



# Greater Eagle Fire Protection District Position Job Description

## **Title: Firefighter - Part Time**

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

### **Position Summary:**

Part Time employees are those who are regularly scheduled to work year-round fulfilling a minimum of 24 hours of shift work per month, not to exceed 130 hours in a month or 1,560 hours in a calendar year. This is a line position that is responsible for the performance of the specific activities and daily operations of a scheduled 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 Shift Officer for the shift and may require some additional 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. Responsible for providing quality fire suppression/prevention under stressful and hazardous conditions, EMS, rescue, public education, and community event participation within the community.
3. 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.
4. Responsible for driving and operating all vehicles of the district, for which qualified, in a safe and proficient manner.
5. Participates in and successfully completes training requirements.
6. Prepares records such as fire reports and apparatus and equipment checklists in accordance with district policies.
7. Performs station, grounds, apparatus, and equipment maintenance under general direction of the Company Officer.
8. Responsible for the compliance of the rules, regulations, policies, and procedures of the District.
9. Attendance and participation at department trainings and meetings as scheduled by the Command Staff.



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## **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. Performs rescue of endangered victims from vehicles, water (swift water and ice rescues), buildings, and the environment.
3. Participates in assigned company inspections and pre-plan inspections.
4. Participates in public education programs such as station tours, grade school talks/shows, and other related public education events.
5. Maintains confidentiality regarding all incidents including but not limited to: medical scenes, fire investigations, and other information sensitive in nature.
6. Performs any and all other duties as may be requested by equal rank or assigned by 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.



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## **Certifications:**

- IFSAC Firefighter I - Colorado preferred, if possess a current Firefighter I from another state, must obtain Colorado FFI within 12 months.
- IFSAC Hazardous Materials Operations.
- EMT Basic - Colorado preferred, or NREMT-B, or if possess a current EMT-B from another state, must be able to obtain a Colorado EMT-B within 3 months.
- Ability to pass an annual physical test.
- Current American Heart Association (BLS-HCP) Provider.
- NWCG FFT2 Red Card - Arduous level or ability to obtain at next renewal certification.
- S-130/190.
- ICS 100, ICS 200 and NIMS 700, NIMS 800.

## **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 30 days.
- 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 may occasionally lift and/or move up to 150 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.

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### **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 extreme weather conditions, hazardous environments, and noisy 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.

### **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, sexual orientation, or pregnancy, childbirth, or a medical condition related to pregnancy or childbirth. GEFPD complies with the American with Disabilities Act (ADA). If you require special accommodation in order to apply for a position, please contact the District at: 970.328.7244.



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## **Title: Part Time 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. I may also terminate my employment at any time.

Comments: \_\_\_\_\_  
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\_\_\_\_\_  
Signature of Employee Date

\_\_\_\_\_  
Signature of Supervisor and Title Date

Job Description Approved By:

\_\_\_\_\_  
Chief Doug Cupp Date