

# North-West Fire Protection District

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## Career Firefighter/EMT Job Description

**WORK HOURS:** As Scheduled in a 28-Day Work Period  
**FLSA STATUS:** Full-Time; FLSA Non-Exempt  
**EMPLOYMENT STATUS:** At-Will  
**EFFECTIVE DATE:** January 1, 2011

This job description is established by the North-West Fire Protection District ("District") to outline the basic requirements, duties and general responsibilities of the Career Firefighter/EMT position. This position is "at-will," which means the District may terminate the employment relationship at any time and for no reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship without notice at any time for no reason.

Unless expressly defined in this job description, all terms have the same meaning as defined in the Member Handbook, as may be amended from time to time by the District Board in its sole discretion.

### Position Summary

Under the general supervision of a shift supervisor, the Career Firefighter/EMT performs a variety of tasks involved in protecting life and property from fire and emergency situations; drives and operates pumper trucks and related emergency equipment; maintains equipment, vehicles, and facilities; and, participates in inspection and fire safety programs. The Career Firefighter/EMT performs the medical procedures and techniques permitted for Emergency Medical Technicians (EMT) as defined in Rule 500 of the Colorado Board of Medical Examiners, entitled *Defining the Duties and Responsibilities of Emergency Medical Services Medical Directors and The Authorized Medical Acts of Emergency Medical Technicians*, 3-CCR-713-6 ("Rule 500").

### Immediate Supervisor

A Career Firefighter/EMT works under the immediate supervision of the shift supervisor. In the performance of medical duties, the Career Firefighter/EMT is supervised by the medical supervisors, including the District's Medical Director and on scene Paramedic, in the provision of medical care in accordance with applicable protocols and regulations, including Rule 500.

### Primary Duties and Responsibilities

The following are an overview of the primary duties and responsibilities for this position and should not be considered an all-inclusive list:

1. Answer emergency telephone calls and note type of emergency, location, name of caller, and time of call; alert personnel on the assigned shift to details of the call; may determine personnel and equipment to be dispatched to an emergency incident.
2. Act as Officer in Charge at an emergency incident until a ranking officer arrives and command is passed.
3. Supervise part-time career firefighters and volunteer firefighters.
4. Provide medical care in accordance with, and subject to the limitations of, the Park County Medical Protocols and applicable regulations, including Rule 500.
5. Achieve and maintain a high level of knowledge of fire fighting methods, and use of all fire fighting and rescue equipment.

6. Perform a variety of technical and manual labor duties required to locate, control and extinguish fires, including locating and catching fire plugs at fire scenes; laying in and threading hoses to pumper; operating pumper controls to charge lines and maintaining proper water flows and pressures; operating aerial ladder; performing forcible entry operations to gain access into structures, using a variety of tools and equipment; ventilating structures; using a variety of hand-held and powered tools (axes, pike poles, saws, *etc.*) necessary to locate, control and extinguish fires; carrying, positioning and raising ground ladders; acting as nozzle person on engine lines and/or booster lines; and, performing salvage operations to prevent damage to property not involved in fires and/or emergency situations, including the placement of covers, removing property from danger, and removing water, smoke and heat from structures, *etc.*
7. Drive and operate pumper trucks and related emergency equipment.
8. Issue firefighting equipment to volunteer firefighters from the pumper.
9. Within the scope of the Career Firefighter/EMT's experience, training and certification(s), provide fire and emergency services anywhere within the District's jurisdiction in response to an emergency incident, regardless whether the Career Firefighter/EMT is on duty or has been formally called to duty.
10. Maintain, clean, service, inspect and load firefighting and/or emergency equipment, tools, *etc.* on pumpers; wash, dry, and reload pumpers with clean, dry hose; refill booster tanks; refill SCBA pack tanks; replace oxygen bottles on resuscitators.
11. Maintain apparatus and vehicles, including cleaning, fueling, oil changes, radiator checks, and tire pressure checks; assist with vehicle tune-ups and pump repairs.
12. Respond to hazardous material incidents; may clean up gas from accident scenes.
13. Respond to extrication calls and perform tasks to extricate individuals safely from wrecked vehicles, structures, earth cave-ins, *etc.*, using a variety of tools and equipment (saws, jacks, pry bars, *etc.*).
14. Perform search and rescue operations to locate and remove individuals from fire and emergency situations.
15. Maintain knowledge of fire prevention and inspection standards and practices necessary to satisfactorily perform fire safety inspections; participate in fire inspections of business establishments, public buildings, and residences; issue notices of violation of the adopted Fire Code, National Fire Code, and/or Life Safety Code; conduct follow-up inspections to ensure corrective actions have been taken; perform or assist in arson investigations.
16. Prepare or assist in preparing records and reports on District activities, inspections, emergency calls, and part-time career firefighter payroll.
17. May present fire safety programs to civic, fraternal, business, and school groups.
18. Participate in training classes and drills to maintain and increase firefighting and emergency techniques and response.
19. Maintain and clean the fire station, grounds, walks and drives; clean assigned fire station quarters, apparatus rooms, *etc.*
20. Maintain familiarity with structures in the District's jurisdiction.
21. Follow written and oral orders and directions of all supervisors.
22. Effectively work as a member of a team, including functioning as a member of a combination department working with both career and volunteer members on a regular basis.
23. Work in a positive manner and encourage safe and coordinated teamwork and emergency response.
24. Consistently promote a professional image of the District at all times.
25. Perform such other duties as may be assigned from time to time.

