



Sable Altura Fire Department

"... A Part of the Community, Protecting the Community."

26900 East Colfax Avenue, #49
Aurora, CO

Phone: 303-364-7187
Fax: 303-360-8637
www.sablealturafire.org

Position Description

Position:	EMS Division
Immediate Supervisor:	Lieutenant
FLSA Status:	Volunteer
Service Hours:	As necessary to perform volunteer responsibilities, and meet training and response requirements

This position description is established by the Board of Directors ("Board") of the Sable-Altura Fire Protection District ("District") to outline the basic requirements, duties and general responsibilities of the volunteer Firefighter. 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 EMS Provider shall perform 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 emergency, and medical procedures, techniques and equipment.

Non-emergency duties include, without limitation: maintenance; education; inspections; pre-emergency planning; and, other community support services. The EMS Provider also is responsible for the general cleanliness and upkeep of District facilities, grounds, apparatus/vehicles, and equipment.

Supervisory Authority:

The EMS Provider directly supervises assigned Cadets in the absence of a higher ranking officer.

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.



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1. Respond to alarms and protect life and property through the prevention and extinguishment of fires;
2. Supervise assigned Cadets in the absence of a higher ranking officer;
3. Work in a safe manner, including the safe use of equipment, tools and materials consistent with the manufacturer or product directions or specifications, and use of industry accepted safe working methods and techniques;
4. Timely and satisfactorily inspect equipment, apparatus and stations to ensure compliance with the District's rules, policies and procedures, including but not limited to the District's Member Handbook and Standard Operating Guidelines;
5. Report for duty at scheduled times and in appropriate attire, and complete all shift responsibilities, including but not limited to its assigned inspections and maintenance;
6. Report promptly to a supervisor any cadet, volunteer or employee who reports for duty, or who is performing work/volunteer services, under the influence of alcohol, illegal drugs or controlled substances, or prescription drugs used in an illegal manner;
7. Responsible for the economical use of supplies and utilities;
8. Follow all lawful orders and directions of a supervisor, and satisfactorily perform all duties assigned by a supervisor;
9. Achieve and maintain a high level of knowledge of EMS methods, and use of all EMS and rescue equipment;
10. Maintain knowledge of injury prevention and public education;
11. Obtain and maintain a sound knowledge of the District's geography and demographics;
12. Responsible for participating in all on-duty training and safety programs conducted or provided through the District;
13. Perform testing of fire hydrants, fire hose and fire suppression/alarm systems as needed and instructed;
14. Assist in the on-duty delivery of public education programs in CPR and first aid;
15. Perform emergency medical services within the level of certification held, and in accordance with all applicable emergency medical protocols, and federal, state and local laws, and the District's rules, policies and procedures, until relieved by personnel holding a higher level of medical certification;
16. Operate District emergency apparatus and vehicles, and operate District equipment, in emergent and non-emergent situations. Shall comply with all Federal, State and State and local traffic laws and ordinances regulating the operation of motor vehicles. Shall give special consideration to the safety of the public and to other vehicles whenever operating a motor vehicle in congested areas or whenever other unusual conditions are encountered in route to an alarm or other emergency. Shall exercise caution when operating an apparatus upon leaving quarters and while backing into quarters;



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17. Perform tasks to extricate individuals safely from wrecked vehicles, structures, earth cave-ins, etc., using a variety of tool and equipment (saws, jacks, pry bars, etc.);
18. Inform the public of the need for fire prevention;
19. Assist in preparing District records;
20. Identify and safely work with hazardous materials;
21. Be familiar with structures in the District;
22. Perform regular maintenance of stations and grounds to ensure they are kept clean, safe and stocked;
23. Maintain, clean, service, inspect and load firefighting and/or emergency apparatus, equipment, and tools;
24. Participate in and may instruct training classes and drills to maintain and increase firefighting and emergency techniques and response;
25. Develop and maintain positive, effective working relationships with District employees volunteers and cadets, other emergency services agencies, other governmental agencies and the public;
26. Consistently promote a professional image of the District at all times;
27. Maintain positive and constructive written and oral communication skills at all times; and,
28. Perform such other duties as may be assigned from time to time.

Minimum Qualifications and Required Certifications:

1. Legally authorized to work in the United States;
2. At least 21 years of age;
3. Possess a High School diploma or G.E.D.;
4. Possess and maintain a valid State of Colorado driver's license, and maintain an acceptable motor vehicle driving record;
5. Possess and maintain EMT or higher certification;
6. Possess and maintain valid CPR;
7. Satisfactorily complete the District's minimum requirements for participation in its volunteer program, including:
 - a. Perform a minimum of 36 shift hours per month, in increments of 12-hour shifts, for a minimum of 3 shifts a month;



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- b. Complete 36 hours of District sponsored training each calendar year;
 - c. Maintain a minimum of five percent (5%) response to all toned calls each calendar year;
8. Attend at least 13 District business meetings each calendar year; and,
 9. Pass the District's fitness test within six months of hire/promotion to the position, or if a current District member, have successfully passed the District's fitness test within the preceding 12 months immediately preceding hire/promotion to the position. Thereafter, pass the District's fitness test within the period established by the District.

Desired Qualifications:

1. Possess and maintain State of Colorado Emergency Medical Technician (EMT-I; or Paramedic) certification.

Working Environment/Physical Requirements:

This position requires work in a variety of locations and conditions, including living quarters and office areas, outside locations in all weather conditions, in and around a wide variety of automotive, mechanical, chemical and medical equipment or supplies, and emergency scenes of every type.

1. The EMS Provider will regularly respond to emergency incidents, work in and around the Fire Stations, apparatus, vehicles and equipment, and the District's premises, and at locations off the District's premises;
2. Strenuous physical activity under extreme adverse conditions will be required regularly;
3. Must possess the ability to lift items in excess of one hundred fifty (150) pounds frequently and up to sixty (60) pounds often;
4. This position requires standing, running, walking, sitting, kneeling, stooping/bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, pinching, gripping digging, spraying, reaching over head, reaching away from body, and repetitive motion;
5. Will be required to work in all weather conditions and in extreme temperatures below twenty degrees (20 degrees) Fahrenheit and in excess of one hundred degrees (100 degrees) Fahrenheit;



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6. 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;
7. Work may result in exposure to contaminated environments, including but not limited to, hazardous materials, smoke, gases, chemicals, fumes, odors, mists and dusts, requiring the proper use of personal protection equipment;
8. 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.;
9. Work may result in exposure to high noise levels requiring the wearing of hearing protection;
10. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision;
11. This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job; and,
12. This position will involve periods of high physical, mental and/or emotional stress.