



ASPEN FIRE PROTECTION DISTRICT

Job Description

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| Position: | Firefighter/EMT |
| Staff Member Type: | Career |
| Reports to: | Lieutenant |
| Department: | Operations |
| FLSA Status: | Non-Exempt |
| Supervisory: | No |

GENERAL STATEMENT:

A Firefighter under the organizational direction of the Deputy Chief of Operations, and under the operational supervision and leadership of the Captain or Lieutenant and may provide interior and exterior fire suppression, rescue, public education, emergency medical response, assist with training of Career and/or Volunteer Firefighters, operate fire response apparatus and equipment and/or other duties as assigned. Firefighters will work as a member of an assigned shift and will choose one of three possible focus areas. Focus areas include: EMS, Engineer, and Prevention/Education. Each shift will have a firefighter focused in each of these areas. Progression through your chosen or assigned area is required to remain in good standing, be eligible for progression through the firefighter pay grades, and also to obtain Firefighter Grade 3 which allows the Firefighter to become eligible for promotion. All work performed shall be in accordance with all District, County, State and Federal laws, protocols, administrative procedures, rules, and regulations.

ESSENTIAL MEDICAL STATUS & PHYSICAL SKILLS:

- Respond to emergency and non-emergency incidents; provide appropriate services as required including emergency rescue and fire suppression; perform search and rescue for trapped or injured persons; perform emergency medical and first aid services as needed; prepare reports regarding emergency incidents as assigned
- Performs basic life support diagnostic and medical procedures
- Drive and operate fire apparatus and/or operate fire apparatus on emergency calls or at incident scene; ambulance or other apparatus as assigned
- Operate numerous types of rescue, emergency and fire suppression equipment and apparatus as necessary; operate, inspect, repair and perform other technical tasks related to maintaining the apparatus, equipment, and facilities in the area of assignment
- Participate in cleaning and maintaining facilities, grounds, equipment and apparatus; ensure that appropriate conditions are maintained at assigned facility; ensure that all equipment and apparatus is in a constant state of readiness for emergency calls
- Participate in a variety of fire prevention operations, activities and programs including training; equipment operation and maintenance; participate in activities and operations in response to natural disasters, major accidents, incidents involving hazardous materials, and other emergency situations; identify, analyze and avoid hazardous and dangerous situations

- Respond to a variety of hazardous materials incidents; to perform defensive or offensive activities which will be dependent upon levels of certification in accordance with state and federal regulations; maintain knowledge and training about hazardous materials
- Study street and occupancy locations in Fire District; study building plans and fire prevention systems in buildings in Fire District
- Assist with transportation of patients to medical care facilities; evaluate the condition of patients and assess pertinent information about medical profile and injuries; determine treatment in accordance with EMT training; maintain contact with medical facility to prepare for patient arrival
- Participate in a variety of activities requiring travel including off-site inspections; respond to incidents on an on-call basis and under emergency conditions
- Use departmental computer equipment to input, review and access records, information and other various data
- Give tours of Fire District facilities, demonstrate fire equipment and apparatus, and participate in other educational programs for various groups and general public pertaining to a variety of life safety topics
- Assist in the snow and ice removal operations and activities.
- Conduct training classes
- Operate rescue vehicle and related equipment; clean and maintain supplies, materials and equipment aboard rescue vehicles; submit requisitions for additional materials and supplies as necessary
- Prepare emergency medical incident reports regarding patient and incident information.
- Perform other related job duties and related job tasks as assigned by upper level supervisory staff
- Performs other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of operational characteristics, services and activities of a fire suppression and prevention program
- Knowledge of modern and complex principles and practices of firefighting and emergency response activities
- Knowledge of methods and techniques of Basic Life Support and rescue
- Knowledge of Hazardous materials and chemical spill response techniques
- Knowledge of geography and street layout of the District and surrounding area
- Knowledge of operations, maintenance and repair of various fire apparatus and equipment
- Knowledge of pertinent Federal, State and Local laws, codes and regulations
- Ability to work in 48 hour shift increments
- Ability to oversee and participate in firefighting and emergency response activities
- Ability to interpret and explain fire suppression policies and procedures
- Ability to render emergency medical care as necessary
- Ability to analyze emergency situations and develop appropriate courses of action
- Ability to inspect, maintain and repair fire and medical apparatus, equipment and station building and grounds
- Ability to respond to requests and inquiries from the general public
- Ability to prepare and present public information and educational programs
- Ability to work varied shifts, on weekends or during holidays

