

**BRIGHTON FIRE RESCUE DISTRICT  
POSITION DESCRIPTION**

**POSITION TITLE:** FIREFIGHTER/EMT

**STATUS:** FULL-TIME OR PART-TIME; FLSA NON-EXEMPT

**EMPLOYMENT STATUS:** AT-WILL

**WORK HOURS:** AS REQUIRED OR AS NECESSARY DURING A SPECIFIED WORK PERIOD

**DATE:** 5/8/2013

This job description is established by the Board of Directors (“Board”) of the Greater Brighton Fire Protection District (“District”) to outline the basic requirements, duties and general responsibilities of the Firefighter/EMT position. This position is “at-will”, which means the District may terminate the employment relationship at any time and for no reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship at any time and for no reason, without prior notice

**Position Summary:**

A Firefighter/EMT shall perform firefighting and emergency medical services required to protect life and/or property from the dangers of fire, medical emergency, hazardous materials, accidents, and natural or man-made disasters, using a variety of firefighting, emergency and medical procedures, techniques and equipment.

**Immediate Supervisor:**

A Firefighter/EMT works under the immediate supervision of a Lieutenant, and also may be supervised by a Battalion Chief and/or the Fire Chief. A Firefighter/EMT also may be supervised by a Paramedic in the provision of medical care in accordance with applicable protocols.

**Supervisory Authority:**

None.

**Primary Duties and Responsibilities:**

The following are an overview of the primary duties and responsibilities for this position and should not be considered an all-inclusive list:

1. Respond to emergency calls as a member of an engine or other fire suppression company. Rotate between companies on a periodic basis, as required by the Fire Chief or his/her designee.
2. Keep current on all new developments in the Emergency Medical Services field and successfully maintain any necessary or required certifications.
3. Comprehensive knowledge of, and compliance with, all relevant Federal, State and local laws, and the District's Standard Operating Guidelines, Member Policy Manual, organizational chart and chain of command.
4. Follow orders and directions of all supervisors.
5. Conduct daily, weekly, monthly and annual apparatus and equipment checks and maintenance, and complete associated paperwork and reports as required by policy.
6. Operate in conjunction with all officers and members.
7. Achieve and maintain a high level of knowledge of fire fighting methods, and use of all fire fighting and rescue equipment.
8. Maintain knowledge of the geographic areas of the District and a basic knowledge of the risk hazards posed by the structural, topographic, and demographic conditions within the District.
9. Responsible for the care and maintenance of fire stations, grounds, fire apparatus and other vehicles and equipment employed in the performance of duties.
10. Attend all on-duty training and safety programs conducted or provided through the District.
11. Maintain knowledge of fire prevention and inspection standards and practices necessary to satisfactorily perform fire safety inspections.
12. Perform testing of fire hydrants, fire hose and fire protection systems.
13. Assist in the on-duty delivery of public education programs in fire safety, CPR and first aid.
14. Perform a variety of technical and manual labor duties required to locate, control and extinguish fires, including connecting to fire hydrants, connecting hoses and nozzles, and laying in supply and attack hoses.
15. Use visual, sensory and judgment criteria to locate fire sources.
16. Apply fire streams (water, chemical and/or portable extinguishers) on fire sources; carry, position and raise ground ladders.
17. Use a variety of hand-held and powered tools (axes, pike poles, saws, etc.) necessary to locate, control and extinguish fires.
18. Perform forcible entry operations to gain access into structures, using a variety of tools and equipment.

