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PURPOSE

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

JOB DESCRIPTION

All Sworn Employees
Firefighter
ALS Provider
Fire Engineer/Driver Operator
Staff Specialist
Fire Lieutenant/Company Officer
Fire Lieutenant/Training Specialist
Emergency Medical Coordinator
Emergency Manager
Fire Protection Engineer
Battalion Chief/Shift Supervisor
Division Chief / Fire Marshall

Draft

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ALL SWORN EMPLOYEES

JOB SUMMARY

All sworn employees through the rank of Shift Supervisor 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 Authority 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.

DUTIES AND RESPONSIBILITIES

The following is a general list of major duties and responsibilities of all positions, and is not meant to be all inclusive. Other duties and responsibilities may be assigned.

Emergency Medical Care:

Examines and assists in administering basic or advanced life support to victims at accident and medical emergency scenes as qualified;
 Assists in determining extent of injuries and which victims will be treated first at accident and medical emergency scenes;
 Assists advanced life support team in treatment and transport of victims to treatment facility when necessary.

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 work 24 48 hour work schedule;

Ability to respond to fire, accident or medical emergency scenes at any time during work schedule;

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 Authority members if qualified;

Ability to maintain physical fitness according to Authority standards;

Ability to present safety and informational presentations to public;

Operates computers for record keeping, documentation, and communication;

General knowledge of the City of Greeley and the Fire Authority 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 city;

Knowledge of the appropriate Fire Code;

Knowledge of modern fire fighting duties, methods, and techniques;

Basic knowledge of incident investigation for fire cause;

Trained to hazardous materials operations level, within twelve (12) months of hire;

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 21 years of age;

Must be a citizen of the United States;

Must meet medical and physical standards as established by Union Colony Fire/Rescue Authority;

Must not have been convicted of any felony or any misdemeanor involving moral turpitude under the laws of the State of Colorado or any other jurisdiction;

Must have a valid Colorado driver's license and meet City of Greeley and Union Colony Fire/Rescue Authority standards;

Must satisfactorily complete appropriate training and testing processes, as set forth by the Union Colony Fire/Rescue Authority;

Must be certified EMT-B and in CPR within 12 months of hire; certifications must be kept current;

Must be certified as a Firefighter Level II by the State of Colorado within twelve (12) months of hire;

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QUALIFICATIONS (cont.)

Graduation from high school;

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 Authority;

When "Acting out of Grade" must meet Authority requirements for position and assume responsibilities of appropriate job description.

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. This position is generally supervised by a Fire Lieutenant.

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, housekeeping, painting and construction projects;
Plans and cooks meals for shift personnel as necessary;
Maintains records and reports and operates computers for record keeping, documentation, and communication;
Assists the general public on various non-emergency calls;
Performs hydrant inspections to ensure that the system is in working order;
Conducts routine safety inspections of buildings for compliance with the appropriate fire code;
Conducts safety surveys of single family residences upon request;
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.

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ADVANCED LIFE SUPPORT PROVIDER

JOB SUMMARY

Serves as an addendum to position job description for those personnel designated Advanced Life Support Providers for the Union Colony Fire/Rescue Authority

DUTIES AND RESPONSIBILITIES

Emergency:

Provides Advanced Life Support for treatment of patients at scene and during transport to treatment facilities;

Directs the treatment of patients when working in the team environment.

Non-Emergency:

Provide EMS training to Authority personnel as required.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge and skill in applying Advanced Life Support techniques.

QUALIFICATIONS

Must be certified to the State of Colorado designated standards for EMT-I or EMT-P; certification must be kept current;

Must meet additional requirements as indicated by the Union Colony Fire/Rescue Authority and designated Physician Advisor.

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FIRE ENGINEER/DRIVER OPERATOR

JOB SUMMARY

Shall meet the qualifications for all sworn employees. Engineer driving/operating fire apparatus. This position is generally supervised by a Fire Lieutenant.

DUTIES AND RESPONSIBILITIES

Emergency:

Responds to emergencies, generally driving a fire apparatus under various conditions to transport personnel and equipment to and from emergency scenes;
 Operates fire pumps, maintaining proper pressure and water flow;
 Operates aerial apparatus, lighting apparatus and various other types of mobile fire fighting equipment;
 Responsible for the safe, efficient and appropriate operation of fire apparatus and for safely transporting personnel and equipment;
 Performs job functions as required based on recognized standards for certification.

