

FORT LUPTON FIRE PROTECTION DISTRICT
1121 Denver Avenue
Fort Lupton, Colorado 80621

POSITION DESCRIPTION 7/2014

POSITION: DISTRICT VOLUNTEER FIREFIGHTER

STATUS: VOLUNTEER

EMPLOYMENT STATUS: AT-WILL

SERVICE HOURS: AS NEEDED TO FULFILL THE DUTIES OF THE POSITION

This position description is established by the Board of Directors (“Board”) of the Fort Lupton Fire Protection District (“District”) to outline the basic requirements, duties and general responsibilities of the individuals who provide District Volunteer Firefighter services to the District. This is a volunteer position within the meaning of the Fair Labor Standards Act of 1938, 29 U.S.C.A. §§ 201, *et seq.* (FLSA), and the regulations of the U.S. Department of Labor and Wage and Hour Division, 29 C.F.R. §§ 553, 100, *et seq.*, interpreting and implementing the FLSA. As such, individuals serving in this position do so for civic, charitable, and/or humanitarian reasons, without promise, expectation or receipt of compensation for services rendered, as defined under the FLSA and the related regulations.

Summary of Position: The District Volunteer Firefighter shall perform firefighting and basic 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.

Non-emergency duties may include, without limitation: maintenance; fire prevention; inspections; pre-fire planning; and, other community support services. The District Volunteer Firefighter also will be responsible for the general cleanliness and upkeep of District facilities, grounds, equipment and other District property.

Chain of Command: The District Volunteer Firefighter provides volunteer services under the immediate supervision of a Lieutenant, and may be supervised by other volunteer/career officers through the chain of command and/or Fire Chief. The Fire Chief supervises all District calls and all activities in the District, including events, activities, trainings, and other District-related/sponsored gatherings.

Primary Duties and Responsibilities: The following duties 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 and non-emergency calls, as required.
2. Operate equipment related to the fire service, including but not limited to, fire hoses; nozzles; air packs; various tools; fire extinguishers; fans; ropes; ladders; extrication equipment; emergency medical equipment; AED; oxygen bottles; suction units; spine boards; cervical collars; and ambulance cots. Must also be able to use VCR, slide projectors, computers, sound systems and other audio-visual devices to present training materials.
3. Coordinate, assist, and on occasion present, quality training opportunities.
4. Maintain records and documentation relating to District equipment, including computer entry and organization of records, as required.
5. Assist the maintenance department in areas of light maintenance, as required.
6. Responsible for the safety and general cleanliness of the facilities, grounds, apparatus, and other District property.
7. Responsible for the maintenance and regular inspection of tools, equipment, hose and other firefighting equipment.
8. Complete special projects, as required, including non-incident related projects that will have completion deadlines and standards.
9. Maintain positive, effective working relationships with District volunteers and employees, supervisors, the Board, the public, and other agencies, such as police, ambulance, the Division of Fire Safety, City government, community groups, and other professional service providers.
10. Complete pre-fire planning reports.
11. Assist the Fire Marshal with the fire prevention programs and inspections.
12. Attend community meetings, as required.
13. Effectively deliver presentations and information to diverse groups.
14. Attend District/Departmental meetings and trainings, as required.
15. Positively and effectively work within a team environment and shared decision-making process.
16. Adhere to the District's rules, policies and procedures.
17. Timely prepare complete and accurate District reports and other records.
18. Present a professional image of the District at all times.
19. Maintain minimum training requirements and certifications as required by the District.
20. Perform duties in a safe and effective manner.
21. Perform such other duties as may be prescribed by the Fire Chief or his/her designee from time to time.

Working Environment/Physical Requirements:

This position requires work in a variety of locations and conditions, including the fire stations, 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 may be required frequently.

2. Must possess the ability to lift items in excess of 150-pounds occasionally and up to 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 overhead, reaching away from body, and repetitive motion.
4. Will be required to work in all weather conditions and in extreme temperatures below 20 degrees Fahrenheit and in excess of 100 degrees Fahrenheit.
5. Work may be performed under 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 air or blood borne 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.

Minimum Qualifications and Required Certifications:

1. Be at least 18 years of age on the day of the application deadline.
2. Reside within one-hour driving time of District Headquarters, residence within District boundaries is desired, and possess demographic knowledge of the Fire District.
3. Possess and maintain a valid Colorado Driver's License with a safe driving record.
4. High School Diploma or GED.
5. Possess or obtain certificate of completion from a recognized Volunteer Firefighter I Academy within one-year of completion of probationary period.
6. Possess and maintain certificate of completion of a minimum of a First Responder Course within two years of completion of probationary period.
7. Satisfactorily complete annual driving and pump operations course.
8. Possess and maintain a valid CPR certification.
9. Satisfactorily complete the Fire Department's minimum requirements for participation in the Fire Department, including:
 - a. Completion of 36 hours of Fire Department sponsored training on an annual (yearly) basis.
 - b. Completion of a minimum of 36 hours of Station Shift Time on a monthly basis for an annual total of 432 hours.
 - c. Attendance at ½ Fire Department business meetings on an annual (yearly) basis.