

	Job Description	
	Job Title:	Fire Fighter Career
	Reports To:	Engineer, Lieutenants, Captains & Chiefs
	Revised date:	3/14/2018
	Status:	Career; Part-time; Non-Exempt

Summary:

The Firefighter ensures proper readiness and operation of apparatus and equipment. In many cases the Firefighter will be the point of contact for community relations. Individuals in this position must demonstrate a superior level of professionalism and character. 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 Firefighter is responsible for assuring the wellbeing of his/her personnel and to ensure proper readiness to respond to calls using the appropriate equipment. The Firefighter is responsible for the readiness of the equipment and proper operation while responding to and during incidents. To accomplish this, the Firefighter may provide time management (family vs. work) tools, career development, and conflict resolution.

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

The Firefighter 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 Firefighter makes every effort to ensure the safety of personnel, co-workers, and the public.

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

As stated, the Firefighter will often be the first point of contact for the public. From time to time the Firefighter may receive complaints, concerns, or praise from the community

or other agencies. The Firefighter 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 Firefighter is responsible for responding to and providing professional services at emergency medical and fire calls.

The Firefighter will be called upon to operate within the Incident Management System, filling any role, up to and including Incident Commander.

The Firefighter 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 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 Firefighter has a duty to carry the organization forward. In order to keep progressing, the Firefighter may be assigned other duties by superior officers.

Assignments:

Operations:

The Firefighter'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.

Training:

Equipment:

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

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.

Education and/or Experience:

Minimum qualifications for this position are:

- Valid Colorado Driver's License with good driving history
- 1 year of fire service experience

- State of Colorado Firefighter I
- State of Colorado Hazardous Materials Operations
- NIMS IS-100,200,700 and 800

The following must be obtained post appointment:

- Colorado State CDL Class B within 6 months
- Colorado Emergency Medical Technician Basic within 12 months
- State of Colorado Firefighter II within 12 months
- NWCG S130/190 Wildland certification or greater 12months

Preferred qualifications are:

- State of Colorado Firefighter II
- State of Colorado Driver Operator, Pumper

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; Word, Excel, Outlook and Power Point. 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. 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.

GYPSUM FIRE PROTECTION DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER