

## **Westminster Fire Department** **Firefighter I**



### **Firefighter Minimum Requirements:**

- Graduation from high school or GED
- At least 18 years of age
- Possession of a valid driver's license and maintain a safe driving record
- 30 college credit hours from an accredited institution, or military experience with honorable discharge
- EMT-B certification (State of Colorado and/or National Registry)

### **Preferred Qualifications:**

- Graduation from an accredited four-year college or university, or an Associate's Degree in Fire Science
- Intravenous therapy (IV) and medication certification

Any equivalent combination of education, training and experience, which would provide the required knowledge and skills, may be considered.

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

<http://www.ci.westminster.co.us/fire>

### **Position Purpose:**

The Firefighter I/II position consists of skilled firefighting work in combating, extinguishing, and preventing fires. Work involves protection of life and property through firefighting and rescue activities. Work is performed under and evaluated by a Company Officer. This is a commissioned, safety sensitive position.

The full salary range for this position is stated above. The starting range of pay is dependent on qualifications and experience of each individual candidate.

### **Organizational Competencies and Cultural Values:**

The **mission** of every employee at the City of Westminster is to deliver exceptional value and quality of life through SPIRIT. Each employee is measured by the ability to adhere to the City's core values of Service, Pride, Integrity, Responsibility, Innovation, and Teamwork.

This position promotes the mission and values of the City of Westminster by supporting the goals of the Fire Department, which is responsible for providing timely emergency response to fire and emergency medical calls; ensuring the safety of personnel, citizens, and visitors to the community; and educating residents and business owners on fire safety, emergency medical prevention, and emergency preparedness.

### **Every employee is accountable to:**

- Demonstrate a high level of customer service; encourage others to focus on the customer; foster an environment where customer service is a priority
- Communicate with customers to ensure that, where possible, they are satisfied, and that their needs are being addressed; solicit and evaluate customer feedback

- Act as an ambassador by understanding and fostering the organization's mission and vision
- Exhibit pride in self, the department, the city, and the community; conduct self in a professional manner
- Demonstrate integrity and build trust through credibility, reliability, commitment, loyalty, and ethical behavior
- Address difficult or contentious issues in a constructive manner
- Support and promote change; demonstrate flexibility, and take calculated risks when appropriate
- Participate in personal growth opportunities, and attend trainings designed to enhance capacity to bring new skills and ideas to the job and the organization
- Work to continuously improve the efficiency and effectiveness of the service or product being delivered
- Demonstrate support for team efforts by accepting new roles and responsibilities, and helping others achieve objectives
- Value diversity; demonstrate an awareness of differences; demonstrate sensitivity, and adapt behaviors and communication to accommodate these differences

**General Competencies:**

**Citywide - Every employee in this position is accountable to:**

- Establish effective interpersonal relationships through honest, open communication and follow-through on commitments
- Recognize personal strengths and weaknesses, and target areas for personal self-development
- Demonstrate initiative in performing job tasks
- Exhibit problem-solving skills leading to sound judgment and quality decisions
- Achieve goals, handle assigned workload and new assignments effectively; demonstrate an ability to work independently
- Communicate effectively with individuals and groups using clear and concise verbal and written communications
- Demonstrate accountability for work, and take ownership in job performance
- Demonstrate concern for the accuracy and quality of work; take steps to correct mistakes and improve the overall product

**Job Specific – Every employee in this position must be able to:**

- Control vehicles in routine and emergency situations
- Lay and connect hose lines, direct water streams from nozzles, and use fire extinguishers, ropes, and other fire service equipment
- Adapt quickly to changing situations
- Learn to skillfully operate Fire Department apparatus routinely and during emergency situations
- Learn a variety of firefighting duties, evolutions, and methods within a reasonable training period
- Learn first aid methods and techniques
- Raise and climb ladders, work at heights, work in cramped and confined quarters, and work in adverse conditions
- Establish and maintain effective working relationship with other employees and the public
- Adapt to fire station environment and living arrangements with other employees
- Assimilate well with all personnel on both professional and interpersonal levels
- Understand written and oral instructions
- Meet and pass Department physical fitness requirements
- Perform arduous tasks under strenuous and adverse conditions
- Act without direct supervision, and exercise independent judgment in handling emergency

