



JOB DESCRIPTION

Title: Firefighter Entry Level to Grade I
Reports To: Lieutenant/Captain
Division: Operations
FLSA Classification: Non-Exempt

I. **GENERAL STATEMENT OF DUTIES:**

Performs firefighting, emergency medical and rescue work in emergency situations. Provides basic life support care under standard protocols and statutes. Maintains apparatus, vehicles, equipment, and fire stations. Employees are assigned to a field station and perform a wide variety of firefighting, emergency medical and rescue techniques under direct and limited supervision.

II. **SUPERVISION RECEIVED:**

Works under the general supervision of the Station Lieutenant/Captain.

III. **SUPERVISION EXERCISED:**

This is a non-supervisory position.

IV. **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responds to fire, emergency medical, and other emergency services calls as needed. Controls and extinguishes fires by selection of appropriate diameter hoses and nozzles, advancing these appliances to the seat of the blaze, and directing extinguishing agents thereto.

- Removes people from dangerous or hazardous situations through an approved means, administering basic life support functions, and performing key fire suppression responsibilities.
- While wearing a personal protective ensemble (PPE), including SCBA, performs aggressive search and rescue operations in heated and smoke filled environments, usually with minimal to no visibility.
- Utilizes various forms of firefighting equipment in fire suppression and/or rescue operations. Examples include: use of halyards on extension ladders to reach windows, balconies, and roofs of fire structures and heavy hydraulic actuated tools and hand tools in vehicle extrication.
- Removes victims of hazardous environments from structures, sometimes requiring climbing and use of ladders.
- Reduces fire loss by the removal of personal property and by overhaul and complete extinguishment of all flaming materials.
- Locates, stabilizes, rescues and removes injured and trapped occupants from water, confined spaces, or high angle spaces with the aid of power and hand tools, ropes, or other appliances.
- Performs fire hazard inspections and pre-incident surveys of residential, commercial and industrial structures. Further assists with public education efforts as needed to include giving station tours, car seat checkpoints and representing the District in meetings with the public.
- Provides emergency medical care including, but not limited to, all aspects of pre-hospital basic life support.
- Rescues trapped civilians or fellow firefighters by breaching wood or masonry through the use of sledgehammers, fire axes or other appropriate methods. In certain situations, crawls through reduced diameter openings and works within confined spaces to complete emergency searches or to free victims or other firefighters from a spreading fire.
- May perform water or swift water rescues.
- Drags or carries victims (or other firefighters) within a hazardous atmosphere to safety in the most efficient and expedient manner.

- Searches concealed spaces in ceilings and walls by penetrating, both with pike poles and other tools. Performs salvage and clean-up operations during emergency and non-emergency situations.
- Maintains logs of activities and completes reports of emergency responses, equipment used, and other fire and medical records.
- Cleans, performs basic repairs and maintains equipment and apparatus in the field and at an assigned station. Performs and assists with maintenance of fire station and surrounding grounds.
- Attends continuing training to maintain certifications, to learn new techniques and protocols, and to become proficient in new equipment, tools and apparatus.
- Studies fire prevention, fire protection, firefighting, emergency medical and rescue techniques, and other subjects that may be required or deemed necessary.
- Maintains a current level of knowledge at all times related to the provision of basic emergency medical care.
- Learns how to operate and drive apparatus in routine and emergency situations and how to properly care for equipment, tools, and vehicles.
- Communicates with the established command structure via two-way radio, voice, hand signals, or other verbal or visual cues.
- Performs physical training exercise as to maintain physical fitness and readiness.
- Due to the nature of emergency services, it is imperative that all essential personnel be available via phone or pager during off duty hours in order for SMFR to adequately and consistently staff its various facilities and functions for not only routine work situations, but also for emergency occurrences.
- Performs other firefighting and appropriate duties as assigned.

V. **MINIMUM QUALIFICATIONS**

EDUCATION , EXPERIENCE , LICENSES & CERTIFICATIONS

Entry Level Firefighter Recruit:

- Must be 18 years of age and have a high school diploma or General Equivalency Diploma (GED)
- Must have proof of completed Heptivac series or show proof of being on schedule with the shot series

- Must have a valid Driver's License
- Possess and maintain an acceptable driving record in accordance with the SMFR's Driving Records Policy
- Must be able to pass a criminal history review and a physical, medical and psychological exam in accordance with the SMFR policy
- Must obtain Colorado Certification of Firefighter I during Academy
- Must obtain CDFS Driver Operator Certification
- Must obtain Colorado State Hazardous Materials (HAZMAT) Operations Certificate
- The Chief of the Department may authorize an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job

Firefighter IV (Probationary Firefighter):

