



## **Nederland Fire** **Shift Officer / Paramedic Job Description**

WORK HOURS: As required or as necessary during a 24-day work period

FLSA STATUS: Non-Exempt

SCHEDULE: 48/96 currently, but may change at any time to accommodate District needs

EFFECTIVE DATE: June 5, 2011

This job description is established by the Nederland Fire Protection District ("NFPD") to outline the basic requirements, duties and general responsibilities of the position of a Shift Officer/ Paramedic. Officer rank will be dictated by experience and training. This position is designed to cover a 48 hours shift, but may be required to work additional overtime shifts to cover vacations, sick time and meet other District needs. This position is "at-will," which means NFPD may terminate the employment relationship at any time and for no reason, subject only to the requirements of applicable law. Similarly, the employee may terminate the employment relationship at any time and for no reason, without prior notice.

Unless expressly defined in this job description, all terms have the same meaning as defined in the Personnel Handbook, as may be amended from time to time by the NFPD Board in its sole discretion.

### **Position Summary**

The Shift Officer/Paramedic is responsible for all aspects of the operation of an assigned shift.

The Shift Officer/Paramedic is responsible for the supervision and management of individuals providing volunteer services on his or her assigned shift, including daily administrative and operational responsibilities. It does not include department administrative or maintenance staff.

The Shift Officer will act as Incident Commander, Engineer, Firefighter, Rescue Technician, public education specialist, trainer and volunteer mentor; sometimes all of these at once.

The Shift Officer/Paramedic will likely be the senior level EMS provider and will be tasked with all aspects of EMS delivery including ambulance inspection, inventorying, restocking, patient care, reporting, CEU delivery and mentoring of lower level EMS providers.

### **FLSA Status**

This position is subject to the minimum wage and overtime requirements of the Fair Labor Standards Act and the Colorado minimum wage requirement.

### **Immediate Supervisor**

The Shift Officer/Paramedic works under the direction and supervision of the Fire Chief.

## **Primary Duties and Responsibilities**

The following are an overview of the primary duties and general responsibilities for this position and shall not be considered an all-inclusive list:

### **General**

1. Consistently promote a positive, professional image of NFPD at all times;
2. Consistently demonstrate positive, effective communication skills with the NFPD; Board, Fire Chief, employees and volunteers, other public and private individuals and agencies, and the community;
3. Respond positively to authority and direction;
4. Attend and interact positively and effectively in NFPD meetings, and when assigned, meetings with other agencies and the public;
5. Monitor, evaluate and make recommendations regarding equipment, apparatus, SOGs, and operations;
6. Work in a safe manner;
7. Demonstrate a comprehensive knowledge of NFPD's rules, and consistently and appropriately enforce NFPD's rules;
8. Preventing waste and damage to equipment, and only order items and quantities approved by the Chief;
9. Make recommendations to the Fire Chief regarding training and equipment needs for use in developing proposed annual budgets when requested for consideration by the NFPD Board;
10. Perform fire, rescue and EMS trainings for department members, including curriculum development and delivery, record keeping, certification tracking and other associated tasks;
11. Perform Fire Inspections, including data entry, interface with Town officials, report, track and manage inspection workload;
12. Provide public safety education and outreach to various school and civic organizations;
13. Deliver CPR and safety related training to the public;
14. Inspect, maintain, and repair District apparatus and equipment;
15. Maintain stations, grounds, crew quarters, administrative areas and common areas;
16. Perform other duties and/or tasks as may be assigned by the Fire Chief.

### **Shift Supervision**

1. Responsible for the effective and efficient administration and operation of assigned shift;
2. Direct and command the activities of volunteers on assigned shift;
3. Supervise and perform continuing evaluation of supervised personnel, including but not limited to, preparation and/or review of the formal performance evaluations of subordinates, correction of work deficiencies, and recommendations of formal disciplinary actions to the Fire Chief;
4. Directly or through subordinates, ensure that equipment, apparatus and station inspections are timely performed to ensure readiness for response;
5. Directly or through subordinate supervisor(s), ensure the preparation of a variety of reports and records on activities and emergency responses occurring on assigned shift;
6. Responsible for the economical use of all supplies and utilities by shift personnel;
7. Directly or through subordinate supervisor(s), ensure that shift personnel report for duty at scheduled times and in appropriate attire;
8. Report to the Fire Chief any injury of a line-member on his or her assigned shift;
9. Report to the Fire Chief damage to property of any kind belonging to NFPD or others involving NFPD occurring on his/her assigned shift. Secure the names and addresses of any witnesses; keep an accurate and complete record of all the accidents; if possible, take photographs of all locations or property damaged; and ensure that a drug and alcohol tests are conducted, as appropriate, in accordance with NFPD's Personnel Handbook;
10. Report promptly to the Fire Chief any member who reports for duty, or who is performing work or volunteer services, under the influence of alcohol, illegal drugs, or prescription drugs used in an illegal manner;
11. Responsible for assigned shift's completion of all shift responsibilities, including but not limited to its assigned inspections and fire plans;
12. May be required to perform duties of subordinates when necessary;
13. Supervise shift personnel in physical fitness training;
14. Complete training necessary to maintain or improve skills and perform effectively as a Shift Officer/Paramedic.
15. Perform related supervisory work as required and/or assigned;