Non-Emergency:

Responsible for determining and reporting the serviceability of assigned fire apparatus;
 Responsible for keeping accurate records relating to assigned apparatus;
 Assist in training of Fire Authority personnel on fire apparatus, streets, water distribution systems, and related subjects;
 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, housekeeping, painting and construction projects;
 Plans and cooks meals for shift personnel as necessary;
 Maintains records and reports and operates computers for record keeping, documentation, and communication;
 Assists the general public on various non-emergency calls;
 Performs hydrant inspections to ensure that the system is in working order;
 Conducts routine safety inspections of buildings for compliance with the Appropriate Fire Code;
 Conducts safety surveys of single family residences upon request;
 Completes pre-fire plans of occupancies by recording 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 schools or office buildings to record time taken to evacuate the occupancy;

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Non-Emergency: (cont.)

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.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

Ability to perform mechanical work involved in maintaining fire and rescue apparatus, equipment, and tools;
Functional understanding of the varied systems that interact in the operation of fire apparatus;
Considerable knowledge of and skill in the operation and mechanical principles involving fire apparatus equipment operation;
Thorough knowledge of the street system and physical layout of the city;
Considerable knowledge of the buildings equipped with fire protection systems;
Considerable knowledge of the maintenance program.

PHYSICAL REQUIREMENTS

Ability to drive fire apparatus, and meet Fire Authority standards;
Vision adequate to perform functions such as read and review written communication, to operate fire apparatus, to obtain on scene information regarding fire, accident, or medical emergency situation, to render appropriate assistance;
Physical ability enough to drive fire apparatus, use fire fighting, extrication, and basic life support tools.

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STAFF SPECIALIST

JOB SUMMARY

Shall meet the qualifications for all sworn employees. Specialist performs individually and/or as a member of a team and participates in activities in the following areas: Conducting code compliance inspections, fire safety presentations, and managing programs and records of prevention activities. May direct activities of shift investigators at emergency scenes, and assist in determination of fire cause and origin. Work involves responsibility for conducting fire prevention presentations to various public and private groups, performing primary, follow-up, and new construction inspections requiring technical expertise for code compliance, and maintaining inspection records. May be assigned to manage various programs including hydrant maintenance, water flow tests, inspections of fuel tank installations and removal, smoke detector installations, coordination of fire investigations, and the juvenile fire setter program. Assists with investigation of fires as necessary. This position is generally supervised by the Deputy Fire Marshal.

DUTIES AND RESPONSIBILITIES

Emergency:

Responds to emergencies on request of the Incident Commander.

Non-Emergency:

- Conduct inspections requiring technical evaluation of code compliance; issuing notice and orders, or summons when applicable for failure to comply with codes and ordinances;
- May conduct and direct the investigations of fires to determine the cause and origin;
- May maintain records, files and evidence of investigations and provide proper security of restricted information;
- May assist the District Attorney’s office with the preparation of any fire/arson case that they pursue;
- May assist other agencies or fire departments with fire investigations as requested and approved by the Division Chief of Community Services or the Fire Chief;
- May administer the “Juvenile Firesetter Program” and assist in conducting any interviews or orientation talks associated with activities identified with the program;
- Maintain records and files relating to plan review, permits, inspections, follow-up inspections, notice and orders, and other fire prevention activities;
- Organize and maintain records of fire hydrant maintenance and flow tests performed by the Fire Authority;
- Provide training on basic inspection procedures, form completion, data entry and basic fire code requirements;
- Assist other agencies or city departments with technical information as requested;
- Perform acceptance tests on sprinkler systems, hood extinguishing systems, alarm systems, and other areas of concern in accordance with code requirements;
- Fill in on a shift as a firefighter or appropriate rank as needed or assigned.

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ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the appropriate fire code;
 Thorough knowledge of the appropriate building code;
 Ability to train personnel and to direct them during inspection and data entry sessions;
 Thorough knowledge and ability to apply municipal codes, ordinances, and national codes and standards as they relate to fire prevention activities, or Community Services Division assignments;
 Demonstrated ability to complete all written reports, supplemental reports, correspondence and computer entry data in a clear and concise manner;
 Ability to use and train others in the use of fire prevention computer programs used by the Fire Authority and the City of Greeley.
 Ability to supervise and train shift investigators and to direct them during investigation activities and training sessions;
 Demonstrated working knowledge of the fire investigation techniques, chemistry of fire, fire behavior, and legal aspects of investigations;

QUALIFICATIONS

Must have served as a firefighter for a minimum of three (3) years on the Union Colony Fire/Rescue Authority or a department of comparable size to the Union Colony Fire/Rescue Authority, as approved by the Division Chief of Services;
 Must be certified in appropriate fire code, within one (1) year of appointment;
 Must be certified by the State of Colorado as a Fire Suppression System Inspector within one (1) year of appointment;
 Must complete other appropriate certifications as required by the Authority;
 Completion of the appropriate National Fire Academy courses is desirable.
 Completion of the National Fire Academy fire investigation class is desirable; and
 Certification and/or training in fire cause determination, and investigation procedures are desirable.

