

JOB DESCRIPTIONS FOR FIRE DISTRICTS

FIRE CHIEF

Under policy adopted by the Board of Directors, plans, organizes, directs and supervises the operations of the total Fire Department; directs through subordinate supervisors and other staff, all departmental functions including training, fire prevention, firefighting, emergency medical services and other activities; prepares annual Department budgets and submits to the Board of Directors; reviews and approves purchases for materials, supplies and equipment; inspects and insures readiness of all fire fighting, fire prevention, and first aid equipment and all personnel.

DEPUTY/ASST. FIRE CHIEF

Under general direction of the Fire Chief, directs, instructs, assigns and supervises company officers, the daily operations of the fire department staff; directs the more complex activities at the scene of a fire; performs administrative functions, assisting the Fire Chief in the planning, implementation and supervision of a departmental-wide program in personnel, budgetary proposals or equipment and apparatus maintenance; maintains and compiles required records and reports; assumes command of the department in the absence of the Fire Chief.

FIRE DIVISION CHIEF

Under the direction of the fire chief, generally serves as commander of a division or major bureau of the fire department. Plans and supervises the operational activities and services of that division. Participates in the preparation and control of the department budget and in the development and enforcement of policies. Reports to Fire Chief.

FIRE BATTALION CHIEF

Commands one fire suppression shift of multiple stations (whole department or district as applicable). Responsible for all emergency operations, inspections, maintenance and administration of those stations on shift. At emergency scenes, serves as incident commander unless relieved by higher authority. May be responsible for staff training.

FIRE INSPECTOR/FIRE MARSHALL

Involves the inspection and supervision of testing of fire protection systems in accordance with approved plans, and the acceptance and approval of installed systems. Additional duties may include: conducting fire-code inspections of hazardous materials facilities, developing pre-incident plans for target hazards, conducting fire safety inspections in connection with the issuance of permits, and code enforcement.

FIRE CAPTAIN

Supervises multiple engine companies and commands one company in multi-company station on assigned shift. Responsible for emergency operations, inspections, staff training, maintenance and administration of station on shift. At emergency incident scene, coordinates suppression and rescue companies unless relieved by higher authority. Reports to Battalion Chief.

FIRE LIEUTENANT

Under the general supervision of an administrative superior (e.g., captain), commands a fire company (e.g., engineer, firefighters) and is in charge of a pump or ladder truck. Reports to Captain or Battalion Chief.

PUBLIC INFORMATION OFFICER

Enhances the District's community relations through the dissemination of information directly to the public and through the news media. Responsibilities include, but are not limited to: writing news releases; serving as a media spokesperson for the entire District; assisting with implementing outreach programs; identifying specific public information needs and opportunities; designing and writing publications, including grants; utilizing the appropriate media/methods to disseminate public information; and assisting with broadcast media development, maintaining the District's web site, and various promotions and special events.

FIRE SCENE INVESTIGATOR

Collects, processes and analyzes evidence from fire scenes. Searches for, collects, photographs and preserves evidence at the fire scene. Reconstructs fire scene by preparing graphic representations and scale drawings. Prepares reports or presentations of findings, methods and techniques used to support conclusions and prepares results for court or other formal hearings. May testify as expert witness on evidence or crime laboratory techniques.

FIRE ENGINEER

Under the general supervision of a fire company commander (e.g., lieutenant or captain), operates a pump or ladder truck or other fire department vehicles.

FIREFIGHTER I

Requires State of Colorado Fire Fighter II or higher certification. Under direct supervision, participates in firefighting and in responding to emergency medical calls; participates in inspection and maintenance of all firefighting and emergency equipment and apparatus, as well as fire station and grounds; attends training classes to maintain and improve performance and required certifications in firefighting and medical, emergency skills. Maintain an EMT-B or higher (EMT-I, EMT/Paramedic) certificate issued by the State of Colorado, and CPR certification as required.

FIRE FIGHTER II

Requires State of Colorado Fire Fighter II or higher certification. Under direct supervision, participates in firefighting and in responding to emergency medical calls; participates in inspection and maintenance of all firefighting and emergency equipment and apparatus, as well as fire station and grounds; attends training classes to maintain and improve performance and required certifications in firefighting and medical, emergency skills. Maintain an EMT-B or higher (EMT-I, EMT/Paramedic) certificate issued by the State of Colorado, and CPR certification as required. Has fewer years of experience than may be required for Firefighter I (see job above).

FIRE FIGHTER III

Requires State of Colorado Fire Fighter I or higher certification. Under direct supervision, participates in firefighting and in responding to emergency medical calls; participates in inspection and maintenance of all firefighting and emergency equipment and apparatus, as well as fire station and grounds; attends training classes to maintain and improve performance and required certifications in firefighting and medical, emergency skills. Maintain an EMT-B or higher (EMT-I, EMT/Paramedic) certificate issued by the State of Colorado, and CPR certification as required.

ADMINISTRATIVE ASSISTANT

Provides a variety of responsible, confidential, analytical, technical, and administrative support for administration. Must perform the full range of duties assigned with minimum instruction or assistance.

INFORMATION TECHNOLOGY MANAGER

Job responsibilities consist of administrative and technical work in evaluating, purchasing, and integrating computer systems, networks, communications and software applications to meet District needs. This employee evaluates, develops, installs, and maintains new applications, including training for users of new systems.

SECRETARY

Under general supervision, provides administrative support such as data entry, typing, filing, reviewing and processing paperwork. Work involves considerable public contact in greeting visitors and answering telephones, receiving inquires and routing communications.

BOOKKEEPER/ACCOUNTANT TECHNICIAN

Under direction, performs accounting duties, including the recording and reporting of financial transactions, reviewing accounting records for accuracy, preparing financial reports and statements. Establishes and maintains administrative and accounting files.

VEHICLE MAINTENANCE

Performs mechanic work and maintains District's equipment.

DISPATCHER

Performs dispatch duties as necessary; utilizes various computer databases and systems.