



Tony G. Spurlock, Sheriff  
★ Service Excellence ★

**DOUGLAS COUNTY SHERIFF'S OFFICE**  
invites applications for the position of:  
**Emergency Services  
Operator**

*An Equal Opportunity Employer*

*Please Note:* All positions may be subject to any or all of the following: polygraph, background investigation, drug test, psychological evaluation and/or medical exam.

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**SALARY:**

\$3,670.00 - \$5,505.00 Monthly  
\$44,040.00 - \$66,060.00 Annually

**OPENING DATE:**

10/16/19

**CLOSING DATE:**

12/31/19 04:00 PM

**GENERAL DUTIES:**

This is an entry-level position within the Emergency Services Unit (ESU) of the Office of Emergency Management (OEM). The incumbent works in the field to prevent, mitigate and respond to emergencies in order to reduce the risk of injury, loss of life or damage to property or the environment as a result of natural or human caused events or actions. The Emergency Services Operator will help implement an integrated wildland fire management and all-hazard response program that addresses the core tenets of prevention, response and recovery.

\*This position requires a mandatory collateral duty assignment as Snowplow Operator when the county activates its Snow Plan during accumulating snowstorms.

**EXAMPLE OF DUTIES AND  
RESPONSIBILITIES:**

- Respond on-scene to wildland fires and other emergencies.
- Under supervision of a Senior Operator, implement time-sensitive decisions with limited information that may have life and death consequences regarding firefighter and public safety.
- Under supervision of a Senior Operator, implement strategy and tactics related to fire suppression and other emergencies.

- Engage in fighting wildland fires and other disasters and fill incident command positions as qualified and needed during initial attack and extended attack incidents.
- Assist Senior Operators in coordinating and implementing hazardous fuels reduction projects utilizing specialized and heavy equipment to mitigate damage from wildland fires.
- Ensure quality and compliance of incident reports, timesheets, leave requests, injury reports, and such other departmental forms as needed.
- Achieve and maintain certifications and training as required by the Sheriff for Limited Commission status and enforce criminal ordinance violations within the scope of authority as determined by the Sheriff.
- Within the scope of authority determined by the Sheriff, respond to calls for service and utilize independent discretion in determining appropriate courses of action regarding criminal or potentially criminal violations of appropriate ordinances and statutes.
- Assist Senior Operators in delivering public presentations on emergency services topics.
- Assist Senior Operators in delivering wildland fire suppression training courses and certification tests to DCSO and Douglas County staff and other agency personnel.
- Attend training courses, meetings and conferences to stay current on best practices and state of the art equipment, strategies and tactics.
- Other duties as assigned.

**Consequence of Error:** Failure to properly perform the duties of this position may result in the loss of life, damage to public and private property and natural resources.

**EDUCATION/EXPERIENCE/MINIMUM REQUIREMENTS:**

**EDUCATION:**

Required – 18 years of age

Required – High School Diploma or G.E.D.

Preferred – Bachelor's degree in Forestry, Natural Resources or related field.

**EXPERIENCE:**

Required – 2 years' experience in wildland fire or related field

Preferred – 4+ years' experience in wildland fire or related field

**QUALIFICATIONS:**

Required – NWCG certified FFT2 and FAL3

Preferred – NWCG certified FFT1, ICT5, HECM, FAL2, CRWB, ENGB

**Knowledge & Skills:** Prior wildland firefighting experience is required for this position. This position requires a mandatory collateral duty assignment as Snowplow Operator when the county activates its Snow Plan during accumulating snowstorms.

**Abilities:** Willingness and ability to operate heavy equipment such as commercial snow plows when the county activates its Snow Plan. Snow Plan activation requires mandatory attendance even during days off; 12 hour shifts (2am-2pm; 2pm-2am); OT authorized. You will have a designated snow plow route and report to your assigned Public Works shift supervisor during this time.

**CERTIFICATES, LICENSES,**

**REGISTRATIONS:** Arduous NWCG Qualification Rating, Colorado Class B Commercial Driver's License (Douglas County will provide required training and testing).

**INDEPENDENT JUDGMENT:** Work is performed under the operational supervision of Senior Operators. Under emergency response situations, incumbent is relied upon to make critical, timely and independent decisions that may impact lives and property.

**CONTACTS:** This position has daily contact with other Sheriff's Office and County department members, employees of other jurisdictions, various Local, State and Federal Officials, and the general public.

**WORK ENVIRONMENT:** Work is performed primarily in the field. Field work may be performed under any weather and lighting conditions 24 hours a day, 7 days a week, 365 days a year. Under emergency situations, the environment may be of a more serious nature such as being exposed to smoke from fires, hazardous materials, natural disaster scenes and inclement weather.

**ESSENTIAL JOB FUNCTIONS:**

Department Policies and Procedures: Demonstrates a working knowledge of and compliance with all Douglas County Sheriff's Office policies, procedures and directives.

Mental/Emotional: Applies reason and logic rapidly in a legally correct manner when under physical, emotional and intellectual stress. Comprehends and processes new information quickly and accurately, retains relevant information, remains calm and effectively communicates under pressure and unusual circumstances.

Physical Skills: Possesses and maintains the ability to operate standard office machines, equipment and utensils. Ability to perform under stress and perform physical demands, such as lifting 40lbs from a standing position and walking up a steep grade at high elevations for 30 minutes.

Computer Skills: Must have basic user-level competency with Windows PC operation systems, and comfortable knowledge and skills with Microsoft Suite products. Must have at least basic typing skills.

Public Interaction: Able to communicate well with members of the community, law enforcement, fire service and personnel from other agencies.

Geography Skills: Ability to read, locate areas and interpret geographical features on a map.

Decision Making Skills: Ability to make quick and effective decisions.

Verbal Skills: Speaks English clearly and converses effectively with persons of divergent ethnic, cultural and educational backgrounds. Projects voice clearly and forcefully when necessary while under personal stress.

Vehicle Operation: Operates vehicles during routine and emergency operations under varying road and weather conditions.

Testimony: Must be able to provide credible testimony in a court of law or any other legal proceeding or investigation.

Writing Skills: Ability to complete incident reports, training courses and public presentations.

**Note:** The successful applicant must be able to perform ALL the above job functions, unassisted, and at a pace and level of performance consistent with actual job requirements. These duties are

intended to be illustrative only and are not intended to be all-inclusive.

**Other:** In the event of an emergency/disaster in or near the County, all County employees are expected to make every effort to be available to assist the County Manager, Elected/Appointed Officials and Department Directors to ensure the continued operation of any and all necessary County functions. This may mean being available to perform additional duties and hours beyond what is normally required. In the event that an exempt employee does work more than 40 hours a week in support of County operations during an emergency, such employee may receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.

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**An electronic application may be filled out  
(if you do not have access to a computer) at:**

Douglas County Sheriff's Office  
4000 Justice Way  
Hiring/Training Department (Main Floor)  
Castle Rock, CO 80109  
8:00 a.m. to 5:00 p.m. (excluding holidays)

Job #19-13  
EMERGENCY SERVICES OPERATOR  
KM

An Equal Opportunity Employer

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### **Emergency Services Operator Supplemental Questionnaire**

\* 1. Do you have prior wildland firefighting experience?

☐ Yes ☐ No

\* 2. Do you have other Emergency Services experience?

☐ Yes ☐ No

\* 3. Are you NWCG qualified as FFT2 and FAL3?

☐ Yes ☐ No

\* 4. What other certifications do you hold?

\* Required Question