



Greater Eagle Fire Protection District Position Job Description

Title: Part-Time Apprentice - Firefighter

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

Position Summary:

This person must have a strong passion in serving our community and may provide line or administrative support to the District's daily operations of an assigned shift; may respond to Emergency Medical Service calls, fires, rescues, Hazardous Materials calls, provide support to scheduled district events for the community, and other emergency and non-emergency incidents, and call-backs based on qualifications for station coverage. Apprentice members provide support to officers and other members of the department and our district constituents. This position reports to the shift officer on duty and may cover part-time 12-hour shifts during daylight hours, or work irregular hours for backfill calls or other community events.

Essential Job Functions and Responsibilities:

1. Based on qualifications and if administrative or line support, responds to fire, EMS, rescue, and other incidents as outlined by the District's established response guidelines that may be stressful, hazardous and traumatic to observe and participate. For example: rescue of endangered victims from vehicles, swift water and ice rescues, buildings, and the environment.
2. Responsible for providing quality public education, public relations, and participate in community events within the community to include: station tours, grade school talks/shows, Town of Eagle events, building inspections, and other related public education events.
3. Performs assignments as part of a team at emergency and non-emergency incidents which may include writing reports, station and ground maintenance, vehicle and equipment checks in a safe and proficient manner and under direct supervision.
4. Responsible for driving and operating staff vehicles of the district, for which qualified, in a safe and proficient manner.
5. Apprentices must commit to 288 hours worked annually, of which 50 hours is training with 25 hours department/in-house training, and 25 hours may be training outside of district.
6. Responsible for the compliance of the rules, regulations, policies, and procedures of the District.

Additional Duties and Responsibilities:

1. Develop a high level of knowledge of the geographic layout of the district, the location of streets, landmarks, and roads within the district.
2. Maintains confidentiality regarding all incidents including but not limited to: medical scenes, fire investigations, and other information sensitive in nature.
3. Performs any and all other duties as may be requested by shift officer on duty.

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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, General Educational Development Certification (GED), 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 members 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.

Requirements:

- Must be 18 years of age.
- Possess a High School Diploma or equivalent.
- Have a passion to serve and protect our community.
- Possess valid Driver's License with ability to obtain Colorado DL within 30 days.
- Pass a background check and pre-employment physical.
- 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.

Certifications Preferred and/or Obtain with Educational Options we Provide:

- IFSAC Firefighter I - Colorado preferred, within 18 months of hire.
- IFSAC Hazardous Materials Operations within 18 months of hire.
- EMT-Basic - Colorado preferred, or NREMT-B within 18 months of hire.
- Current American Heart Association (BLS-HCP) Provider within 18 months of hire.
- NWCG FFT2 Red Card - Arduous level within 18 months of hire.
- S-130/190 within 18 months of hire.
- ICS 100, ICS 200 and NIMS 700, NIMS 800 - within 18 months of hire.

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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.

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 daylight hours and nighttime hours for community events. 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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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: _____

Signature of Employee

Date

Signature of Supervisor and Title

Date

Job Description Approved By:

Chief Doug Cupp

Date