



FIRE DEPARTMENT

City of Federal Heights

2400 W. 90th Avenue ♦ Federal Heights, Colorado 80260 ♦ 303.427.7209 ♦ www.fedheights.org

Fire Captain/EMT or Fire Captain/Paramedic

Date Posted:

Monday, April 15, 2019

Department:

Fire

Compensation:

Fire Captain/EMT \$22.70 to \$26.95 DOQ or Fire Captain/Paramedic \$24.45 to \$29.93 DOQ

Hours:

Varied

Deadline:

Friday, May 3, 2019

Position Objectives

The City of Federal Heights is looking to fill a Fire Captain/EMS position or a Fire Captain/Paramedic position.

Under general direction of the Fire Chief, the Fire Captain manages and supervises the daily activities of the Fire Department programs, functions, personnel, and apparatus.

REPRESENTATIVE DUTIES:

Manages and directs the daily operations and readiness of the Fire Department. Responds to emergent and non-emergent incidents involving fire, rescue, medical, hazardous materials, and other related calls for assistance. Assumes command and control of emergency incidents as needed or directed, or in the absence of the Fire Chief.

Supervises assigned personnel, schedules work assignments, and assigns fire and medical personnel, apparatus and equipment to emergency scenes. Prepares annual employee performance appraisals. Maintains records and documents for inspections, testing and training. Logs daily activities, maintains daily reports and assures quality control of incident response reports.

Assists in the formulation of departmental regulations, policies and procedures. Assists in preparation and execution of the departmental budget. Supervises daily upkeep of the station and preventative maintenance of vehicles and equipment.

Conducts, supervises and coordinates training activities. Ensures that personnel maintain the job performance requirements (JPRs) necessary to maintain certifications and perform the essential tasks of the job.

Plans, organizes and directs all activities related to inspection and enforcement of fire codes. Oversees and conducts inspections for City businesses. Approves or denies permits and license applications; conducts inspections, issues work correction or stop work notices. Coordinates

building and code enforcement work for proposed projects. Reviews and analyzes project plans for compliance with local, State and Federal requirements.

Plans, organizes and conducts fire prevention and fire investigation programs. Maintains pre-incident emergency response plans and current mapping of street addresses. Attends and participates in staff and planning meetings and other meetings as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal, state, and local laws, statutes, and ordinances, related to emergency medical services and fire prevention, inspection, and suppression.

Knowledge of the policies, procedures and goals of the Federal Heights Fire Department.

Knowledge of safety rules and policies of the City of Federal Heights.

Knowledge of the boundaries, streets, neighborhoods and business areas of the City of Federal Heights.

Knowledge of safe and proper use of all firefighting apparatus and equipment.

Knowledge of the incident command system and the National Incident Management System (NIMS).

Skill in the safe and lawful operation of a motor vehicle.

Skill in leading and maintaining a cohesive fire fighting team.

Skill in analyzing and interpreting information and making independent decisions.

Skill in the development and preparation of annual budgets.

Ability to successfully complete specialized training or certifications as required by the particular duties.

Ability to effectively perform strenuous physical labor in threatening and stressful situations.

Ability to perform advanced mathematical calculations.

Ability to read and comprehend detailed or complex information.

Ability to use standard computer equipment and software including word processing, data base management, spreadsheet application.

Ability to communicate effectively orally and in writing.

Ability to establish and maintain effective working relationships with City management and employees, other public safety agencies, community members, and the general public.

Ability to function as a team player.

Ability to maintain confidentiality.

MINIMUM QUALIFICATIONS:

High school graduation or equivalent (an Associate's degree is preferred). Five years' experience and Colorado Certification as Firefighter II or higher (Colorado Fire Officer I Certification preferred or obtained within one year of appointment); Colorado EMT/B Certification (Colorado Paramedic Certification preferred); Certification in cardiopulmonary resuscitation (CPR); Colorado Driver/Operator-Pumper Certification; Colorado Certification in Hazardous Materials Operations. Equivalent combinations of education and experience may be considered.

ADDITIONAL REQUIREMENTS:

Valid Colorado Drivers License and good driving record. Physical fitness to perform the functions of the job.

WORKING ENVIRONMENTS/PHYSICAL REQUIREMENTS:

Physical activities include frequent standing, walking; regular kneeling, crouching, crawling, twisting upper body, climbing; frequent lifting and dragging 50-250 pounds, carrying 70-250 pounds; agility, balance, coordination, endurance, hearing, speaking, vision and manual dexterity. Work environment includes work outdoors in cold, extreme heat, smoke, air-borne pathogens, blood borne pathogens, noise, confined working space, electrical hazards, chemicals, toxic waste, explosive materials and mechanical hazards. Frequent driving is required.

HOW TO APPLY:

Send letter of interest, completed [Employment Application](#) and Resume to Dalia Hargrave:

- o [Email](#)
- o Mail or drop off to 2380 W. 90th Avenue, Federal Heights, CO 80260; Successful applicants for all positions must pass a pre-employment drug screening and background check. Police and Fire Department positions require additional pre-employment testing. EOE