

**CITY OF BLACK HAWK**  
**2016 Job Description**

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**JOB TITLE: Firefighter**

**DEPARTMENT: Fire Department**

**REPORTS TO: Fire Lieutenant**

**EXEMPT: No**

**HIRING RANGE: \$18.8789 – \$21.7108 / HR**

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**SUMMARY**

The Firefighter performs general firefighting duties, and is required to remain prepared and ready to respond to all calls for assistance. Studies city street maps, pre-fire plans, and other material preparatory to being called on an alarm. Requires a high degree of independent judgment, initiative and understanding of Fire Department policies, rules and regulations and the overall goals of the organization. Must have an in-depth understanding of fire behavior, and response protocols. Must have the ability to understand complex orders and concepts, and be able to communicate the same. Must have a good understanding of machinery, preventative vehicle maintenance and minor vehicle repair.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Firefighter is assigned to work a 48 hour shift, and when not on an alarm is engaged in station work, which consists of preventative maintenance on all Fire Department vehicles, cleaning and maintaining the station and the surrounding grounds, physical fitness and job related training as assigned.

The Firefighter spends a minimum of 2 hours each shift studying fire and/or medical related topics, and 2 hours of physical fitness. Must maintain a high level of expertise in the use of all firefighting tools and equipment.

The Firefighter must be familiar with the buildings in the City, to include the location of the annunciator panel, FDC, standpipe connections, how to read the panel and locate the activated alarm device. Read and understand the Policies of the City of Black Hawk, the rules and regulations and the standard operating guidelines of the Department. Conducts studies and recommends, to his/her Lieutenant new or different equipment, methods and supplies to accomplish the goals of the Department in the most effective and efficient manner. Responds to alarms of fire or other emergencies and determine the resources needed. Attend department meetings and briefings relative to Fire Department operations and activities. Teach classes on a variety of subjects to other fire personnel and the Citizens of the Community.

**SUPERVISORY RESPONSIBILITIES:**

This is an entry level position with limited supervisory responsibilities. Answer general questions about the functions of the Fire Department.

## **MINIMUM QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform job functions.

- Knowledge of the principles, methods and techniques of modern firefighting.
- Knowledge of City of Black Hawk and the Fire Departmental organization, their policies and procedures.
- Knowledge of the principles and practices of the organization.
- Ability to communicate effectively, both orally and in writing with a limited variety of people.
- Ability to be a team player, and to establish and maintain an effective and responsive working relationship with superiors and peers.
- Ability to research and prepare a report.
- Ability to analyze emergency situations and to adapt quickly, effectively and professionally.
- Must be able to pass established written, oral, physical, medical and psychological examinations.
- Must submit to fingerprinting and a detailed background investigation.

## **OTHER SKILLS AND ABILITIES**

The Firefighter must be self-motivated and able to work well with very little supervision. Must have the ability to establish and maintain effective working relationships with superiors, peers, and the general public.

## **EQUIPMENT USED**

The Firefighter shall be capable of using a multitude of equipment from basic hand tools to heavy motorized equipment. Most firefighting equipment is specialized and requires continuous training to maintain the skills needed to safely and effectively operate the equipment.

Examples of equipment are:

- Basic hand tools ranging from screwdrivers to axes and forcible entry tools.
- Power tools such as reciprocating saws, chain saws, drills and hydraulic powered equipment.
- Specialized equipment such as generators, portable pumps, all types of ladders, extrication tools, gas and hazardous materials detectors, computers, radio communications equipment and infrared cameras.

This section only describes the range of equipment that all Firefighters shall be proficient in using with safety to him or her and others as the number one priority.

Firefighters may be required to safely and effectively operate all equipment provided by the Black Hawk Fire Department at any time.

## **EDUCATION AND EXPERIENCE**

The Firefighter must have a high school diploma or equivalency certificate.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

The Firefighter must possess a Colorado Driver License with a good driving record. Must have and maintain a State of Colorado Department of Health certification as an EMT-B, and current CPR certification. Must have and maintain a State of Colorado certification as Firefighter I. Must have and maintain a current State of Colorado Hazmat Operations Certificate. Within 90 days of employment must successfully complete required NIMS courses (IS 100 and IS 700) and the Arduous Pack Test. Within 12 months of employment must successfully complete Wildland Firefighter II (S-130/190) certification, Swift Water Awareness and Airbrake Operations.

## **COMMUNICATION SKILLS**

The Firefighter must have the ability to read, write, and understand written rules, regulations, policies and standard operating guidelines. Must be able to read and interpret technical data from trade journals and textbooks. Must be able to respond to common inquiries from the general public, and have the ability to effectively present information to superiors and the public.

## **REASONING ABILITY**

Must have the ability to reason under stressful conditions. The Firefighter must have the ability to define problems, collect data, establish facts and draw valid conclusions. Must have the ability to interpret technical instructions, error judgment or action could affect Citizen acceptance of the Fire Department and/or serious injuries including death.

The firefighter must have the ability to be logical under stressful conditions. The Firefighter must have the ability to define problems, collect data, establish facts, and draw valid conclusions. A firefighter must have the ability to interpret technical instructions to minimize an error in judgment, or any other action that could affect citizen acceptance of the fire department and/or to prevent serious injury or death.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by a Firefighter to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Firefighter is subject to high stress situations with little or no warning and may be involved for long periods of time. Will come in contact with individuals who have contagious diseases. While performing the

duties of this job, the employee is regularly required to walk, run, sit, use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; climb and balance; stand, stoop, kneel, crouch, or crawl; talk and hear. The Firefighter is frequently required to detect odors and distinguish colors. The Firefighter must regularly lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must successfully complete an NFPA compliant physical prior to employment and maintain a physical standard in accordance with the department's wellness program.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Firefighter regularly works in a variety of outside weather conditions. Frequently works near moving mechanical parts and in high precarious places. Is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extremes of heat and cold, and the risk of electrical shock. The Fire Fighter frequently drives or is a passenger in large apparatus that may be operating under emergency conditions. The apparatus may be operated in adverse weather conditions. May be required to be seated for long periods of time. The noise level in the work environment may be high.

## **COMMENTS**

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City's intention to hire only individuals who are United States citizens or aliens authorized to work and live in the United States.