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FIRE LIEUTENANT/COMPANY OFFICER

JOB SUMMARY

Shall meet the qualifications for all sworn employees. Fire Lieutenants perform individually and/or as a member of a team and participate in activities in the following areas: Supervising the combat, extinguishment, and prevention of fires; answering emergency medical and traffic accident calls and other related public assistance activities; supervising routine maintenance and operation of Fire Authority equipment, apparatus, and facilities. Fire Lieutenants attend and/or conduct classroom training, as well as drill ground training sessions on a regular basis to continually update the knowledge and skills required for effective work performance. Demonstrate good judgment in human resource management and identify training needs of assigned personnel. Encourages and facilitates career development of assigned personnel. Reviews reports and records to ensure proficiency. Although new or unusual problems may be referred to a superior for advice and assistance, work is ordinarily performed independently following well established procedures. This position is generally supervised by a Shift Supervisor.

DUTIES AND RESPONSIBILITIES

Emergency:

- Responds to emergencies, generally with a fire apparatus, as Company Officer;
- Responsible for directing the activities of firefighting personnel at an emergency scene, until relieved by a superior officer;
- Supervises and/or participates in job functions as required based on recognized standards for certification;
- Responsible for the performance, safety, and direction of personnel at an emergency scene;
- Supervises and assists when appropriate in administering emergency medical services;
- Acts as incident commander or division, group, or branch officer, as assigned.

Non-Emergency:

- Responsible for assigned station, apparatus, and inventories;
- Supervises and evaluates personnel assigned to their shift and station;
- Plans and executes work assignments of fire company personnel on assigned shift;
- Supervises and assists in the maintenance of fire apparatus and equipment including staff cars and special equipment;
- Supervises and assists in maintenance of fire station including cleaning interior, trimming yard, weed control, housekeeping, painting and construction projects;
- Responsible for completion of all records and reports relevant to their company operation and operates computers for record keeping, documentation, and communication;
- Assists the general public on various non-emergency calls;

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Non-Emergency: (cont.)

Develops, conducts, and participates in the training of company personnel in areas assigned by the Training Officer;
 Monitors the effectiveness of training to ensure the company is prepared for assigned duties;
 May be required to provide training to the entire Fire Authority;
 Supervises and performs hydrant inspections to ensure that the system is in working order;
 Supervises and conducts routine safety inspections of buildings, for compliance with the Appropriate Fire Code;
 Completes pre-fire plans of occupancies by recording 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 schools 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 fire apparatus to schools and other organizations;
 Participates in budget development for fire stations and special programs to which they are assigned;
 Develops special Fire Authority programs to which they may be assigned and administers them.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

Ability to supervise and train personnel and to direct them under emergency conditions;
 Ability to use and train others in the use of computer programs used by the City and the Fire Authority;
 Possesses leadership and management qualities;
 Ability to maintain discipline;
 Considerable knowledge in strategy and tactics at incident scenes;
 Considerable knowledge of and skill in emergency rescue procedures;
 Considerable knowledge of and skill in applying fire fighting techniques;
 Considerable knowledge of and skill in applying appropriate safety practices in appropriate situations;
 Considerable knowledge of and skill in applying life saving techniques;
 Considerable knowledge of and skill in the operation and mechanical principles involving fire apparatus;
 Considerable knowledge of hazardous materials response;
 General knowledge of city ordinances pertaining to the appropriate fire code;
 Considerable knowledge of buildings equipped with fire protection and detection systems;
 Thorough knowledge of incident management system and ability to direct and follow established procedures;
 Thorough knowledge of the City of Greeley and the Fire Authority policies, rules, and regulations;
 Thorough knowledge of the street system and physical layout of the city;
 Working knowledge of incident investigation for fire cause.

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QUALIFICATIONS

Fire Instructor I Certification or minimum of 12 hours of approved instructional techniques every 3 years;
Must meet continuing educational requirements established by the Authority;
Within twelve (12) months of appointment, must have completed approved training for Company Officer.

