

Adams County Fire Protection District
Firefighter 4th Class Job Description



Minimum Requirements:

- For each required certification or licensure held, complete the minimum requirements established by: 1) the Colorado State Certification Program and the International Fire Service Accreditation Congress ("IFSAC"), which consists of meeting NFPA standards for each level of certification held; 2) the International Code Council; 3) the National Registry of Emergency Medical Technicians or Colorado Department of Public Health and Environment; and 4) other certification/licensing authorities.
- The Job Performance Requirements ("JPR's") for each level of certification held, including but not limited to, Fire, Haz-Mat, EMS or any other mandatory training established by the Fire Chief, shall be successfully completed within the three-year period, or as required, prior to renewal of the applicable State certification.
- Possess and maintain a valid C.P.R. certification.
- Preferred possession of an accredited I.V. certification prior to application, and possess and maintain within six months from the hire date.
- Possess and maintain a minimum of a State of Colorado Emergency Medical Technician Basic certification.
- Possess and maintain a minimum of a valid State of Colorado Haz-Mat Operations certification.
- Possess and maintain a minimum of a valid State of Colorado Firefighter I certification prior to appointment to the rank or upon completion of the District's Firefighter Academy.
- Possess and maintain a valid State of Colorado driver's license, and a satisfactory driving record.
- Meet physical fitness requirements as established by the District.
- Ability to read, write, speak and understand the English language at a level adequate to perform the job.

For additional information about the department or minimum requirements please visit:

<http://www.acfpd.org/>

The following position description is established by the Board of Directors ("Board") of the Adams County Fire Protection District ("District") to outline the basic requirements, duties, and responsibilities of the full-time position of Firefighter 4th Class. This position is "at-will", which means the Fire 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 at any time and for no reason, without prior notice.

Position Summary:

A Firefighter 4th Class shall perform technical work and labor required to protect life and/or property from the dangers of fire, medical emergencies, accidents, natural disasters, etc., using a variety of firefighting, first-aid and emergency techniques and equipment.

Immediate Supervisors:

A Firefighter 4th Class shall work under the general supervision of his or her Company Officers.

Primary Duties and Responsibilities:

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

Core Values

1. Maintain knowledge of all rules, policies and procedures necessary to support the safe, efficient, and effective operations of the District in a manner consistent with the District's Employees Handbook, Standard Operating Procedures (SOPs), and other rules, policies, and procedures established by the District Board or the Fire Chief.
2. Work closely with the other crew members in an effort to form a consistent and harmonious work environment, congruent with the goals and missions of the District.
3. Maintain a professional image at all times and always set a good example.
4. Always work for the betterment of the District.
5. Embrace and develop community relations, and be responsive to the requests and needs of citizens.
6. Maintain positive and constructive written and oral communication skills at all times.

Daily and General Duties

1. At the onset of each work shift shall communicate with the off-going Firefighter(s) to receive reports and information pertaining to changes and needs of the apparatus and equipment, and shall review the station log to further familiarize with the goings on of the previous shifts.
2. Shall be prepared, dressed, and ready for roll-call and inspection at 07:00 hours of each shift.
3. Assist the Engineer and/or Firefighter/Paramedic with conducting daily, weekly, monthly and annual apparatus and equipment checks and maintenance, and in completing associated paperwork and reports as required by policy.
4. Inspect associated firefighting equipment and tools, including SCBA, flashlights, forcible entry tools, etc.
5. At the beginning of each shift and upon returning to quarters from alarms, assist in inspecting the apparatus', medic unit, drug kits, medical supplies, and associated equipment to ensure loss or damage has not occurred, and that the unit is fully stocked, clean, and ready for deployment.
6. Must possess the computer skills to properly, effectively, and in a timely manner complete all Records Management requirements of the job.
7. Prepare a variety of reports including NFIRS, EMS Reports, Supplemental Incident Reports, Pre-Incident Plans, Fire Inspections, etc.; and ensure that proper billing information is collected and documented.
8. Maintain, clean, service, inspect and load firefighting and/or emergency equipment, tools, etc. on company apparatus, and perform minor repairs.
9. Shall immediately inform the Engineer of mechanical issues that have been or need to be corrected.
10. Participate in station house maintenance, cleaning and minor repair activities. Clean assigned fire station quarters, apparatus rooms, etc.
11. Participate in company fire inspection activities; shall tour public and commercial buildings to locate potential hazards and/or violations of Fire and Life Safety Codes, including hazardous materials storage, and complete associated inspection forms and records as assigned; and shall participate in the fire pre-planning of structures.

