

# FREDERICK-FIRESTONE FIRE PROTECTION DISTRICT STANDARD OPERATING GUIDELINES

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## Section 100.5.7.5

### Employee Job Descriptions

#### POSITION DESCRIPTION

POSITION TITLE: RESERVE EMT/FIREFIGHTER  
JOB STATUS: VOLUNTEER, AT WILL  
EFFECTIVE DATE: MARCH 1, 2012

This position description is established by the Frederick-Firestone Fire Protection District ("Fire District") to outline the basic requirements, duties and general responsibilities of the reserve position of EMT/Firefighter. This is a volunteer position within the meaning of the Fair Labor Standards Act of 1938, 29 U.S.C.A. §§ 201, et seq. (FLSA), and the regulations of the US Department of Labor Wage and Hour Division, 29 C.F.R. § 553.100 *et seq.*, interpreting and implementing the FLSA. As such, individuals serving in this position do so for civic, charitable and/or humanitarian reasons, without promise, expectation or receipt of compensation for services rendered, as defined under the FLSA and the related regulations.

The headings in this position description are for reference only and shall not affect its interpretation.

#### **Position Summary:**

Under the supervision and direction of the Fire District's command structure, the EMT/Firefighter performs a variety of technical work and labor required by the State of Colorado. The EMT/Firefighter is also required to perform the emergent and non-emergent medical services, in compliance with the adopted medical protocols of the District's Medical Director. The EMT/Firefighter also must perform the duties of a career firefighter, including but not limited to; apparatus response and operation, search and rescue, fire suppression, salvage and overhaul operations, inspections, and participate in the Fire District's training and emergency response programs.

#### **Supervisor:**

Reserve Coordinator, Station Officer (Captain or Lieutenant)

**Primary Duties and Responsibilities:**

The EMT/Firefighter's work requires extensive training in the performance of emergency medical response, to included; resuscitate and stabilize patients by using basic life support techniques, administer IV solutions, oxygen, approved medications, and also assist with complex hospital transports, dealing with members of the public and family members present at the scene, extensive documentation and report writing, using department computers and various software applications EMS training and EMS inventory control. Work also includes knowledge and skills in combating and extinguishing fires, as well as operation of apparatus and equipment necessary to control fires and other emergencies. Sufficient knowledge is necessary to respond to and mitigate special operations incidents including; trench rescue, confined space rescue, swift water and ice rescue, rope rescue and hazardous materials releases. The EMT/Firefighter's work includes substantial time dedicated to fire safety inspections in businesses applying current Fire Code principles, as well as public education and other administrative projects. All of this must be accomplished through a dedication to teamwork and a high commitment to customer service.

The primary duties and responsibilities of an EMT/Firefighter include, but are not limited to:

1. Maintain knowledge of and compliance with all rules, policies and procedures of the Fire District;
2. Consistently promote a professional image of the Fire District during performance of all duties;
3. Successfully complete all training necessary to meet the duties of the position, including the District's Field Instruction program for ambulance transports;
4. Understand and follow detailed oral and written instructions of superior officers;
5. Clearly and concisely communicate, both verbally and in writing, information necessary to successfully conduct all duties and responsibilities;
6. Interact and cooperate in a positive and professional manner with all personnel and customers of the Fire District;
7. Safely, competently and efficiently operate all Fire District apparatus, vehicles and equipment;
8. Routinely inspect Fire District apparatus, vehicles and equipment to insure proper and safe operating condition, including radio communications equipment, emergency warning devices, fuel, and lubrication;