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FIRE LIEUTENANT/TRAINING SPECIALIST

JOB SUMMARY

Shall meet the qualifications for all sworn employees and Fire Lieutenant/Company Officer. This position performs individually and/or as a member of a team and participates in activities in the following areas: Supervising the training in combat, extinguishment and prevention of fires and a variety of emergency response procedures; supervises the safety standards of the Fire Authority; Prepares training programs, lesson plans, and training schedules; Conducts classroom training, as well as drill ground training sessions on a regular basis to continually update the knowledge and skills required for an effective work performance of firefighters. Establishes and supervises the Authority training records system, including testing of knowledge and performance of all fire suppression personnel. Although new or unusual problems may be referred to a superior for advice and assistance, work is ordinarily performed independently following well established procedures. This position is generally supervised by the Division Chief of Emergency Preparedness.

DUTIES AND RESPONSIBILITIES

Emergency:

Responds to emergencies on request of the Incident Commander;
Responsible for the performance, safety, and direction of personnel assigned;
Acts as safety officer at incidents;
Acts as incident commander or division, group, or branch officer, as assigned;
Fills in as line firefighter or Company Officer as assigned.

Non-Emergency:

Develops, conducts, and evaluates the training of suppression personnel;
Reviews, analyzes, and reports the effectiveness of training to ensure all personnel are prepared for assigned duties and make recommendations to staff officers;
Monitors Authority training exercises and classes to ensure the quality and uniformity of information presented;
Coordinates and schedules in-service training and testing for Authority personnel. Identifies and pursues special Authority training that may become available;
Supervises and participates in the development of lesson plans to be used in Authority training.
Keeps lesson plans on file and coordinates appropriate updates;
Reviews, analyzes, and reports on the educational and training programs of the Authority; this should include, policies and procedures, vocational opportunities, subjects covered, written and visual materials, firefighting and EMS equipment, training sites, individual training records, monthly training records, budgeting, examinations and evaluation processes;

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Non-Emergency: (cont.)

Coordinates and schedules outside training of Authority personnel within the identified training budget;

Responsible for completion and maintenance of all relevant records and reports and operates computers for record keeping, documentation, and communication;

Develops special Fire Authority programs and administers them, as assigned;

Attends conferences, schools, seminars, and meetings to keep abreast of new developments in firefighting, EMS, supervisory skills, and special programs, as approved.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

Possesses leadership and management qualities;

Ability to maintain discipline;

Considerable knowledge of and skill in emergency rescue procedures;

Considerable knowledge of and skill in applying fire fighting techniques;

Considerable knowledge of and skill in applying appropriate safety practices in appropriate situations;

Considerable knowledge of and skill in applying life saving techniques;

Considerable knowledge of and skill in the operation and mechanical principles involving automotive equipment operation;

Considerable knowledge of hazardous materials response;

General knowledge of city ordinances pertaining to the Appropriate Fire Code;

Thorough knowledge of the City of Greeley and the Fire Authority policies, rules, and regulations;

Thorough knowledge of the street system and physical layout of the city;

Working knowledge of incident investigation for fire cause;

Ability to develop lesson plans;

Ability to instruct, using commonly accepted methods of instruction;

Ability to properly test and evaluate fire fighters and officers on the instructed materials;

Ability to supervise and train personnel and to direct them under emergency conditions;

Ability to use and train others in the use of computer programs used by the City and the Fire Authority;

Ability to plan, organize, and control the work of others relating to the training program.

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QUALIFICATIONS

AED Instructor within twelve (12) months of assignment;
Fire Instructor Certification and/or training approved by the Division Chief of Emergency Preparedness. within twelve (12) months of assignment;
Fire Proctor Certification and/or training approved by Division Chief of Emergency Preparedness. required within twelve (12) months of assignment;
Must meet continuing educational requirements established by the Authority;
Within twelve (12) months of appointment, must have completed approved training for Company Officer.

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EMS COORDINATOR

JOB SUMMARY

May be staffed with sworn or non-sworn personnel at the discretion of the Authority Fire Chief. Serves as an addendum to position job description for sworn employees when staffed with a sworn employee. If staffed by non-sworn personnel this job description alone is applicable to the position for the term of employment for the non-sworn individual. Assigned and supervised by the Division Chief of the Emergency Preparedness Division. Individual is responsible for the administration and management of all aspects of the Authority's Emergency Medical Services system.

