



FIRE TECHNICIAN
Position Description

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| POSITION TITLE: | Fire Technician |
| AGENCY DIVISION: | Administration |
| PAYGRADE: | Part-Time (Flexible up to 32 hours per week) |
| FLSA STATUS: | Non-Exempt |
| EMPLOYMENT STATUS: | At-Will |
| REPORTS TO: | Division Chief of Administration |
| SALARY: | \$18 to \$20/Hourly |
| BENEFITS: | Robust Healthcare Benefits |
| FPPA: | Not Eligible |

JOB SUMMARY:

The fire technician position is a part-time administrative position that helps support the logistical needs of the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist the EMS Division with pulling and delivering EMS supplies for each fire station.
- Monitors EMS inventory and orders additional stock as required.
- Works with the district budget coordinators/areas of responsibility leads to assist with various projects.
- Review and confirm packing slips for items delivered to the administrative office.
- Sorts and distributes mail to proper recipients.
- Perform District errands.
- Load and unload supplies and equipment.
- Drive district vehicles between fire stations, administrative offices, and local vendors.
- Assist with dropping off and picking up district vehicles for preventative maintenance and repairs.
- Assist the Training Division with moving and setting up training props under the guidance of the Training Battalion Chief or Training Lieutenant.
- Assist the logistics officer with fleet and facility needs.
- Assist with community outreach and public education.
- Participate in community chipping events.
- Must be able to drag cut trees and brush from the shoulder of the road and load them into the chipper.
- Perform clerical work, including filing, completing paperwork, coding invoices, etc.
- Ability to create reports.
- Data entry as needed.
- Other job duties as directed.



EDUCATION AND EXPERIENCE REQUIREMENTS:

- Hold a valid Colorado Driver's License.
- Be 18 years of age at the time of employment.
- Completion of Wildland S190 – Introduction to Wildland Fire Behavior (First six months of employment).
- Speak, read, and write English fluently.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of firefighter duties.
- Requires the ability to create reports as needed.
- Requires ability to use small office equipment and computers.
- Requires the ability to use Microsoft Outlook, Word, Excel, and other district-used software.
- Strong customer service skills.
- High integrity.
- This position requires an individual who is a self-starter and works well independently and with other team members.
- Attention to detail.
- Deadline oriented.
- Operate district vehicles safely and responsibly.
- Physically fit to perform the functions of the position.
- Positive, enthusiastic, and eager to learn new skills.
- Positively represent the fire district.

OCCUPATIONAL DEMANDS:

Duties may require an employee to work under extreme environmental weather conditions. Exposures may include but are not limited to extreme heat or cold, rain, snow, ice, pollutants, odors, and fluids. Work may also be performed in an office setting. The position requires the individual to work under various physically demanding conditions and maintain adequate conditioning and abilities.

To perform the essential functions of this job, an employee must meet the physical demands and work environment described. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- This position requires work in various locations and conditions, including, but not limited to, the fire station and similar work areas.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodations.
- This position requires standing, balancing, running, walking, sitting, kneeling, stooping, bending, lifting, squatting, pushing, pulling, pinching, gripping, reaching overhead, reaching away from the body, and repetitive motion.
- Sufficient manual dexterity, with or without reasonable accommodation, permits the employee to operate essential equipment as needed.

MONUMENT FIRE DISTRICT
16055 Old Forest Point, Suite #102
Monument, CO 80132
Position Description



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- The employee may be required to push, pull, lift, and carry up to 50 pounds.
 - Work may result in exposure to high noise levels, requiring wearing hearing protection.
 - Sufficient clarity of speech, hearing, and other communication capabilities, with or without reasonable accommodation, permits the employee to communicate effectively.
 - The employee may be required to work near moving mechanical parts.
 - This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception, and color vision.

This position description does not constitute an employment agreement between the employer and the employee. It is subject to change by the employer as the employer's needs and requirements of the job change. The employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Reviewed by: _____ Date: _____
Employee Signature

Approved by: _____ Date: _____
Division Chief of Administration

2024