### **Periodic and On-Call Duties**

1. Will be required to work weekdays, weekends, holidays, evenings and nights as necessary to satisfactorily perform the duties and responsibilities of the position of Shift Officer/Paramedic.
2. May attend remote meetings, conferences and trainings, requiring reimbursed travel, including overnight lodging.
3. Will be required to wear a NFPD issued pager while off duty at all times he/she is within a one hour response time radius of NFPD's headquarters. The Shift Officer/Paramedic shall immediately respond to a NFPD page while within a one hour response time radius of NFPD's headquarters and shall advise NFPD whether he/she is available to perform work for the NFPD on a callback basis.

## **Fire Ground Command**

During any emergency incident, the Shift Officer/Paramedic shall assume or cause to be assumed, command of fire ground and emergency operations, unless assumed by a higher level officer. If the Shift Officer/Paramedic is not providing patient care and has not assumed command, he or she will actively mentor and monitor subordinates during command activities.

## **Mandatory Qualifications and Requirements**

1. Possess and maintain a valid State of Colorado driver's license with an acceptable driving record.
2. Possess and maintain current State of Colorado Paramedic certification; current CPR and ACLS certifications.
3. Current or former certification or the knowledge, skills and abilities consistent with State of Colorado Firefighter II (or higher) and Haz-Mat Operations
4. Possess and maintain a NWCG FFT2 Red Card or obtain within 6 months of hire.
5. Ability to satisfactorily pass NFPD's physical fitness requirements.
6. Minimum of two years progressively responsible experience in the fire service and a minimum of two years experience supervising two or more individuals in a work environment.
7. Successfully complete NFPD's annual physical abilities testing.
8. Obtain continuing education and training as necessary to perform the duties of the position and maintain required certifications.
9. Demonstrated ability to communicate effectively orally, in writing, and by electronic media; train, instruct, and assist in the training of other NFPD members.
10. Demonstrated ability to establish and maintain effective working relationships with superiors, subordinates, peers and the public.
11. Demonstrated ability to manage and complete numerous technical and complex collateral administrative assignments; prioritize work assigned from multiple superiors.
12. Demonstrated ability to implement, coordinate and operate within an ICS system.
13. This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.

## **Desired Qualifications / Experience**

1. Previous Officer experience in volunteer or combination department;
2. State of Colorado Driver-Operator/Pumper certification, or equivalent experience;
3. Fire Officer I, Fire Instructor I, Fire Inspector I or greater certifications;
4. Advanced wildland fire fighting training and experience, such as Squad Boss, Engine Boss, or Sawyer;
5. Familiarity with avalanche, swift water, flat water, ice or other aspects of technical rescue;
6. Familiarity with Boulder County EMS and Fire Services;
7. Familiarity with Nederland and surrounding geography.

### **Working Environment/Physical Requirements**

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

1. A substantial portion of this position will involve sedentary, administrative work in an office environment; however, the Shift Officer frequently is required to supervise fire ground activities at emergency incidents and/or perform other duties at an emergency incident;
2. Strenuous physical activity under extreme adverse conditions may be required periodically;
3. Must possess the ability to lift items in excess of one hundred fifty (150) pounds occasionally and up to sixty (60) pounds frequently;
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;
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 smoke, gases, chemicals, fumes, odors, mists and dusts, which can affect the respiratory system or skin requiring the wearing of furnished PPE;
8. Work may result in exposure to individuals or blood carrying infectious diseases or illnesses, such as COVID19, Hepatitis A, B or C, HIV, tuberculosis, small pox, etc... requiring the wearing of furnished PPE;
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; and,
11. This position will involve periods of high physical, mental and/or emotional stress.

### **Special Tools and Equipment**

Must have demonstrated skill in the proper operation of NFPD apparatus, vehicles, equipment, cardiac monitor/defibrillators, patient monitoring devices, fire training simulators, computers, telephones, copiers, fax machines, calculators, emergency radio equipment, visual projectors, VCR/DVD recorders, and digital cameras.