DUTIES AND RESPONSIBILITIES

The following is a general list of major duties and responsibilities of this position and is not meant to be all inclusive. Other duties and responsibilities may be assigned and shall be consistent with the overall goals and objectives of the City of Greeley and the Fire Authority:

Administers and manages all aspects of the Authority's EMS system;
 Reviews and manages the activities of the Authority's Emergency Medical Technicians daily to insure medical services are being delivered to recognized standards and to current protocols;
 Audits and critiques medical reports completed by EMT's for quality and adherence to appropriate protocols;
 Attends internal and external meetings as scheduled and assigned, provides information and advice regarding Authority's EMS activities;
 Coordinates EMS activities with other divisions of the Authority and other departments and agencies.
 Provides information and assistance to facilitate delivery of quality EMS services;
 Upon direction, serves as Program Director for state approved Continuing Medical Education Program for Authority Emergency Medical Technicians;
 Facilitates a peer review process for EMT's;
 Teaches and or coordinates continuing medical education classes for all personnel;
 Develops lesson plans. Evaluates, observes and assists with medical education training and related activities. Assures quality training is being accomplished;
 Works directly with Authority Physician Advisor to promote the advancement of quality medical care.
 Evaluates the medical education, proficiency, and work performance of assigned personnel, through periodic testing;
 Assists Battalion Chiefs in research of EMS problems. Assesses problem areas and takes appropriate actions to research these problems and report to appropriate Battalion Chief;

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DUTIES AND RESPONSIBILITIES (cont.)

Oversees medical supplies for Authority. Reviews medical inventories for all field units. Assists with purchases of medical equipment and supplies;

Provides annual operating budget for EMS division to include medical training, medical equipment and supplies;

Researches and resolves public complaints and/or questions regarding EMS activities. Reports such complaints to the Division Chief;

Maintains EMS training and certification records for all personnel;

Identifies any needed training for assigned personnel and coordinates the completion of training. Arranges for initial training of all EMT's and facilitates the certification process for these personnel;

Serves as the Authority's Infection Control Officer as required by the Occupational Safety and Health Administration and Ryan White Act;

Coordinates annual wellness physicals;

Develops and coordinates Authority's operational directives for EMS activities;

Serves as a liaison with EMS coordinators of regional fire departments and ambulance companies;

Responds to emergency fire, medical and rescue scenes to serve a command function as assigned by command;

Establishes and maintains effective working relationships through oral and written communications with customers;

Operates a computer terminal with assigned software to prepare, monitor or review correspondences, records or reports;

Observes, follows, and enforces; established Authority and city policies, procedures, regulations, and guidelines; memos, standard operating procedures and past practice procedures;

Delivers work products and services within the assigned work schedule which averages 40 hours per week and is generally performed Monday through Fridays between 8:00 a.m. and 5:00 p.m. Work shift may be extended, if necessary, to meet emergency operations requirements and scheduled training needs;

Coordinates Authority's Field Instructor Program;

Chairs the Medical Services and Medical Assurance Committees; and

Other duties as assigned by the Authority Chief.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

Ability to communicate clearly and concisely 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 and the general public;

Ability to work effectively with the public in situations involving severe physical and personal trauma;

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ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES (cont.)

Ability to work independently or as a part of a team;
 Ability to respond to fire, accident or medical emergency scenes at any time;
 Ability to work in adverse weather conditions;
 Ability to train personnel and to direct them under emergency conditions;
 Possesses leadership and management qualities;
 Ability to maintain discipline;
 Requires expert knowledge of the techniques, principles and practices of emergency medicine as demonstrated by previous education, training or work experience;
 Requires solid knowledge of techniques, principles and practices of medical quality assurance/quality improvement;
 Requires a basic knowledge and ability to plan and prepare an EMS budget; learn and use word processing, data/spreadsheet software and basic ability to operate a computer terminal with assigned software to enter and retrieve data and prepare correspondence, records and reports;
 Considerable knowledge of and skill in applying appropriate safety practices in appropriate situations; and
 Requires the knowledge, skill and ability to safely and effectively operate staff vehicles or ambulance vehicles associated with emergency response; two way mobile and hand held radio; telephone, telefax and photocopier.

QUALIFICATIONS

Must be 21 years of age;
 Must be a citizen of the United States;
 Must meet medical standards as established by Union Colony Fire/Rescue Authority;
 Must not have been convicted of any felony or any misdemeanor involving moral turpitude under the laws of the State of Colorado or any other jurisdiction;
 Must have a valid Colorado driver's license and meet City of Greeley standards;
 Must be certified as EMT-P or higher by the State of Colorado, and maintain certification while employed with the Authority;
 Requires current certification as CPR, ACLS, AED, and PALS instructor;
 Shall hold or qualify for a part-time post secondary vocational instructor's teaching credential as an EMT Instructor issued by the State Board for Community Colleges and Occupational Education;
 Requires possession of Colorado Emergency Medical Services Instructor/Coordinator certificate or completion of course within 12 months of hire; and
 Requires a minimum of an associate's degree in appropriate field; bachelor's degree in appropriate field preferred.

