

EATON FIRE PROTECTION DISTRICT
50 SOUTH MAPLE AVENUE, EATON COLORADO 80615

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www.eatonfire.org

Date Posted: 11/06/2017

Position Announcement: Eaton Fire Protection District - Captain

Eaton Fire Protection District will be accepting applications for the position of Captain. Starting Base Salary: \$50,432 to \$59,661 (DOQ) - plus excellent health/dental/vision benefits.

Work Schedule: 48/96 Schedule Employment Status: "At-Will", FLSA Non-Exempt.

The Captain will assume shift leadership responsibilities and support the operations of the department through daily duties, trainings, and station/equipment maintenance. The Captain may be assigned special projects at the discretion of the Fire Chief, Operations, and Training Divisions. Please review EFPD SOP Job Description for Captain and return signed & dated copy of receipt with application submission. Conditional job offers are contingent on background check and physical/medical evaluations; all appointees are considered "probationary" for 12 months from date of hire.

Minimum requirements: **Due by application closing 01/31/2018 @ 5:00 PM, MST.**

- (1) At least 4 years of continuous experience in a progressive department with increasing levels of experience and responsibility. Documentation required for non-current EFPD members.
- (2) Current IFSAC (or equivalent) Firefighter II & Hazardous Materials Operations.
- (3) Current Healthcare Provider CPR card and CDPHE or NREMT-B.
- (4) Completion of NIMS IS-100, 200 and 700.
- (5) Valid Colorado Drivers License.
- (6) Copy of Motor Vehicle Report (within past 30 days).
- (7) Applicant must live within 1 hour of EFPD Fire Station within 90 days of hire.
- (8) External candidates must provide proof of passing a CPAT within the last 90 days.

Additional desired qualifications:

- (1) Fire Instructor certification
- (2) Fire Officer certification
- (3) ALS certifications (EFPD provides an hourly pay differential for EMT-P)
- (4) Advanced Hazardous Materials Level
- (5) Colorado State Proctor/1403 "Live Fire" Instructor

The following must be obtained post hire:

- (1) EFPD qualified Driver/Operator within 9 months
- (2) IFSAC Fire Instructor-I within 18 months
- (3) IFSAC Fire Officer-I within 24 months

Candidates should download the Eaton Fire Protection District (EFPD) Application for Employment from the EFPD website at www.eatonfire.org or pick one up at the Eaton Fire Station at 50 S Maple Ave Eaton, CO 80615. Submit completed applications to Officer Manager Marcia Lutters by the deadline at EFPD, 50 S. Maple Ave., Eaton, CO., 80615

Application packet includes:

1. Letter of intent and description of leadership experiences equivalent to Company Officer.
2. Completed EFPD application.
3. Proof of certifications which meet **minimum requirements**.
4. Resume (one page).
5. References; two personal and four professional.
5. Signed copy indicating receipt and understanding of the position description.

Hiring Schedule:

01/31/2018	Application Deadline: 5:00 PM, MST
02/02/2018	Notification of applicants selected (top 10)
02/08/2018-02/10/2018	Assessment Center
02/15/2018-02/17/2018	Interview Panels
02/28/2018	Conditional offer and hire list set
03/15/2018	Prospective start date

NOTE: Assessment Center to consist of a written exam, in-box exercises, and practical skills.

Job Description: Captain Eaton Fire Protection District

(Revised: 12/28/2012)

Description:

The Captain shall be responsible to the Fire Chief of the Eaton Fire Protection District for the safe and effective delivery of fire protection, emergency service response, and other duties as assigned. The Captain is responsible for the supervision, performance, and management of any members assigned to their Company or special assignments. The Captain must be knowledgeable in the practice of modern fire administration methods concerning the safe and effective care of all district assets. The Captain must be able to act in the position of firefighter, driver/operator, company officer, incident commander, or additional positions when requested by the Fire Chief or their designee.

Requirements:

- Attend scheduled staff meetings
- Attend district board and business meetings as requested by the Fire Chief
- Oversee, discipline and safe effective utilization of company members, on duty members, and any other persons assigned to special projects
- Work efficiently and cooperatively with fellow officers
- Work efficiently and cooperatively with administration personnel
- Advise and provide opinions, information, and research to the Fire Chief on matters which affect the organization, the community, and the public at large
- Supervise and assist with the training and safety of all members
- Attend training and developmental education as necessary to grow professionally
- Provide effective verbal and written communications
- Acquire and maintain all certifications current according to State and Departmental SOP's and direct guidance of the Fire Chief
- Must ensure that minimum certifications are retained and kept current as a condition of employment
- Must complete annual I-PAT and medical screenings as directed
- Must promote, support, and enforce all policies, guidelines, and directives of the Eaton Fire Protection District, and all State and Federal laws
- Must maintain a valid Colorado drivers license and an acceptable MVR
- Must exhibit a professional demeanor to the public and within the department at all times

Specific Duties:

- Prepare and oversee assigned budget items
- Coordinate with the maintenance officer for needed repairs and scheduled maintenance of department assets
- Oversee daily activities of the company and on-duty or assigned personnel
- Be available for scheduled staffing of a command unit
- Provide supervision, leadership, and management of assigned personnel
- Coordinate with the Training Division regarding use of department assets and training sites
- Inform company members of SOP changes, and any information that is paramount in performance of their duties
- Keep the Fire Chief apprised of any unusual or significant circumstances that exist within the District
- Perform additional duties as assigned by the Fire Chief or their designee

Special Skills and Abilities:

- Ability to command and assist with incidents
- Ability to demonstrate effective communication skills (oral and written)
- Ability to exhibit initiative and innovation
- Current knowledge of fire suppression, rescue/EMS, and all-risk practices
- Ability to respond to call-backs, and other situations as necessary
- Ability to operate effectively with the incident command system
- Ability to effectively integrate with outside agencies as requested
- Ability to effectively supervise members of outside agencies as needed

Working Environment:

- Frequently required to work out of doors and in all weather conditions
- May be exposed to toxic smoke and gases
- May be exposed to hazards which result in potential harm or injury
- Occasionally required to travel and represent the Eaton Fire Protection District at meetings, seminars, trainings, and public gatherings
- May be required to work overtime or extra hours during emergency incidents
- May be required to work under physically demanding conditions
- May Supervise 2 or more individuals

Eaton Fire Protection District

I, _____ hereby acknowledge that I have received and read the EFPD Job Description for Captain (Revised 12/28/2012). I understand that information related to the position of Captain. Status is subject to changes as may be determined by the Fire Chief for the good of the department and its membership.

Signed: _____ (Printed full Name: _____)

Date: _____