

**Littleton Fire Department**  
***Firefighter/Firefighter Paramedic Job Description***



***Firefighter Minimum Requirements:***

- Requires graduation from a standard high school course or its equivalent.
- Requires current passing score on Candidate Physical Ability Test (CPAT).
- For those positions requiring the driving of city vehicles, requires possession of a valid Colorado Driver's license and a qualifying driver's history as required by the city's personnel policies; and attainment of at least 21 years of age upon appointment to the position.
- Requires completion of Emergency Medical Technician (E.M.T.) certification within one year of hire. Certification prior to hire is desirable.
- Requires successful completion of the recruit training academy and State Firefighter I exam.
- A minimum of a two-year college degree highly desirable.

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

<http://www.littletongov.org/city-services/city-departments/fire-rescue>

**General Purpose:**

Performs skilled firefighting work in combating, extinguishing and preventing fires. Work involves the protection of life and property through firefighting, rescue and emergency medical activities. Work is performed under the general supervision of a station Captain; however, due to the element of personal danger, firefighters must be able to act quickly and correctly, using independent judgment, without direct supervision, during emergency situations.

**Essential Duties and Responsibilities:**

- Responds to emergency situations as a member of a firefighting team: combats fires, assists in emergency rescues and removes persons from danger; assists in administering emergency medical treatment, performs clean-up and salvage operations by ventilating buildings, placing salvage covers, reducing water damage, removing debris, preserving property and containing hazardous materials.
- Participates in fire hazard and prevention inspections and pre-planning surveys for residential, multi-family, commercial, institutional and industrial structures; records inspection results; answers questions, provides any appropriate information, advice, assistance or follow-up; participates and assists in department public education programs.
- Participates in continuing department education and training classes, proficiency and fitness testing or other programs to develop and maintain or improve proficiency and ability to perform assigned duties; learns and effectively applies oral and written information given to make prompt and effective decisions and take appropriate action in emergency and non-emergency situations.
- Maintains, cleans and repairs assigned fire equipment, apparatus, quarters and clothing; maintains logs and records, completes reports.
- Establishes and maintains effective working relationships and interactions with co-workers, supervisors, other department officials, other employees and the public in oral and written

communications; observes and follows established city and department policies, procedures and rules, protocols, directions, orders and instructions from supervisors in the daily conduct of the job; delivers work products and services with responsiveness, courtesy and tact in personal interactions with others.

- Plans and arranges work schedule and established priorities to complete scheduled and assigned work and related activities within the parameters established by the supervisor.
- Delivers work products and services within the assigned work schedule which averages 56 hours per week and is performed on a 24-hour work shift schedule. Work shift may be extended, if necessary, to meet emergency operation requirements.
- May serve as an Emergency Worker.

#### **Secondary Duties and Responsibilities:**

- Performs other duties as assigned by the supervisor.

#### **Reporting Relationships and Supervisory Duties:**

**This Position Reports To:** Station Captain

**This Position Has Supervisory Responsibility For:** None.

#### **Knowledge, Skills, and Abilities:**

- Basic knowledge of, or the ability to learn the principles and practices of firefighting, elementary mechanics, emergency rescue, emergency medical treatment and fire prevention as demonstrated by previous education, training or work experience and the skill and ability to apply those principles and practices in order to perform the essential functions of the position.
- Basic skill and ability to: work effectively at heights and under physically demanding, life-threatening and emotionally stressful conditions; work in a totally blacked-out environment under threatening and stressful conditions; effectively lay and connect hose lines, direct water streams from nozzles; adapt quickly to changing conditions; raise, climb and work from ladders; work in cramped and confined quarters in a variety of adverse and potentially life-threatening conditions; achieve, maintain and demonstrate a satisfactory level of speed, strength, stamina and agility through physical conditioning and fitness sufficient to perform the essential duties of the position and achieve satisfactory results in department testing.
- Ability to participate, learn and effectively demonstrate acquired knowledge, skills and abilities as a result of: training, instruction and drills in firefighting, evolutions, fire prevention, emergency medical treatment, rescue, working with hazardous materials, radio operation and communication; vehicle and apparatus operation and maintenance; advanced life support methods and techniques; ability to learn city street rotations, buildings and logistical boundaries; voluntary team participation and membership on the department diving, hazardous materials or heavy rescue teams.
- Ability to communicate verbally, in-person, by telephone and radio; ability to read, interpret and follow English language manuals, written information and instructions, street maps, addresses and signs; ability to use computers to write reports, prepare logs and complete forms; ability to accurately make mathematical computations; sufficient hearing acuity to hear audio signals, tones, voices, environmental sounds, vehicle and equipment sounds to determine proper operation; sufficient near and far visual acuity with depth perception, color vision and field of

vision to see identify persons, written information, signs, signals, buildings, objects and the presence of chemicals and visible gases.

- Ability to perform physically-demanding work which is considered to be heavy in nature. The work is performed in a variety of environmental conditions as described in the working environment/physical requirements section. The work is frequently performed following interruptions of sleep. Work performed during some emergency operations requires the wearing of Self-Contained Breathing Apparatus, protective clothing and helmets for extended periods of time.

### **Materials and Equipment Directly Used:**

Firefighting and emergency rescue vehicles and equipment, including, but not limited to: fire hoses, nozzles and appliances; axes, hydraulic jacks, sprinkler stops, self-contained breathing apparatus; gas and electric power saws, hydraulic spreaders and cutters; shovels, wrenches, wyes and forcible entry tools; fire extinguishers, exhaust fans, ropes, bolt cutters, hammers and other equipment specifically related to the fire service and emergency medical treatment.

### **Working Environment, Physical and Mental Requirements:**

- Physical requirements include the performance of hazardous tasks requiring strenuous exertion during firefighting, rescue and emergency situations in a variety of weather conditions.
- Physical activities include: frequently lifting and carrying objects weighing 1-50 pounds, occasionally carrying and operating hydraulic spreaders and cutters weighing 85 pounds; pushing and pulling objects weighing 200 pounds; climbing ladders to heights of 120 feet and stairways; stooping, kneeling, crouching and crawling to operate equipment, combat fires, advance hose lines and rescue people; walking, crawling through burning and burned structures; frequently reaching, handling, feeling and fingering objects, tools and equipment; hearing voices, signals, tones, alarms, environmental sounds and noise; smelling smoke, vapors, mists and gases; seeing with near and far acuity, depth perception, color vision and field of vision.
- Mental abilities required to perform the job functions include the following: alertness, precision, ingenuity, problem-solving, analytic ability, spatial perception, persuasiveness, auditory discrimination, tactile discrimination, speaking ability, memory, creativity, concentration, judgment, aesthetic sense, olfactory discrimination, writing ability, reasoning, imagination, initiative, patience and visual discrimination.
- The work is performed both indoors in a fire station environment and outdoors in widely-varying and often extreme environmental conditions. The work includes exposure to: fire and burning objects, structures and hazardous materials; extreme heat and cold, with and without temperature changes; exposure to water, snow, ice, hail and freezing conditions; mechanical and electrical hazards; noise up to 125 decibels of unprotected exposure (the use of hearing protection devices as prescribed by department policy is mandatory); fumes, odors, dusts, mists, gases and poor ventilation; burns and radiant energy; explosive material, toxic and caustic chemicals; potential exposure to contagious diseases and body fluids.