

RULES AND REGULATIONS Job Descriptions	WIGGINS RURAL FIRE PROTECTION DISTRICT ADMINISTRATIVE REGULATIONS
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PURPOSE

The Job Descriptions listed below have been approved by the Fire Chief.

JOB DESCRIPTION

- All Sworn Employees
- Firefighter
- Fire Engineer/Driver Operator
- Fire Lieutenant/Company Officer
- Fire Lieutenant/Training Specialist
- Emergency Medical Coordinator
- Captain
- Assistant Chief

ALL SWORN EMPLOYEES

JOB SUMMARY

All sworn employees through the rank of Assistant Chief shall perform individually and/or as a member of a team and participate in activities in the following areas: Combating, extinguishing and preventing fires; answering emergency medical and traffic accident calls and other related public assistance activities; performing routine facility maintenance and operating Fire District apparatus and equipment. Firefighters attend classroom and drill ground training sessions on a regular basis to continually update the knowledge and skills required for effective work performance.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

- Ability to communicate effectively both orally and in writing;
- Ability to understand and follow oral and written instructions;
- Ability to record information accurately;
- Ability to establish and maintain effective working relationships with other employees;
- Ability to provide professional customer service;
- Ability to work effectively with the public in situations involving severe trauma;
- Ability to learn a variety of fire fighting duties, methods and techniques;
- Ability to use both manual and power tools;
- Ability to work independently or as a part of a team;
- Ability to climb ladders and work at various heights;
- Ability to recognize hazardous conditions and to respond quickly to changing situations under those conditions;
- Ability to move heavy objects (50 pounds or more), bend, climb, push, pull, stoop and kneel in awkward and cramped positions to perform tasks normally associated with this position;

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ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES (cont.)

- Ability to respond to fire, accident or medical emergency scenes at any time;
- Ability to work in adverse conditions (i.e. weather, around fuels, oils, cleaning fluids and fumes, extreme heat and cold, etc.);
- Ability to provide specialized training to District members if qualified;
- Ability to present safety and informational presentations to public;
- Operates computers for record keeping, documentation, and communication;
- General knowledge of the Fire District policies, rules and regulations;
- Knowledge of and skill in emergency rescue procedures;
- Knowledge of and skill in applying fire fighting techniques;
- Knowledge of and skill in applying appropriate safety practices in appropriate situations;
- Knowledge of and skill in applying life saving techniques;
- Knowledge of and skill in the operation and mechanical principles involving fire apparatus and equipment operation;
- Knowledge of the street system and physical layout of the district;
- Knowledge of modern fire fighting duties, methods, and techniques;
- Attends conferences, schools, seminars, and meetings to keep abreast of new developments in firefighting, EMS, and special programs as approved.
- Individuals shall actively pursue professional development.

QUALIFICATIONS

- Must be minimum of 18 years of age;
- Must be a citizen of the United States;
- Must meet medical and physical standards as established by Wiggins Rural Fire Protection District;
- Must have a valid Colorado driver's license, failure to maintain a valid license will result in a mandatory leave of absence until license is reinstated;
- Must be certified in CPR within 12 months of hire; certifications must be kept current;
- Must be certified as a NREMT-B or First Responder by the American Red Cross within twenty four (24) months of hire;
- Graduation from high school or equivalent;
- College level courses in fire science, administration, fire fighting techniques and other fire related emergency aid courses are desirable;
- May be required to maintain specialized certifications as designated by the District.

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PHYSICAL REQUIREMENTS

Vision adequate to perform functions such as read and review written communication, to obtain on scene information regarding fire, accident, or medical emergency situation, to render appropriate assistance;

Hearing and speech enough to communicate clearly and distinctly face to face, by telephone, as well as over the radio in normal and adverse conditions;

Physical ability enough to use fire fighting, extrication, and basic life support tools;

Stamina enough to remain physically active at fire, accident or medical emergency scene until relieved;

Stamina and strength enough to move heavy objects (50 pounds or more) long distances (more than 20 feet);

Ability to distinguish color enough to determine possible types of fire by color of smoke or flame;

Ability to effectively perform job duties at varying heights under adverse conditions.

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FIREFIGHTER

JOB SUMMARY

Shall meet the qualifications for all sworn employees.

DUTIES AND RESPONSIBILITIES

Emergency:

Responds to emergencies, generally with a fire company;

Performs job functions as required, based on recognized standards for required certifications.

Non-Emergency:

Cleans and assists in maintenance of fire apparatus and equipment including staff cars and special equipment;

Cleans and assists in maintenance of fire station including cleaning interior, trimming yard, weed control, snow removal, housekeeping, painting and construction projects;

Maintains records and reports for record keeping, documentation, and communication;

Assists the general public on various non-emergency calls;

Pre-fire plans occupancies to record information pertaining to location of fire hydrants, exposure hazards, life hazards, type of occupancy and other pertinent information;

Observes and evaluates fire exit drills in school or office buildings to record time taken to evacuate the occupancy;

Conducts fire prevention talks and fire station tours for school children and the general public;

Demonstrates fire fighting tools, equipment and apparatus to schools and other organizations.