



ELIZABETH FIRE PROTECTION DISTRICT  
155 W. KIOWA AVE.  
ELIZABETH, CO 80107

POSITION DESCRIPTION

**POSITION:** RESERVE FIREFIGHTER  
**STATUS:** VOLUNTEER  
**SERVICE HOURS:** SELECTED SHIFTS AND/OR CALL RESPONSE  
**REVISED DATE:** January 1, 2024

This position description is established by the Board of Directors (“Board”) of the Elizabeth Fire Protection District (“District”) to outline the basic requirements, duties and general responsibilities of the Reserve Firefighter position. 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 US Department of Labor Wage and Hour Division, 29 C.F.R. § 553.10, 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:**

A Reserve Firefighter shall perform technical work and labor required to protect life and/or property from the dangers of fire, medical emergency, hazardous materials, accidents, and natural or man-made disasters of every kind, using a variety of firefighting, first-aid and emergency techniques and equipment.

**Primary Duties and Responsibilities:**

The primary powers, duties, and general responsibilities of a Reserve Firefighter shall include the following:

1. Respond to all emergency calls and public assist calls.
2. Respond to fire calls, assist in the treatment of sick or injured persons, and assist the public in the handling of special situations.
3. Knowledge of all relevant Federal, State and local laws, and the District’s standard operating guidelines, Member Handbook, organizational chart and chain of command.
4. Follow orders and direction of all supervisors.
5. Operate in conjunction with all officers and members.
6. Achieve and maintain a high level of knowledge of fire fighting methods, and use of all fire fighting and rescue equipment.

7. Obtain and maintain a thorough knowledge of the District's geography.
8. Responsible for the care and maintenance of fire stations, grounds, fire apparatus and other vehicles and equipment employed in the performance of duties.
9. Responsible for participating in all duty training and safety programs conducted or provided through the District.
10. Maintain knowledge of fire prevention and inspection standards and practices necessary to satisfactorily perform fire safety inspections.
11. Conduct building fire safety inspections as directed by the Lieutenant or Fire Marshal.
12. Perform testing of fire hydrants, fire hose and fire protection systems.
13. Assist in the on-duty delivery of public education programs in fire safety, CPR and first aid.
14. Perform a variety of technical and manual labor duties required to locate, control and extinguish fires, including connecting to fire hydrants, connecting hoses and nozzles, laying in supply and attack hoses.
15. Use visual, sensory and judgment criteria to locate fire sources.
16. Apply fire streams (water, chemical and/or portable extinguishers) on fire sources; carry, position and raise ground ladders.
17. Use a variety of hand-held and powered tools (axes, pike poles, saws, etc.) necessary to locate, control and extinguish fires.
18. Perform forcible entry operations to gain access into structures, using a variety of tools.
19. Perform salvage operations to prevent damage to property not involved in fires and/or emergency situations, including the placement of covers, the removing of property from danger, removing water, smoke and heat from structures, etc.
20. Perform tasks to extricate individuals safely from wrecked vehicles, structures, earth caves, etc., using a variety of tool and equipment (saws, jacks, pry bars, etc.).
21. Shall perform first responder-level medical care to victims of fire and other emergencies and shall assist advanced life support crews in their procedures in accordance with, and to the extent permitted by, Federal and State laws and relevant medical protocols.
22. Inspect commercial and public buildings as a member of a fire company to ensure compliance with Fire Codes and Life Safety Codes and applicable National Safety Standards.
23. Shall be capable of identifying hazardous materials.
24. Shall be familiar with structures in the District.
25. Inform the public of the need for fire prevention.
26. Assist in the preparing of inspection reports.
27. Maintain, clean, service, inspect and load firefighting and/or emergency equipment, tools, etc. on company apparatus.
28. Assist in the performance of minor repairs on apparatus and equipment.
29. Clean assigned fire station quarters, apparatus rooms, etc.
30. Participate in training classes and drills to maintain and increase firefighting and emergency techniques and response.

31. Participate in and may instruct in station training services.
32. Perform a variety of technical and manual labor tasks to ventilate structures involved in fire, smoke and odor calls, including the placement of fans, mechanical opening of rooms, floors, walls, and the opening and/or closing of doors, windows and vents.
33. Perform search and rescue operations to locate and remove individuals and victims from fire and emergency situations.
34. Shall respond to fire and emergency calls either as a member of an engine, rescue or truck company. Also shall respond in any other company, as deemed necessary.
35. Comply with all Federal, State and State and local traffic laws and ordinances regulating the operation of motor vehicles. Whenever operating a motor vehicle in congested areas or whenever other unusual conditions are encountered in route to an alarm or other emergency, a Firefighter shall give special consideration to the safety of the public and to other vehicles. Additionally, a Firefighter shall exercise caution when operating an apparatus upon leaving quarters and while backing into quarters.
36. Consistently promote a professional image of the District at all times.
37. Satisfactorily complete the required level of physical agility testing on an annual basis.
38. Perform such other duties as may be assigned by a supervisor or the Fire Chief.

**Immediate Supervisor:**

A Reserve Firefighter provides voluntary services under the immediate supervision of the Shift Lieutenant.

**Minimum Qualification and Certification Requirements:**

A Reserve Firefighter shall possess and maintain the following:

1. State of Colorado C.P.R. and First Aid Certification
2. State of Colorado Firefighter I (or higher) Certification.
3. State of Colorado Haz-Mat Operations (or higher) Certification.
4. State of Colorado Emergency Technician.
5. State of Colorado Driver's License
6. Meet physical fitness requirements established by the District
7. High School Diploma or GED, or obtain a High School Diploma or GED within 1 year of hire date

**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 small portion of this position will involve sedentary, administrative work in an office environment. Strenuous physical activity under extreme adverse conditions will be required frequently.
2. Must possess the ability to lift items in excess of one hundred fifty (150) pounds occasionally and up to sixty (60) pounds frequently.

3. This position requires training in and use of safety equipment necessary for the working environment, including without limitation self-contained breathing apparatus (SCBA) and other personal protective equipment (PPE).
4. This position requires standing, running, walking, sitting, kneeling, twisting, 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°) Fahrenheit and in excess of one hundred degrees (100°) Fahrenheit.
6. Work may be performed under hazardous and adverse conditions, including but not limited to, 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.
8. Work may result in exposure to individuals or blood carrying 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.
12. This position will involve periods of high physical, mental and/or emotional stress.