situations

**Job Specific Functions:**

**Essential Job Functions, Duties, Responsibilities, and Tasks**

1. Effectively responds to and maintains composure during emergency situations, including:
  - suppressing fire
  - removing people from danger
  - administering emergency medical aid
2. Demonstrates initiative, remains productive, and strives to improve skills, including:
  - participating in training focusing on areas including instruction and drills in firefighting, fire preventions, first aid and rescue, and other related subjects
  - comprehending new information and applying newly acquired knowledge to make prompt and effective decisions during both routine and emergency situations
  - maintaining physical conditioning and fitness standards to demonstrate the ability to meet strenuous physical demands
  - maintaining a general high level of physical and mental fitness and participating in the Department's physical fitness program, which requires being tested at least once per year
3. Ensures the safety of the public, including:
  - maintaining all required certifications
  - participating in fire hazard inspections and pre-planning surveys of residential, commercial, industrial, and institutional structures
  - assisting in department training programs and public education programs
  - performing clean-up and salvage operations by ventilating buildings, placing salvage covers, decreasing water damage, removing debris, and other overhaul techniques
4. Establishes and maintains effective working relationships with co-workers, supervisors, fire department officials, and other City personnel, by:
  - complying with City and Departmental rules and regulations
  - following orders
  - accepting advice and constructive criticism with a positive attitude
  - learning from the experience of others
  - adhering to an exemplary code of conduct while on and off duty
  - working with minimal supervision
  - demonstrating reliability, punctuality, and accuracy
  - accepting that work is reviewed through observation, performance in emergency situations, evaluations, conferences, and on the ability to adapt to firefighting routines
5. Demonstrates strong oral and written communication skills, including:
  - effectively using fire department radios with clear voice projection
  - writing reports that are well-organized, complete, and accurate
  - using proper grammar, punctuation, and spelling
  - maintaining logs and other standard fire records
6. Driving is essential for this position; must possess a valid driver's license and maintain a safe driving record
7. Maintains regular and punctual attendance

**Other Duties and Responsibilities**

1. Assumes the duties of Fire Paramedic or Fire Engineer, if qualified and when necessary
2. Maintains, cleans, and repairs fire equipment, apparatus, and quarters as needed
3. Incumbent is accountable for all duties of this job, and other projects and responsibilities may be added at the City's discretion

### **Physical Requirements:**

Must demonstrate ability to meet the physical demands of the job to include:

- Occasional use of sufficient physical strength, stamina, agility and ability to perform emergency work in various capacities. Sufficient physical strength and stamina to perform emergency rescue of individuals that may be larger in stature and weight and sufficient physical stamina and strength to perform firefighting duties for extended periods of time from a sedentary situation on a 24 hour basis
- Occasional sitting, standing, walking, running, climbing and crawling in all weather conditions on various types of terrain in emergency situations and for routine maintenance of equipment and vehicles
- Frequent squatting, bending, kneeling, and twisting to perform emergency functions and routine maintenance of equipment and vehicles
- Occasional crawling over all types of terrain and indoor surfaces; Frequent balancing on stairs, ladders, fire engines and emergency vehicles in slippery conditions; Frequent reaching overhead to store supplies and equipment, and enter into high profile vehicles; Frequent reaching below shoulder to store supplies and perform duties in an emergency situation
- Frequent light and firm hand grasp, fine manipulation and handling to safely use equipment and perform emergency functions
- Frequent step up/down to enter and exit high profile emergency vehicles and climb ladders and stairs; Frequent actuate mechanism to safely operate department and city vehicles
- Constant near and far binocular acuity to view potential hazards with color perception capability to use imaging devices such as, but not limited to, thermal devices and heads-up displays
- Constant hearing to follow spoken instruction and communicate with dispatch and public
- Occasional lifting, carrying and pulling of more than 100 pounds to move individuals, material and equipment
- Be physically capable to safely perform all of the essential job functions

### **Working Conditions:**

This work is performed in all-weather including catastrophic conditions such as high wind, tornados, blizzards, flooding, hail, etc. and in extreme weather conditions with temperatures below 32 degrees for extended periods, and temperatures in excess of 100 degrees for extended periods of time. Candidates must have the ability to use strength and quickness at all times. Work can include exposure to dust, fumes, loud noises, and flashing lights. Candidates must have the ability to use strength and quickness at all times. Firefighters perform hazardous tasks requiring strenuous exertion during firefighting, rescue, and emergency situations while being exposed to conditions such as extreme heat, smoke, cramped and/or hazardous surroundings.

### **Required Materials and Equipment:**

Vehicles and equipment related to firefighting which includes fire hoses, nozzles and appliances, axes, hydraulic jacks, sprinkler stops, high pressure air packs, shovels, wrenches, wyes, forcible entry tools, fire extinguishers, exhaust fans, ropes, bolt cutters, hammers, ladders, life pack monitors, prams, backboards, all emergency medical supplies, extraction tools, and other equipment specifically related to

the fire service and rescue, as well as office equipment including computer, phone, two way radio, etc. Full fire gear and general personal protective equipment for medical responses are also used.

**Pre-Employment Requirements:**

- Background checks will include employment references and criminal history and when applicable, credit check, driver's license record, education verification, psychological examination
- Pre-employment drug screen
- Pre-employment physical
- Must be legally entitled to work in the United States