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PHYSICAL REQUIREMENTS

Vision enough to perform functions such as reading and review of written communications to obtain on scene information regarding fire, accident, or medical emergency situations, and to render appropriate assistance;

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

Arm and hand steadiness and manual dexterity enough to use medical equipment;

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

Stamina and strength enough to perform duties considered moderate in nature, requiring the handling of objects up to 50 pounds and/or up to 20 pounds repeatedly.

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FIRE PROTECTION ENGINEER

JOB SUMMARY

May be staffed with sworn or non-sworn personnel at the discretion of the Authority Fire Chief. Serves as an addendum to position job description for sworn employees when staffed with a sworn employee. If staffed by non-sworn personnel this job description alone is applicable to the position for the term of employment for the non-sworn individual. The Fire Protection Engineer (FPE) position is under the supervision of the Deputy Fire Marshal. The position involves, but is not limited to, the review and analysis of fire protection system plans and specifications, the inspection and supervision of testing of these systems, and the periodic evaluation of installed systems in accordance with recognized national standards. The position also reviews building plans for conformance to state and national fire codes and related standards.

DUTIES AND RESPONSIBILITIES

Emergency:

Responds to incidents on request by the incident commander;
Evaluates structural safety, fire protection systems, or other duties assigned.

Non-Emergency:

Develops, implements, and maintains concise records of a review process for all new and remodeled construction plans;
Reviews and approves plans for new construction and remodeling for compliance with applicable fire laws, codes, and ordinances;
Interprets complex plans and performs hydraulic calculations to determine compliance and to advise engineers and architects of equivalencies and alternative approaches to achieve compliance with fire laws, codes, and ordinances;
Inspects fire protection systems in buildings to ensure compliance with plan review comments, applicable fire laws, codes, and ordinances;
Determines location of required fire hydrants and emergency access fire lanes at new construction sites;
Assists in providing updated information to fire suppression personnel about new and existing fire prevention, fire protection, and construction techniques and concepts;
Assists the Deputy Fire Marshal in developing and implementing fire protection programs of interest to citizens, developers, architects, contractors, Authority Board, and City Council.
Acts as a liaison between the Union Colony Fire/Rescue Authority and the building industry;

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Non-Emergency: (cont.)

Participates in the review and adoption of fire codes and standards, including the research, analysis, and interpretation of these codes and standards for uniform applicability within the jurisdiction; May be required to develop and/or deliver training programs to Fire Authority members involving fire protection systems, fire prevention and inspection practices, and Fire Code requirements. May be required to supervise part time non-sworn personnel; and, Perform other duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

Ability to analyze and resolve field engineering and inspection problems related to fire protection systems, fire code and standards requirements, and the development of alternative methods regarding these requirements to facilitate development;

Ability to interpret and analyze building plans, development maps and plats, specifications, and mechanical and design plans concerning the requirements of codes and standards;

Ability to prepare clear, concise and accurate written reports and supportive data as well as effectively present ideas and instructions orally;

Ability to establish and maintain effective working relationships with staff and field personnel and other governmental officials and personnel, architects, builders, contractors, developers, and the general public;

Ability to work with minimal supervision and to effectively manage his/her time in a very fast paced, stressful environment;

Knowledge of Fire Authority policies, rules and regulations;

Knowledge of engineering of fire detection, extinguishing and protection system and devices, including design, installation, operation, testing and maintenance;

Knowledge of fire safety standards, building materials, and methods of construction including water supply systems and building and area access requirements;

Knowledge of national, state, and local fire and building codes and related laws and ordinances; and

Knowledge of hazardous materials to include flammable solids, liquids, and gases, their properties, and reaction to heat and water, and appropriate response in emergencies.

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QUALIFICATIONS

Bachelor's degree in Fire Protection Engineering or Fire Protection Engineering Technology from an accredited college or university;

State of Colorado certification as a Fire Suppression System Inspector or the ability to obtain within 12 months from date of hire;

Authority approved Plans Examiner Certification or equivalent within 24 months from date of hire;

Colorado Class C driver's license within 31 days of date of hire; and

At least two years experience in conducting fire code inspections and system testing.

PHYSICAL REQUIREMENTS

Vision adequate to perform functions such as reading and reviewing written communications;

Hearing and speech adequate to communicate clearly and distinctly;

Physical ability to stand, walk, stoop/bend, lift and complete repetitive motions required during routine job duties;

Ability to effectively perform job duties under adverse conditions; and

Ability to read, write, speak, and understand the English language at a level adequate to perform the job.

