



# Clifton Fire Protection District Job Description

**Position Title:** Part-time Firefighter/EMT      **FLSA Status:** Non-Exempt  
**Division:** Operations      **Supervises:** None  
**Supervised By:** Shift Captain      **Hours Worked:** Average 1,600 Annually  
**Starting Pay:** 23.56 (EMT), 26.01 (Paramedic)

## **JOB SUMMARY**

Under general supervision, performs various duties to suppress structural and non-structural fires, respond to Emergency Medical, and provide medical transport and all hazardous emergency situations throughout the Clifton Fire Protection District.

The part-time firefighter works at least 24 hours and a maximum of 60 hours per pay period and is responsible for scheduling their time.

## **SUPERVISION RECEIVED**

Works under the direct supervision of the Shift Captain or Acting Duty Officer

## **SUPERVISION EXERCISED**

NONE

## **ESSENTIAL DUTIES**

The Firefighter/EMT duties include but are not limited to the following:

- Performs all fire suppression activities to combat and extinguish fires at a variety of fire scenes, including laying and/or connecting hoses, directing water, raising and climbing ladders
- Utilizes a variety of fire suppression equipment, including chain saws, axes, smoke ejectors, and forcible entry tools; enters, searches, and extricates individuals from burning structures.
- Responds to various medical emergencies and initiates appropriate patient care.
- Performs general maintenance of Fire Stations; checks tools, equipment, supplies, and materials of each Fire District apparatus to ensure that all vehicles contain the required tools, equipment, supplies, and materials in proper operating condition; performs community preparedness functions such as pre-fire planning, fire inspections, and station tours, public education through the schools, etc.
- Present complex subjects to various audiences at an appropriate level of understanding geared for the listeners.
- Act effectively and professionally in emergency and stressful situations.
- Follow verbal and written instructions.
- Communicate effectively orally and in writing.
- Establish effective working relationships with employees, other agencies, and the general public
- Work effectively in hazardous environments subject to exposure to high temperatures, toxic fumes, unstable structures, infectious/contagious diseases, blood-borne pathogens, personal injury, quickly changing priorities, and the ability to remain calm during an emergency,

## **MINIMUM QUALIFICATIONS MUST maintain certifications for duration of employment**

The candidate must possess the following qualifications:

- Colorado driver's license;
- High School Diploma or GED
- IFSAC, Pro-Board, or Colorado State Firefighter I
- Current IFSAC, Pro-Board or Colorado State Hazardous Materials Operations
- Current AHA Healthcare Provider CPR card
- Current National Registry or Colorado State EMT/EMT Paramedic

## **PREFERRED QUALIFICATIONS:**

The following are not required but highly desired qualifications:

- National Registry and Colorado Paramedic
- Firefighter II
- Hazardous Materials Technician

## **SKILLS**

- Skill in the operation of modern firefighting and suppression equipment.
- Skill in using modern office equipment including computer and software, i.e., Microsoft- word, PowerPoint and Excel, copier, fax, and telephone systems.
- Skill in the safe and proper use of all specialized equipment, vehicles, apparatus, and materials.
- Skill in understanding and interpreting complex statutes, ordinances, regulations, and standards.
- Skill in applying basic and/or advanced emergency medical assistance techniques.
- Skill in communication both written and oral, for effective and appropriate interactions with supervisors, subordinates, and the public
- Skills in being able to deal with members of the public professionally and to know when the situation is beyond their capability to address
- Skills and ability to effectively maintain a productive crew during the assigned shift rotation
- 

## **KNOWLEDGE**

- Knowledge of fire behavior, fire chemistry, firefighter safety, and modern, effective firefighting tactics and the ability to implement this knowledge during high-stress situations
- Knowledge of emergency medical scene management and appropriate patient treatments by Basic Life Support and Advanced Life Support providers.
- Knowledge of Structural fire suppression principles, methods, techniques, and practices.
- Knowledge of Wildland fire suppression principles, methods, techniques, and practices.
- Knowledge of the principles, practices, techniques, and methods of hazardous material control/clean-up.
- Knowledge of First aid, CPR, and other basic emergency medical care techniques and methods.
- Knowledge of the streets, addresses, and locations throughout the Clifton Fire Protection District.
- Knowledge of State, federal, and local statutes, codes, and ordinances.
- Knowledge of the use and purpose of a variety of specialized equipment, tools, and apparatus used in fire suppression, rescue, emergency medical assistance, hazardous materials, and tactical rescue situations.
- Knowledge of OSHA and EPA laws, regulations, and requirements.
- Knowledge of modern fire prevention principles, procedures, techniques, and equipment.
- knowledge of proper documentation of incident information provided by a software program

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions unless providing the accommodation would create an undue hardship to the organization or create a direct threat to the employee or others.

While performing the duties of this job, the employee is frequently required to stand, sit, walk, talk or hear, use hands to finger, handle, or operate objects, tools, or controls, and reach with hands and arms. The employee is required to climb or balance, stoop, kneel, crouch, or crawl, and taste or smell.

The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 150 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions unless providing the accommodation would create an undue hardship to the organization or create a direct threat to the employee or others.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and 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 vibrations. The noise level in the work is usually moderate but occasionally can be loud.

## **JOB DESCRIPTION IS SUBJECT TO CHANGE BASED ON AGENCY NEEDS**

**This job description is a representation of the job performance expectations. Based on agency needs and the dynamics of this type of position not all aspects can be foreseen and/or listed. Selected candidates need to be aware that at times “additional duties” not listed within this job description may be required.**