



Greater Eagle Fire Protection District Position Job Description

Title: Firefighter

Reports to: Company Officer
Manages: None
Status: Non-Exempt

Position Summary:

This is a line position that is responsible for the performance of the specific activities and daily operations of an assigned shift; responds to Emergency Medical Service, Fire, Rescue, Hazardous Materials and other emergency and non-emergency incidents; and provides support to members and officers of his/her assigned shift, as well as all other members of the department. This position reports directly to the on duty Company Officer for the shift. This position is for the standard suppression/shift schedule, though may require some overtime commitments for training, meeting attendance, performance of specific duties, and call-backs on off-duty days for emergency incidents, non-emergency incidents, and or station coverage.

Essential Job Functions and Responsibilities:

1. Responds to fire, EMS, rescue, and other incidents as outlined by the District's established response guidelines.
2. Performs assignments as part of a team at emergency and non-emergency incidents. This position may, as needed, assume a higher level of authority for these incidents by controlling and directing all operations until relieved by a higher or equal ranking officer.
3. Responsible for driving and operating all vehicles of the district, for which qualified, in a safe and proficient manner.
4. Prepares records such as fire reports and apparatus and equipment checklists in accordance with district policies.
5. Performs station, grounds, apparatus, and equipment maintenance under general direction of the Company Officer.
6. Responsible for the compliance of the rules, regulations, policies, and procedures of the District.
7. Attendance and participation at department trainings and meetings as scheduled by the Training Officer, Captains, Division Chiefs, Deputy Chief, or Fire Chief.

Additional Duties and Responsibilities:

1. Maintains a high level of knowledge of the geographic layout of the district, the location of streets, landmarks, and roads within the district.
2. Participates in assigned company inspections and pre-plans.
3. Participates in public education programs such as station tours, grade school talks/shows, and other related public education events.

Greater Eagle Fire Protection District

Position Job Description

Additional Duties and Responsibilities continued:

4. Maintains confidentiality regarding all incidents including but not limited to: medical scenes, fire investigations, and other information sensitive in nature.
5. Performs any and all other duties as may be assigned by equal or higher ranking officers.

Supervisory Responsibilities:

This position does not routinely supervise others.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential job function 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/Experience:

Possess a High school diploma or any combination of education and experience equivalent to graduation from high school.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of constituents, visitors, or staff of the District.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certifications:

- IFSAC Firefighter I.
- IFSAC Hazardous Materials Operations.
- Colorado Emergency Medical Technician - or NREMT-B with ability to obtain CO certificate within 2 months.
- Current American Heart Association (BLS-HCP) Provider.
- NWCG FFT2 Red Card - Arduous level or ability to obtain at next renewal certification.
- ICS 100, ICS 200 and NIMS 700, NIMS 800.

Greater Eagle Fire Protection District

Position Job Description

Special Requirements:

Must be able to meet the following additional special requirements:

- Must be 21 years of age.
- Possess a High School Diploma or equivalent.
- Possess valid Driver's License with ability to obtain Colorado DL within 2 months.
- Professionalism while handling multiple tasks.
- Knowledge of Microsoft Word, Excel, and PowerPoint preferred.
- Strong verbal and written communication with ability to speak, read, and write the English language.
- Must be able to lawfully work in the United States.
- Ability to be insured by GEFPD's insurance carrier.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and climb or balance. The employee is occasionally required to stoop, kneel, crouch, or crawl, and to taste and smell. The employee must occasionally lift and/or move up to 175 pounds, and will frequently lift/move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; toxic or caustic chemicals, radiation; extreme heat; and risk of electrical shock. The noise level in the work environment is usually moderate.

Work is frequently performed in an office, vehicle, and outdoor settings during both day and nighttime hours. Equipment used in the work environment could include but is not limited to: common office equipment, computers, telephones, radios, copier/fax/scanning hardware. Additional specialized firefighting, rescue equipment, HAZMAT equipment, and EMS equipment, and PPE/BSI as trained and qualified.

Greater Eagle Fire Protection District

Position Job Description

ADA Compliance Statement:

The human resource goal of the Greater Eagle Fire Protection District is to select and retain the best-qualified applicant for each available position. An applicant's or employee's disability will not remove the applicant from consideration or a current employee from his/her job if the applicant or employee is able to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, unless such accommodation will result in undue hardship to the District

EEOC Compliance Statement:

The Greater Eagle Fire Protection District is an Equal Opportunity employer that provides employment opportunities without discrimination on the basis of race, color, religion, national origin, gender, disability, age or sexual orientation. GEFPD complies with the American with Disabilities Act. If you require special accommodation in order to apply for a position, please contact the District at: 970-328-7244.

Greater Eagle Fire Protection District Position Job Description

Title: Firefighter

Review, Comment and Signatures:

The above statements in this Position Job Description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This description is subject to change as the needs and requirements of the job change.

I understand that by signing this Job Description it does not create a contract of employment or guarantee of employment for any definite period of time. In addition, I understand that I have been hired **at the will** of the Greater Eagle Fire Protection District (GEFPD) and I am an **AT-WILL EMPLOYEE** who may be terminated at any time, with or without cause and with or without notice.

Comments: _____

Signature of Employee

Date

Signature of Supervisor and Title

Date

Job Description Approved By:

District Fire Chief

Date