9. Perform scheduled maintenance of the apparatus, as required, including washing, waxing, and changing lubricants and filters;
10. Cooperate with the officer in charge to deliver the apparatus or vehicle to an emergency scene with the least possible delay, considering all safety factors;
11. Drive the assigned apparatus or vehicle on emergency calls, routine inspection tours, and training drills; position apparatus or vehicle at emergency and fire scenes in accordance with the officer's instructions; operate pumps, including the operation of gears, valves, governor controls, etc., to supply sufficient water under correct pressures to firefighting personnel; and monitor and adjust pumping equipment as required;
12. Provide, and/or assist in providing, emergency medical services, search, rescue and/or extrication activities to victims of medical emergencies, fires, auto accidents, etc., in accordance with prescribed emergency medical care procedures, and within the scope of services permitted by State of Colorado EMT-Basic certification;
13. Participate in and respond to fire and other emergency alarms, in accordance with prescribed training and safety practices to minimize public and personal hazards;
14. Participate effectively in after fire clean up, salvage, and construction work as required.
15. Take proper safety precautions, anticipate unsafe circumstances, and act accordingly to prevent accidents. Responsible for safety of self, others, materials and equipment. Use all safety equipment;
16. Properly operate in and function with self-contained breathing apparatus, personal protective clothing and other specialized equipment;
17. Maintain an acceptable rating as directed in the Fire District Physical Fitness Standards Program;
18. Perform such other duties as may be assigned by the Fire Chief from time-to-time;

**Education, Training, Experience and Other Requirements:**

1. High School Diploma or G.E.D.;
2. Maintain all Fire District required certifications and training requirements;
3. Possess strong communication skills, including but not limited to the preparation of clear, concise, and accurate written reports, ability to read, write, speak and understand the English language at a level adequate to perform the position to include, spelling,

- grammar and punctuation skills and the ability to effectively present ideas and instructions;
4. Strong public relations and customer service skills, to include interactions with other agencies, co-workers, and the public in both routine and emergency settings, and;
  5. Establish and maintain effective working relationships with other employees, volunteers, supervisors, officials, and the public;
  6. Familiarity and proficiency in the use of Windows Operating Systems, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook, Microsoft Publisher, and accounting software; to satisfactorily perform a moderate to heavy workload;
  7. Ability to perform mathematical computations at a sufficient level of skill to timely and satisfactorily perform duties;
  8. Ability to work well under pressure and under stressful conditions;
  9. Possess and maintain a valid Colorado Driver's License and an insurable driving record;
  10. Possess and maintain current knowledge of the streets and road systems of the Fire District;
  11. Possess the knowledge and skills to perform a variety of fire suppression, rescue, emergency medical duties and methods;
  12. Possess and maintain certification to operate as a State of Colorado EMT-Basic;
  13. Possess and maintain Professional Rescuer CPR certification;
  14. Possess State of Colorado Firefighter I certification at the time of appointment;
  15. Within 18 months of acceptance into the Fire District's Reserve Firefighter Program, obtain and maintain State of Colorado Firefighter II certification or above;
  16. Possess and maintain State of Colorado Hazmat Operations certification;
  17. Earn and maintain Driver/Operator Utility certification within 18 months of appointment;
  18. Ability to read, write, speak and understand the English language at a level adequate to perform in the position.

**Working Environment/Physical Requirements:**

Revised: 03/12  
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1. 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.
2. Strenuous physical activity under extreme adverse conditions will be required periodically;
3. This position requires standing, running, walking, sitting, kneeling, stooping, bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, pinching, gripping, digging, spraying, reaching over head, reaching away from body, and repetitive motion;
4. Will be required to work in all weather conditions and in extreme temperatures twenty degrees below zero (-20 degrees) Fahrenheit and in excess of one hundred degrees (100 degrees) Fahrenheit;
5. Work may be performed under dangerous, hazardous and adverse conditions, including but not limited to, weakened structures, 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 contaminated environments, including but not limited to, hazardous materials, smoke, gases, chemicals, fumes, odors, mists and dusts, requiring the use of personal protective equipment;
7. Work may result in exposure to infectious diseases or illnesses, such as Hepatitis A, B or C, HIV, tuberculosis, small pox, *etc.*;
8. Work may result in exposure to high noise levels requiring the wearing of hearing protection;
9. This position requires the successful completion of a bi-annual physical examination provided by the District's designated medical provider, completion of an annual physical fitness assessment, and the successful completion of a criminal background check;
10. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision; and,
11. This position will involve periods of high physical, mental and/or emotional stress.

My signature below confirms that I have received and read this Reserve EMT/Firefighter Position Description, and I will comply with it at all times.

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**Employee**

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**Fire Chief**

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