

North Metro Fire Rescue District **Firefighter Job Description**



Firefighter Minimum Requirements:

Education & Experience:

- All Firefighter Grade positions require a high school diploma or equivalent.
- Completion of one year in each successive firefighter grade.
- Passing scores on all grade examinations.
- Meet all District standards on performance evaluations.

Licensing/Certification Requirements:

- Valid unrestricted Colorado Driver's License
- ICS 200 Certification
- EMT certificate issued by the State of Colorado
- Associated EMS certifications such as CPR, CPR Instructor, ACLS, PALS, etc.
- State of Colorado Fire Fighter I certification
- State of Colorado Hazardous Materials Operations certification.

Commencing July 1, 2016, all Firefighter Grades must also:

Possess a District Emergency Vehicle Operator certification.

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

<http://northmetrofire.org/>

About the District:

Since 1946, North Metro Fire Rescue District has served to protect its citizens and their property with a high level of care, compassion and professionalism. North Metro Fire is equipped and committed to ensuring public safety through fire suppression, emergency medical services and patient transportation, hazardous materials response, technical rescues and wildland firefighting. In addition to responding to emergencies, the District proactively works with residents and businesses to build a safer community through education, outreach and prevention.

North Metro Fire's 142 employees, seven fire stations, Training Center Complex and Headquarters cover 63 square miles and serve a population of approximately 117,000 people, including the City and County of Broomfield, the City of Northglenn and unincorporated areas of Adams, Boulder, Jefferson and Weld Counties. With a diverse landscape of residential and commercial development as well as a busy regional airport and intersecting highways, North Metro firefighters are prepared to handle a large span of incidents. Through extensive training, program development and interagency collaboration, North Metro Fire continues to be a strong fire service organization dedicated to providing a high quality of service and leadership within the northern region.

Summary of Position:

Under direct supervision, all firefighter grade positions participate in firefighting, technical rescue, hazardous materials, emergency medical calls and other calls for assistance; participate in inspection and maintenance of all firefighting and emergency equipment, apparatus, fire stations and grounds; participate in occupancy inspections and related activities; and participate in public education and information activities.

Personnel must serve a minimum of one year in all firefighter grades. Firefighter V personnel serve in probationary status for one year from the date of graduating from the District's Fire Academy.

Essential Duties and Responsibilities:

The following duties and responsibilities are all essential functions of the position of firefighter. They are not in order of importance or priority.

- Promotes the District's mission and value statements. Takes an active role in improving overall organizational performance, especially as related to promoting safety practices and addressing opportunities for improvement in the areas of firefighting, emergency medical services, fire prevention, public education activities and equipment operations.
- Complies with all Standard Operating Procedures, [District Employee Rules, Regulations and Benefits Manual](#) and orders.
- Performs a variety of technical and manual labor duties required to locate, control and extinguish fires. Required to use a variety of hand-held and powered tools (axes, pike poles, saws, etc.) necessary to locate, control and extinguish fires and perform other emergency work. Performs salvage operations to prevent damage to property not involved in fire and/or an emergency situation.
- Performs a variety of medical aid procedures to address medical emergencies and stabilize, maintain, and/or restore basic vital signs including administration of medication, cardio-pulmonary resuscitation and other medical procedures permitted within scope of certification and protocol guidelines.
- Attends required training sessions to improve knowledge and skills in firefighting, emergency medicine, hazardous materials, technical rescue and other emergency services.
- Attends required training sessions to improve knowledge and skills in non-emergency activities of the District such as fire prevention, business inspections, public education and public information.
- Operates District vehicles and apparatus in a safe and prudent manner as detailed in [Emergency Vehicle Operations OPS-300](#). Responsible for the safe transportation of personnel and apparatus to and from emergency calls, routine inspections, training drills and other purposes.
- Maintains equipment and apparatus assigned to a fire station to include cleaning, servicing and inspection of facilities, supplies and equipment.
- Promptly reports lost or damaged equipment, including damage to apparatus and attached equipment.
- Performs other duties as required or assigned.