19. Perform salvage operations to prevent damage to property not involved in fires and/or emergency situations, including the placement of covers, the removing of property from danger, removing water, smoke and heat from structures, etc.
20. Perform tasks to extricate individuals safely from wrecked vehicles, structures, earth cave-ins, etc., using a variety of tool and equipment (saws, jacks, pry bars, etc.).
21. Inspect commercial and public buildings as a member of a fire company to ensure compliance with applicable Fire Codes and nationally recognized standards.
22. Inform the public of the need for fire prevention.
23. Assist in preparing inspection reports.
24. Identify hazardous materials.
25. Be familiar with structures in the District.
26. Maintain, clean, service, inspect and load firefighting and/or emergency equipment, tools, etc. on company apparatus.
27. Assist in minor repairs to apparatus and equipment.
28. Clean assigned fire station quarters, apparatus rooms, etc.
29. Participate in training classes and drills to maintain and increase firefighting and emergency techniques and response.
30. Participate in, and at times, instruct station training activities.
31. Perform a variety of technical and manual labor tasks to ventilate structures involved in fire, smoke and odor calls, including the placement of fans, mechanical opening of rooms, floors, walls, and the opening and/or closing of doors, windows and vents.
32. Perform search and rescue operations to locate and remove individuals from fire and emergency situations.
33. Upon arrival at any emergency medical scene, quickly assess the situation, determine the medical care to be provided, any additional resources needed, and apply the necessary medical skills and techniques to assist the patient(s).
34. Comply with all Federal, State and State and local traffic laws and ordinances regulating the operation of motor vehicles. Shall give special consideration to the safety of the public and to other vehicles whenever operating a motor vehicle in congested areas or whenever other unusual conditions are encountered in route to an alarm or other emergency. Shall exercise caution when operating an apparatus upon leaving quarters and while backing into quarters.
35. Consistently promote a professional image of the District at all times.
36. Positively and effectively communicate, verbally and in writing, with District employees and volunteers, other agencies and the public in the performance of the duties and responsibilities of the position.

37. Work in a safe manner, including the safe use of apparatus, equipment, tools and materials consistent with the manufacturer or produce directions or specifications, and use of industry-accepted safe working methods and techniques.
38. Develop and maintain positive, effective working relationships with District employees and volunteers, other emergency services agencies, other governmental and public agencies and the community.
39. Must possess the computer skills to properly, effectively, and in a timely manner complete all Records Management requirements of the position.
40. Perform such other duties as may be assigned by a Lieutenant, or other supervisor, from time to time.

**Mandatory Qualifications and Requirements:**

1. Possess and maintain a State of Colorado EMT Certification within 12 months of the date of hire to the position.
2. Possess and maintain a State of Colorado C.P.R. Certification.
3. Possess and maintain a State of Colorado Haz-Mat Operations Certification within 12 months of the date of hire to the position.
4. Ability to operate District attack and utility vehicles within 24 months of hire.
5. Possess and maintain a valid State of Colorado Driver's License, with an acceptable driving record.
6. Possess a high school diploma or GED equivalent.
7. Possess and maintain a State of Colorado Firefighter I Certification within 12 months of the date of hire to the position.
8. Possess and maintain a State of Colorado Firefighter II Certification within 24 months of the date of hire or promotion to the position.
9. Ability to participate in an "on-call" schedule as necessary to fulfill the District's call-back requirements.
10. Ability to consistently respond to District Headquarters within 60-minutes while engaged in "on-call" assignments. Mandatory "call-back" for duty assignments may be required from time to time.
11. Satisfy the District's annual fitness for duty requirements.
12. Ability to work a rotating shift schedule in a specified work period or a Monday through Friday work schedule as designated by the District.
13. Demonstrated ability to operate every type of District vehicle and apparatus, personal computer, telephone, photocopy machine, facsimile machine, calculator, emergency radio equipment, and various types of other electronic/computerized equipment.
14. Satisfactorily complete continuing education and training necessary to perform the duties of the position.

### **Working Environment/Physical Requirements:**

This position requires service in a variety of locations and conditions, including living quarters and office areas, in and around a wide variety of automotive, mechanical, chemical and medical equipment or supplies, and emergency scenes of every type.

1. Strenuous physical activity under extreme adverse conditions will be required frequently.
2. Must possess ability to lift items in excess of one hundred fifty (150) pounds occasionally and up to sixty (60) pounds frequently.
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 below twenty degrees (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.
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 demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision.
10. This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.
11. This position will involve periods of high physical, mental and/or emotional stress.