### **Mandatory Qualifications and Requirements**

1. Be at least 18 years old on the date of employment.
2. Possess, or obtain within 30 days of the date of employment, and maintain a valid Colorado Driver's License with an acceptable driving record.

3. Possess, or obtain before the end of the probationary period, and maintain valid State of Colorado certifications for Firefighter I, EMT-B (Basic), Hazardous Materials - Operations Level, and 130/190.
4. Possess and maintain a CPR certification.
5. Meet training and service requirements as established by the District Board or Fire Chief.
6. Ability to use a variety of hand and power tools used in emergency and fire situations.
7. Ability to learn about sprinkler systems and alarm systems within the District's jurisdiction.
8. Ability to establish and maintain effective working relationships with the public, other employees, and supervisors.
9. Ability to pass a physical agility test as approved by the Fire Chief.
10. Ability to think clearly and react quickly in emergency situations.
11. Ability to drive and operate fire trucks, and operate pumper control panels.
12. Ability to repair and maintain, or to learn to repair and maintain, a variety of equipment.
13. Ability to read, write, speak and understand the English language at a level adequate to perform the job.

### **Working Environment/Physical Requirements**

This position requires work in a variety of locations and conditions, including living quarters and office areas, in and around a wide variety of automotive, mechanical, chemical and medical equipment or supplies, and emergency scenes of every type.

1. Strenuous physical activity under extreme adverse conditions will be required periodically.
2. Ability to lift or move items in excess of one hundred fifty (150) pounds occasionally.
3. Ability to lift over the head and also carry weights of at least 75 pounds regularly.
4. This position requires standing, running, walking, sitting, kneeling, stooping, bending, lifting, squatting, pushing, pulling, crawling, ascending and descending ladders and stairs, jumping, sliding, climbing, pinching, gripping, digging, spraying, reaching over head, reaching away from body, and repetitive motion.
5. Ability to perform duties while wearing breathing apparatus and other cumbersome equipment.
6. Ability to perform arduous physical tasks, such as laying hose, acting as nozzle person, positioning ladders, and other fire fighting activities.
7. Ability to perform job tasks under conditions of potential serious harm (smoke, heat, toxic fumes, hazardous materials, heights, and similar situations) and all types of weather conditions and in extreme temperatures.
8. Work may be performed under hazardous and adverse conditions, including but not limited to, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces.
9. Work may result in exposure to smoke, gases, chemicals, fumes, odors, mists and dusts, which can affect the respiratory system or skin requiring the wearing of furnished PPE.
10. Work may result in exposure to individuals or blood carrying infectious diseases or illnesses, such as Hepatitis A, B or C, HIV, tuberculosis, small pox, *etc.* requiring the wearing of furnished PPE.
11. Work may result in exposure to high noise levels requiring the wearing of hearing protection.
12. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision.
13. This position will involve periods of high physical, mental and/or emotional stress.