- Ability to communicate clearly and concisely, both orally and in writing
- Ability to establish and maintain effective working relationships with those contacted in the course of work
- Skilled in report writing, driving, and use of computer, telephone, cell phone, two-way radio, copy machine, fax machine, and calculator
- Skilled in firefighting, BLS, fire inspection, and public relations

EQUIPMENT, ENVIRONMENT, MENTAL AND PHYSICAL ACTIVITIES:

- Driving: Must be able to operate vehicles in the normal course of duties
- Office equipment: Copier, fax, calculator, printer, scanner, phone, cell phone
- Computer equipment: Personal computer, laptop computer, tablet, Microsoft Office, and other software used in the profession and department
- Other equipment: Fire Fighting and medical equipment, tools; Radios and pagers; District vehicles, apparatus and equipment
- Language skills: Reads, interprets, and analyzes technical documents, codes and regulations, and professional journals; writes reports, business correspondence, procedures, and proposals; presents information and responds to questions individually and in small or large groups
- Mathematical skills: Performs mathematical calculations utilizing basic mathematical calculations and formulas
- Reasoning ability: Applies the principles of logic, scientific and medical thinking, and fire science judgment to a wide range of intellectual and practical problems using multiple, complex abstract and concrete variables in order to collect data, establish facts, and draw valid conclusions
- Physical activities: Sits for several hours at a time; may walk, stand, bend, stoop, reach, climb, carry and lift for short to long periods of time
- Lifting: May lift/carry and push/pull up to 100 pounds and occasionally lift or move up to 180 pounds
- Vision and hearing: Must be able to read paper and electronic documents. Must be able to differentiate colors and shades of color, use peripheral vision and depth perception; must be able to see at night and/or in dark spaces. Must be able to hear sufficiently to converse with others and participate in meetings with large and small groups
- Exposure to environmental conditions: May be exposed to heat, cold, noise, smoke, water, odors, fumes, traffic, vibrations, grease/oil, and dust/dirt

MINIMUM QUALIFICATIONS:

- Be at least 21 years old
- High school diploma or GED
- Possess and maintain a valid Colorado Driver's License with satisfactory driving record or be able to obtain within 30 days of employment
- Ability to successfully pass a background check commensurate with the position of public trust associated with firefighters and the fire service
- Valid Colorado EMT or National Registry EMT certification and be able to obtain Colorado licensure within (2) month of hire
- Valid BLS for Healthcare Provider card or equivalent
- Valid Colorado, IFSAC or ProBoard Firefighter I certification

- Valid Colorado, IFSAC or ProBoard Hazardous Materials Operations certification
- NWCG S130/S190
- ICS 100, ICS 200 and NIMS 700, NIMS 800

PREFERRED QUALIFICATIONS:

- Minimum of (3) years of firefighting and or EMS service
- Associates degree or higher
- Valid Colorado, IFSAC or ProBoard Driver Operator certifications
- NWCG FF2 or higher

Any equivalent combination of experience, training, or education which provides the knowledge, skills, and abilities necessary for this position may be considered.

HOURS AND WORK SCHEDULE

This is a non-exempt position that includes work during daytime, evening, and nighttime hours, weekends and holidays, as well as participation in a rotating “48/96” schedule.

NOTE:

Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristic. The list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

The District reserves the right to change, update and/or amend this job description as the needs of the organization change.

ACKNOWLEDGEMENT:

I have read, understand and agree to comply with the contents of this job description and understand that employment with the Aspen Fire Protection District is terminable at will of either the employee or the Fire District, at any time, without notice, without cause and/or without any specific disciplinary procedures.

Print Name: _____

Employee Signature

Date