- Must meet all entry-level requirements
- Must have graduated successfully from the Department's Academy
- Maintain Colorado State EMT certification or higher (Paramedic)
- Must maintain AHA Basic Life Support Health Care Provider Certification
- Must maintain Firefighter I Certification
- Must obtain Firefighter II Certification
- Maintained State of Colorado Certifications as a Firefighter I, and Driver Operator
- Meet the continuing education requirements of the Colorado Department of Public Health and Education (CDPH&E), physician advisor, and the District
- Successfully completed the SMFR annual Physical requirements
- ICS- 100 & FEMA IS-700

Firefighter III:

- Must meet all entry-level requirements
- Must meet all requirements of a SMFR Firefighter IV
- Maintain Colorado State EMT certification or higher (Paramedic)
- Must maintain AHA Basic Life Support Health Care Provider Certification
- Must maintain Firefighter II Certification
- Successfully completed the Professional Skills Manual, and quarterly testing
- Maintained State of Colorado Certifications as a Firefighter I, Driver Operator and Hazardous Materials (HAZMAT) Operations. If on Hazardous Materials Team, must maintain Hazardous Materials Technician Certification
- Satisfactory performance evaluations as a Firefighter IV at SMFR

- Meet the continuing education requirements of the CDPH&E, physician advisor, and the District
- Successfully completed the SMFR annual Physical requirements
- Completed one full year of service from date of hire into Firefighter Academy

Firefighter II:

- Must meet all entry-level requirements
- Must meet all requirements of a SMFR Firefighter III and IV
- Maintain Colorado State EMT certification or higher (Paramedic)
- Completed one year as a SMFR Firefighter III
- Maintain Colorado State Certifications as a Firefighter II, Driver Operator and Hazardous Materials (HAZMAT) Operations. If on HAZMAT team, must maintain Hazmat Technician certification
- Satisfactory performance evaluations as a Firefighter III at SMFR
- Meet the continuing education requirements of the CDPH&E, physician advisor, and the District
- Successfully completed the SMFR annual Physical requirements

Firefighter I:

- Must meet all entry-level requirements
- Must meet all requirements of a SMFR Firefighter II, III and IV
- Maintain Colorado State EMT certification or higher (Paramedic)
- Completed one year as a SMFR Firefighter II
- Maintained Colorado State Certifications as a Firefighter II or Fire Officer I, Driver Operator and Hazardous Materials (HAZMAT) Operations. If on Hazmat team, must maintain Hazmat Technician Certification
- Satisfactory performance evaluations as a Firefighter II at SMFR
- Meet the continuing education requirements of the CDPH&E, physician advisor, and the District
- Successfully completed the SMFR annual Physical requirements

VI. **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES (KSAs)**

- Knowledge of firefighter and rescue techniques and strategies including pump operation and driver's safety techniques
- Knowledge of Public Education practices, the Uniform Fire Code including fire hazard prevention and sprinkler operation and testing
- Knowledge of current trends in fire and EMS
- Knowledge of the SMFR mission, policies and procedures

- Knowledge of fire protection systems and their connection locations, Knox box locations, equipment and supply locations on the apparatus, and other required emergency response information
- Basic knowledge of hydraulics and mechanisms, and basic knowledge of the SMFR geography
- Ability to perform strenuous or peak physical activities during emergency, training, or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold, or smoke
- Ability to establish working relationships with employees, other agencies, and the general public
- Ability to utilize basic office equipment including calculator, fax machine, copy machine, and personal computer with knowledge of Microsoft Office, Excel, and Outlook.
- Skills in the operation of fire apparatus and equipment
- Skills in the operation of EMT apparatus and related equipment
- Skill in fire, Hazardous Materials and EMS practice
- Skill in rescue and extrication procedures.
- Skill in filling out forms for documentation
- Skill in performing physically strenuous activities in high stress environments
- Skill in communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction

VII. **PHYSICAL DEMANDS**

Maintains an appropriate level of personal fitness to pass the SMFR annual physical testing requirements.

While performing the duties of this job, the employee is regularly required to perform climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing and repetitive motions. Must possess basic swimming skills and be water safe due to potential for assignment to ice, water, and/or swift water rescue incidents.

Very Heavy Work: Exerting up to 150 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Specific vision abilities required by this job include close and distance vision acuity and the ability to adjust his or her focus, allowing a broad field of vision.

Visual and fine/gross motor skills enabling the safe operation of a vehicle during normal, as well as during hazardous weather situations.

VIII. **WORK ENVIRONMENT AND GENERAL INFORMATION:**

While performing the duties of this job, the employee regularly works in outside weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Incumbent is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.

The employee occasionally works near moving, mechanical parts, in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration. It is reasonably anticipated that the individual will be exposed to blood-borne pathogens and other infectious materials in the course of their duties.

The noise level in the work environment is usually moderate, except during certain firefighting or EMT activities when noise levels may be loud.

The duties listed are intended only as illustrations of the various types of work that may be performed and are in no way construed or perceived to be exhaustive.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Reviewed by: _____

Chief Human Resource Officer

Date

Approved by: _____

Assistant Chief

Date

Revision Date: April 2020