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BATTALION CHIEF/SHIFT SUPERVISOR

JOB SUMMARY

Shall meet the qualifications for all sworn employees. Shift Supervisors perform individually and/or as a member of a team and participate in activities in the following areas: Supervising the combat, extinguishment, and prevention of fires; answering emergency medical and traffic accident calls and other related public assistance activities, is generally the incident commander at multiple company incidents; supervises the operation and personnel of a duty shift at all stations. Shift Supervisors attend and conduct classroom training, as well as drill ground training sessions on a regular basis to continually update the knowledge and skills required for effective work performance. He/she selects correct tactics and strategies for dealing with situations at hand. Coordinates personnel and apparatus effectively and identifies training needs of subordinates. Is involved in the administration, planning, and direction of maintenance of equipment, apparatus, and facilities. Work involves the planning and direction of human resources for emergency response, comprehensive pre-fire survey program, fire safety inspections, and public safety programs. Reviews reports and records to ensure proficiency. Encourages and facilitates career development of assigned personnel. Although new or unusual problems may be referred to a superior for advice and assistance, work is ordinarily performed independently following well established procedures. This position is generally supervised by the Operations Chief.

DUTIES AND RESPONSIBILITIES

Emergency:

Responds to emergencies, generally in a command car and is the incident commander;
 Supervises and assists when appropriate in administering emergency medical services;
 Responsible for directing the activities of all fire fighting personnel at an emergency scene, until relieved by a superior officer;
 Responsible for determining the proper tactics and strategies to confine and extinguish fire, in a variety of settings;
 Responsible for the performance, safety, and direction of personnel at an emergency scene;
 Ascertains the need and type of additional equipment and resources necessary to mitigate an emergency;
 Functions as incident commander or division, group, or branch officer, as assigned.

Non-Emergency:

Responsible for all stations, apparatus, and inventories;
 Supervises and evaluates supervisory personnel assigned to their shift;
 Plans and directs work assignments of fire companies on assigned shift;
 Develops, conducts, and participates in the training of fire companies in association with the Training Officer;

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Non Emergency Cont:

Monitors the effectiveness of training to ensure the companies are prepared for assigned duties;
 May be required to provide training to the entire Fire Authority;
 Monitors routine safety inspections of buildings, other than single-family residences, for compliance with the appropriate fire code;
 Monitors the hydrant inspections by fire companies to ensure that the system is in working order;
 Monitors the maintenance by fire companies of fire apparatus and equipment including staff cars and special equipment;
 Monitors the maintenance of fire stations by fire companies;
 Ensures the completion of all records and reports relevant to their shift operation, including complex incidents,
 Assists the general public on various non-emergency calls;
 Participates in budget development for fire stations and special programs to which they are assigned;
 Develops special Fire Authority programs to which they may be assigned and administers them;
 Monitors and reviews pre-fire plans of occupancies to record information pertaining to location of fire hydrants, exposure hazards, life hazards, type of occupancy and other pertinent information;
 Participates in the formulation of Fire Authority policies and regulations;

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

Ability to supervise, train, and to direct all personnel;
 Ability to use and train others in the use of computer programs used by the Fire Authority and the City of Greeley;
 Possesses leadership and management qualities;
 Ability to maintain discipline;
 Thorough knowledge in strategy and tactics at incident scenes;
 Thorough knowledge of and skill in emergency rescue procedures;
 Thorough knowledge of and skill in applying fire fighting techniques;
 Thorough knowledge of and skill in applying appropriate safety practices in appropriate situations;
 Thorough knowledge of and skill in applying life saving techniques;
 Thorough knowledge of and skill in the operation and mechanical principles involving automotive equipment operation;
 Thorough knowledge of hazardous materials response;
 Working knowledge of city ordinances pertaining to the appropriate building and fire codes;
 Thorough knowledge of the Fire Authority policies, rules, and regulations and the City of Greeley Emergency Operations Plan;
 Thorough knowledge of the street system and physical layout of the city;
 Thorough knowledge of the Incident Management System and have the ability to direct and follow established procedures;
 Considerable knowledge of incident investigation for fire cause;

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QUALIFICATIONS

Fire Instructor I Certification or minimum of twelve (12) hours of approved instructional techniques every three (3) years;
Must meet continuing educational requirements established by the Authority;
Must maintain related certifications for possible positions within Authority for lateral assignments.

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**EMERGENCY MANAGER: EMERGENCY PERPAREDNESS, PLANNING AND
OPERATIONS (NON-SWORN)**

JOB SUMMARY

This position is a member of the management staff of the Fire Authority and shares responsibility for its overall operations as part of a management team. The position is responsible for the development, exercising and implementation of emergency plans for the City of Greeley and the Fire Authority as well as coordinating emergency operations with Weld County government. The work includes many meetings with City staff, other units of government and private sector individuals. This position will also be responsible to administer and monitor federal emergency preparedness grants. The Manager reports directly to the Division Chief for Training and will have responsibility for coordinating the Fire Authority's Special Operations Teams. He/she responds to emergency scenes according to policy and assists as a member of the Incident Support Team. This position is co-located with the Weld County Office of Emergency Management in the Weld County Training Center.

