentation such as incident reports, training reports, accident reports, etc.

It is of the utmost importance that the Captain makes every effort to ensure the safety of personnel, co-workers, and the public.

The Captain is responsible for assuring that department equipment is clean, maintained, and ready for use at all times. Furthermore, the Captain is also responsible for assuring that department facilities are constantly clean and tidy.

The Captain must assure that assigned personnel contribute the minimum hourly and training requirements in order to remain in good standing.

As stated, the Captain will often be the first point of contact for the public. From time to time the

Captain may receive complaints, concerns, or praise from the community or other agencies. The Captain must handle these situations in a professional and courteous manner and assure the individual that appropriate action will be taken. Often, community concerns may be remedied with education on the subject.

As with all members of the organization, the Captain is responsible for responding to and providing professional services at emergency medical and fire calls.

The Captain will be called upon to operate within the Incident Management System, filling any role, up to and including Incident Commander of rapidly growing and sustained incidents.

The Captain is directly responsible for the actions of his/her subordinates; therefore, has a duty to correct or commend the actions of individuals or groups of individuals. The Captain may be required to initiate disciplinary action ranging from counseling, to verbal warnings, to written warnings. The Captain will work with his or her supervisor and/or Chief as necessary to provide appropriate discipline. In the event that a subordinate performs a task worthy of recognition, the Captain will initiate commendatory proceedings.

The Gypsum Fire Protection District provides emergency services all day, every day without fail, therefore all members of the organization will be called upon to work on weekends, nights, and holidays.

Along with all other members of the organization, the Captain has a duty to carry the organization forward. In order to keep progressing, the Captain may be assigned other duties by superior officers.

#### **Assignments: Operations:**

The Captain's position shall:

- Assist with coordinating and tracking all apparatus and equipment maintenance.
- Assist with coordinating facility maintenance and improvements in conjunction with the building committee.
- Issue, track, and order station supplies, EMS supplies, personal protective equipment, and uniforms.
- Manage medium sized (type 4 & 5), and 2nd Alarm incidents.

#### **Training:**

The Captain's position shall:

- Assist Training Captain with coordinating department trainings, including regular training, shift training, and specialized training.
- Assist Training Captain with coordinating initial training for new members, including Fire Academy.

#### **Equipment:**

The Captain must be able to effectively operate all types of fire apparatus and equipment related to the deliverance of fire protection and emergency medical services.

The Captain must be able to effectively operate, communicate, and coordinate using common Office equipment such as computers, Office 365, and other systems.

#### **Supervisory Responsibilities:**

Directly supervises 1 to 20 Firefighters at any one time. When operating as a Company Officer ensures the safety of assigned personnel and gives direction to accomplish assigned objectives. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

**Qualification Requirements:**

Working knowledge of the organization, functions, policies, rules, methods, and regulations of fire and EMS operations. Knowledge of fire suppression, prevention, and emergency medical service principles. To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Schedule Requirements:**

This position generally works on an assigned shift that rotates 48 hrs on-shift and 96 hrs off. (48/96). This position will have the opportunity and expectations to work extra hours in order to meet organizational objectives.

**Education and/or Experience:**

Minimum qualifications for this position are:

- Valid Colorado Driver's License with good driving history
- Three years of fire service experience
- State of Colorado Firefighter II
- State of Colorado Fire Instructor I
- State of Colorado Hazardous Materials Operations
- Colorado Emergency Medical Technician Basic
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The following must be obtained post appointment:

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- State of Colorado Hazardous Materials Technician

Preferred qualifications are:

- State of Colorado Fire Instructor II
- NWCG Engine Boss Wildland certification or greater
- State of Colorado Driver Operator, Pumper, Ariel
- State of Colorado Fire Officer II
- College level course work in the area of fire science, strategy and tactics.

*Equivalent experience or education may be considered at the discretion of the Fire Chief.*

**Continuing Education:**

All members of the organization must continually strive to improve themselves personally and professionally. In addition to the required continuing education for certification, members should seek opportunities to increase their ability to provide better service.

**Language Skills:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to collect, maintain, and disseminate relevant data in a timely fashion to report the status of projects, work assignments, work completed, and general or specific activities performed.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to assess situations, exercise sound judgment, and take appropriate action, remaining cognizant of the District's confidentiality requirement.

**Public Relations:**

Public relations will be an integral part of each member's job. Members will be courteous, helpful, and conduct themselves in a manner which is appropriate for an individual in public service.

**Other Skills and Abilities:**

Ability to provide dynamic and persuasive presentations to community groups and individuals. Must possess excellent customer service skills with ability to deal with diverse populations. Must be proficient in the use of MS Office 365. Ability to utilize the internet for research. Ability to work effectively with career & volunteer firefighters. Must be able to perform the tasks necessary to drive, board, and operate the fire department vehicles. Must have advanced knowledge of and demonstrate the applications of principles and practices of up-to-date fire and emergency services practices and tasks. Ability to maintain knowledge, skills, and abilities through recurrent training to perform the tasks assigned as required by the Fire Chief.

**Physical Demands:**

The physical demands described here are representative of those that must be met by a member to successfully perform the essential functions of this position. NFPA 1582 will be referenced as a basis for the requirements of this job. A Physical Agility Test will be administered. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the position, the member is regularly required to use hands to handle or feel objects, tools, or controls and reach with hands and arms. The member frequently is required to sit and talk or hear. The member is regularly required to stand; walk; climb or balance; stoop, kneel, crouch or crawl; and taste or smell.

The member must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**SPECIAL CONSIDERATIONS:** This position requires the use of a full-face respirator (SCBA). Use of such a device requires sufficient pulmonary and respiratory health and may preclude full beards or other obstructions preventing a positive facial fit. Additionally, members may be required to operate at heights up to 110 feet on an aerial apparatus or ground ladder.

**Work Environment:**

While performing the duties of this position, the member regularly works near moving parts; in high, precarious places; in outside weather conditions; in occupancies with explosives and hazardous material, is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme heat, and risk of electrical shock. The noise level in the work environment is moderate to heavy.