12. Maintain familiarity with structures in the District.
13. Perform miscellaneous duties, including conducting public tours of stations and demonstrations of equipment.
14. Participate in training classes and drills to maintain and increase firefighting and emergency techniques and responses.
15. Participate in and may instruct in-station training services, as necessary.
16. Keep current on new developments in the Emergency Medical Services field.
17. Serve as a driver or operator on a medic unit, but may also respond as part of other rescue, engine or truck companies.
18. Operate apparatus in a safe, controlled manner consistent with department policies.
19. Perform other such duties as may be assigned by his or her Company Officers.

Emergency Response

1. Prior to responding to an emergency, when possible, shall determine the location and route to the call. Shall be familiar with the locations and routes to all hospitals.
2. When responding to service calls, cooperate with the other crew members in getting the apparatus to the scene with the least possible delay, considering all safety factors.
3. Comply with all state and municipal traffic laws and ordinances regulating the operation of motor vehicles. Whenever operating a motor vehicle in congested areas or whenever other unusual conditions are encountered en route to an alarm or other emergency, a Firefighter 4th Class shall give special consideration to the safety of the public and to other vehicles. The Firefighter 4th Class shall comply with the District's rules and
 - a. Operating Procedures relating to operation of emergency vehicles. Additionally, a Firefighter 4th Class shall exercise caution when operating the apparatus upon leaving quarters and while backing into quarters.
4. Comply with all legal orders and directions given by supervisors, on emergency and non-emergency scenes.
5. Perform a variety of technical and manual labor duties required to locate, control and extinguish fire, including connecting to fire hydrants, connecting hoses and nozzles, and laying in supply and attack hoses.
6. Use visual, sensory and judgment criteria to locate fire sources.
7. Apply fire streams (water, chemical and/or portable extinguishers) on fire sources.
8. Carry, position and raise ground ladders.
9. Use a variety of hand-held and powered tools (axes, pike poles, saws, etc.) necessary to locate, control and extinguish fire.
10. Perform forcible entry operations to gain access into structures, using a variety of tools.
11. Perform salvage operations to prevent damage to property not involved in fire and/or emergency situations, including the placement of covers, the removing of property from danger, and removing water, smoke and heat from structures, etc.
12. Perform search and rescue operations to locate and remove individuals and victims from fire and emergency situations.
13. 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 a variety of technical and manual labor tasks to ventilate structures involved in fire, smoke and/or odors, including the placement of fans, mechanical opening of roofs, floors, walls and the opening and/or closing of doors, windows and vents.
15. Assist in the application of emergency medical services to victims of accidents, medical emergencies, etc. Provide appropriate patient care, have knowledge of the location and use of EMS equipment and supplies, and an awareness of the EMS system.

Working Environment/Physical Requirements:

This position requires work in a variety of locations and conditions, including but not limited to, the Fire Station and other similar inside work areas, and emergency scenes of every type.

1. Strenuous physical activity under extreme adverse conditions will be required periodically.
2. Must possess the ability to lift items in excess of one hundred fifty (150) pounds occasionally and up to sixty (60) pounds frequently.
3. This position requires standing, walking, stooping/bending, lifting, crawling, jumping, sliding, climbing, and repetitive motion.
4. Will be required to work in all weather conditions and in extreme temperatures below twenty degrees (20°) Fahrenheit and in excess of one hundred degrees (100°) Fahrenheit.
5. 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.
6. Work may result in exposure to smoke, gases, chemicals, fumes, odors, mists and dusts, which can affect the respiratory system or skin.
7. Work may result in exposure to individuals or blood carrying infectious diseases or illnesses, such as Hepatitis A, B or C, HIV, tuberculosis, etc.
8. Work may result in exposure to high noise levels requiring the use of hearing protection.
9. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, identifying objects by touch, depth perception and color vision.
10. This position will involve periods of high physical, mental and/or emotional stress.