DUTIES AND RESPONSIBILITIES

Emergency:

Responds according to policy to incidents as requested by the incident commander and to all multiple alarm incidents when available. The Manager may serve in any number of support roles in the incident command system. In consultation with the Fire Chief or Division Chief for Training, this position is responsible for the activation of the City of Greeley Emergency Operations Plan and/or Center.

Non-Emergency:

Manages all training related to emergency management for the City of Greeley. Delivers some training.

Oversees the Divisional Budgets for emergency management and special operations.

Attends meetings and conferences, writes reports, accomplishes research as required to perform the required work. Attends meetings on behalf of the Fire Chief or Division Chief as required.

Oversees the development, currency and exercising of the necessary emergency operations plans for the City of Greeley and the Fire Authority. Insures participation in County, Regional, State and Federal programs that are mandatory or advantageous, including grant programs. Insures that the Emergency Management functions of the Fire Authority are staffed at all times. Oversees the management of all emergency management related grants and projects.

Other duties as assigned.

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ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

Ability to analyze and resolve complex problems related to the operation of the Fire Authority and to propose solutions clearly and rationally.

Ability to prepare clear, concise and accurate written reports as well as effectively present ideas and instruction orally.

Ability to establish and maintain effective working relationships with staff and field personnel, other government officials and the general public.

Ability to work with minimal supervision and to effectively manage his/her time in a fast paced and sometimes stressful environment.

Ability to support the management of a major emergency incident effectively toward achieving a standard incident outcome and using Fire Authority and City of Greeley operating procedures.

Knowledge of Fire Authority and City of Greeley policies, procedures, rules, and regulations.

Knowledge of National Fire Protection Association and other standards that are applicable to his/her duties.

Knowledge of Local, State or Federal laws, policies and procedures that are pertinent to his/her duties.

Knowledge of recognized good practice for the operation of emergency management agencies and municipal fire departments.

QUALIFICATIONS

Bachelor of Science degree in Emergency Management, Fire Protection, Fire Science, Adult Education, Public Administration, or related degree, or equivalent combination of education and experience.

Certification as a Certified Emergency Manager through the International Emergency Management Association and/or a Fire Officer II through an IFSAC or Pro Board accredited organization, or the ability to accomplish either within 36 months of employment.

Colorado Class C driver's license within 31 days of employment.

At least 10 years of progressive experience in fire services and/or emergency management.

PHYSICAL QUALIFICATIONS

Vision adequate to perform functions such as reading, writing, and functioning in support roles at emergency scenes.

Hearing, speech and language skills adequate to communicate clearly and distinctly both directly and via two-way radio.

Physical ability to stand, walk, stoop/bend, lift and complete repetitive motions required during routine job duties.

Ability to perform duties in adverse conditions.

Ability to read, write, speak and understand the English language fluently as required to perform the job duties.

This position does not require passing the Candidate Physical Agility Test or the Incumbent Physical Agility Test

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DIVISION CHIEF / FIRE MARSHAL

JOB SUMMARY

Division Chief directs one of the major divisions within the Authority. The Community Services Division Chief will also hold the title of Fire Marshal. As a sworn officer may be assigned by the Fire Chief to any of the divisions within the Authority. Assignment may be rotated at the discretion of the Authority Fire Chief. May serve as Fire Chief, when authorized, in the absence of the Authority Fire Chief. Work involves: responsibility for supervising and managing assigned personnel; programs; committees; and, preparation and management of budget. Assures that policies and programs are carried out by Authority Officers in an efficient and standardized manner. This position is supervised by the Authority Fire Chief.

DUTIES AND RESPONSIBILITIES

Human resource management - involves administrating job performance requirements and evaluating the Authority's personnel with an emphasis on education, training, and fitness;
Community and Government Relations - projects a positive image of the Authority to the community by attending, participating, and playing a leadership role in community events;
Administration - involves long rang planning, and fiscal projections given community requirements, current status of the Authority and resources, so that projected needs of the community are met.
Public Education - involves planning education programs and resources to meet the needs of the community;
Inspection and Investigation - involves evaluating inspection programs to determine effectiveness and developing public safety plans to meet the identified needs;
Emergency Services - involves managing multi-agency planning, deployment, operations for all levels of incidents;
Safety - involves developing, managing, and evaluating a comprehensive risk management program for the Authority; and
Other duties as assigned by the Authority Chief.