Additional Requirements:

- **Firefighter V (5th Grade):** Required completion of a District Fire Academy prior to attaining this grade. Personnel in this grade shall serve one year on probation status which begins on the date of graduation from the fire academy, unless otherwise extended. During probation, firefighters in this grade must satisfactorily complete a *Probationary Manual*, all other assigned training activities, and successfully pass final probationary written and practical examinations as described in [Firefighter Grade Promotional Process SOP CS-100](#), the [Civil Service Rules and Regulations](#) and the [District Employee Rules, Regulations and Benefits Manual](#).
- **Firefighter IV (4th Grade):** One year of service with the District as a Firefighter V. To be eligible for promotion to this grade, a firefighter must successfully pass the written and practical examinations at the end of one year in grade as a Firefighter V as described in the Firefighter Grade Promotional Process SOP.
- **Firefighter III (3rd Grade):** Two years of service with the District, including one year as a Firefighter IV. To be eligible for promotion to this grade, a firefighter must successfully pass the written and practical examinations at the end of one year in grade as a Firefighter IV as described in the Firefighter Grade Promotional Process SOP.
- **Firefighter II (2nd Grade):** Three years of service with the District, including one year as a Firefighter III. To be eligible for promotion to this grade, a firefighter must successfully pass the written and practical examinations at the end of one year in grade as a Firefighter III as described in the Firefighter Grade Promotional Process SOP.
- **Firefighter I (1st Grade):** Four years of service with the District, including one year as a Firefighter II. To be eligible for promotion to this grade, a firefighter must successfully pass the written and practical examinations at the end of one year in grade as a Firefighter II as described in the Firefighter Grade Promotional Process SOP.

Knowledge:

Minimum requirements at entry:

- Maintain all standards pursuant to the policies and procedures of the District.
- Principles, practices and techniques of modern firefighting, pre-hospital medical service delivery and basic technical rescue and hazardous material response.
- Operation, capabilities and uses of various types of job-related, hand-operated and power tools.
- Familiarity with basic principles of public education, fire prevention and business inspection.

Skills:

Minimum requirements at entry:

Ability to:

- Demonstrate proficiency and competency in the skills that are described within [NFPA 1001, The Standard for Fire Fighter Professional Qualifications](#).
- Establish and maintain satisfactory working relationships with the general public, co-workers and superiors.
- Communicate effectively both verbally and in writing; demonstrate proficiency in the use of computer technology and job relevant software programs.
- Make rapid, effective decisions under stressful conditions.
- Teach subject matter to others or train others through explanation, demonstration or practice.
- Keep accurate records and reports as appropriate for the position.

Working Environment:

Firefighters work in a variety of settings including: standard office environment and living quarters of the fire station, apparatus bay and shop areas, and a wide array of emergency and non-emergency scenes. Position may require exposure to adverse conditions including temperature extremes, high noise levels, smoke, confined spaces, elevated positions, chemical and electrical hazards, and patients posing severe infectious disease hazards.

When assigned to a 56 hour work week, schedule requires work assignments from 48 to 72 continuous hours with the possibility of extended periods of little rest or interrupted sleep. Firefighters are expected to perform essential job functions despite the potential for fatigue resulting from prolonged shift work.

Physical Requirements:

Firefighters must be capable of lifting, carrying, grasping, pushing or pulling equipment, tools, and patients. Position requires occasionally standing for prolonged periods, and personnel must be capable of: walking, pushing objects, pulling objects, climbing ladders and stairs, twisting at the neck and trunk, bending at the waist, squatting at the knees, crawling, kneeling and reaching above the shoulders and below the waist.

Firefighters must perform numerous hazardous tasks that require strenuous exertion, often while wearing personal protective equipment. Firefighters must comply with District physical fitness policies, including the successful completion of all required minimum physical performance standards as described in the [Fitness SOP](#).

NOTE: This Job Description sets forth key responsibilities. Firefighters may be given additional assignments depending on the needs of the District.