



Fort Lupton Fire Protection District

1121 Denver Avenue • Fort Lupton, Colorado 80621

Office: (303)857-4603 • Fax: (303)857-6619 • Website: www.fortluptonfire.org

****POSITION ANNOUNCEMENT****

Training Captain

Application Period: March 13, 2017 to March April 7, 2017

The Fort Lupton Fire Protection District is accepting applications for the position of TRAINING CAPTAIN. The position is considered “at will”, is a full time exempt position scheduled to generally work a five (5) day 40 hours per week schedule, and is on call as needed for fire investigations and emergency incidents. The TRAINING CAPTAIN is responsible for all aspects of the day-to-day administration, operation and supervision of the District’s Training Division, including but not limited to, planning, coordinating and implementing fire and emergency medical training of the District’s volunteers and career staff. The TRAINING CAPTAIN is expected to exercise discretion and independent judgment in all his/her duties, including creating, administering, managing, and budgeting for the District’s training program, which is an essential component of the District’s operations. The TRAINING CAPTAIN’s responsibilities include the coordination of training and continuing education in the areas of fire suppression, hazardous materials, emergency medical services, special rescue, fire prevention, public fire safety education, extrication, safety, interpersonal relations, customer service, emergency vehicle operations, and supervision of District Volunteer Program. The TRAINING CAPTAIN also shall oversee operation and use of the District’s training center and facilities. When necessary, the TRAINING CAPTAIN may be required to direct the District’s fire ground and emergency operations at an emergency incident. The position reports to the Fire Chief. A copy of the position description is available from the District’s Administrative Office.

The Fort Lupton Fire Protection District provides all equipment and uniforms required for the position. Other benefits include a life insurance policy, short and long-term disability, weight room facilities, annual clothing allowance, training opportunities, tuition assistance/reimbursement, and Employee Assistance Program.

Applicants must complete an application process that includes an assessment center, writing skills, oral communication skills, organizational skills, problem solving, and oral board interview. This process will include an interview with the Fire Chief. A conditional offer will be made which will become final upon successful completion of a background check, physical examination, and urine screen. The Fort Lupton Fire Protection District is an Equal Opportunity Employer. Travel expenses for the assessment center will be the responsibility of the applicant.

The starting salary is \$62,000.00 per year, DOQ plus an excellent benefit package that include health, dental, vision, and FPPA Retirement Plan.

Minimum Qualifications and Certification Requirements:

1. Possess High School Diploma or G.E.D. (Associate Degree in Fire Science preferred).

2. Minimum of at least five years documented experience working in a combination volunteer/career Fire Department. Minimum three years documented experience as a Fire Department supervisor in a command role of Lieutenant or higher.
OR a combination of education, experience, certifications, and training that clearly demonstrates the ability to perform the essential functions of the position.
3. Possess and/or ability to obtain a valid Colorado Driver's License with an acceptable driving record.
4. Possess demographic and operational knowledge of the District.
5. Reside within one (1) hour response time (under normal driving conditions) to District Headquarters within six (6) months of hire or promotion to the position. Residence within the District is highly desirable.
6. Successfully meet all requirements for the position upon conditional offer of employment, including, but not limited to, a drug and alcohol test, reference, and background check.
7. Must possess current State of Colorado/IFSAC Firefighter II certification at the time of appointment to the position.
8. Possess and/or ability to obtain State of Colorado/IFSAC Fire Officer I within 12 months of hire.
9. Must possess current State of Colorado Hazardous Materials Operations certification at the time of appointment to the position.
10. Possess and/or ability to obtain and maintain State of Colorado/IFSAC Live Fire Training Evolutions Fixed Facility Instructor I or ability to obtain within 12 months of hire.
11. Possess and/or ability to obtain and maintain current State of Colorado Proctor Certification within 12 months of hire.
12. International Code Council Fire Inspector I Certification desired but not required.
13. Current National Registry/State of Colorado Emergency Medical Technician-B.
14. Completion of NIMS 300/400 within one year of hire or promotion to the position.
15. Possess, maintain, or the ability to obtain a valid CPR card. CPR Instructor card required within 12 months of hire.
16. Ability to use VCR, slide projectors, computers, sound systems and other audio-visual devices to present training materials.

Please include the following in your application packet (If you fail to include any of the documents, your application packet will not be considered. INCOMPLETE or late submissions will not be considered):

1. Application.
2. Cover Letter.
3. Current Résumé.
4. Copy of High School Diploma/GED or College Degree.
5. Copy of State of Colorado Firefighter II Certification.
6. Copy of State of Colorado Hazardous Materials Operations Certification.
7. Copy of current National Registry/State of Colorado Emergency Medical Technician-B.
8. Copies of other certifications specifically related to the duties, requirements, or qualifications of this position.

Tentative Schedule for the Process:

All candidates must be available for this assessment process on the scheduled dates.

1. Successfully complete the TRAINING CAPTAIN Assessment Center process, including but not limited to the following:
 - a. Submit District Application, Résumé, and Cover letter (Must be received by the close of business no later than April 7, 2017, 5:00 PM MST).
 - b. Applicants contacted for Assessment Center (Week of April 10, 2017)
 - c. Applicant Assessment Center in Fort Lupton, CO and Fire Chief Interview (Tentatively scheduled for April 28, 2017).
 - d. Tentative Start Date: June 5, 2017.
2. Successfully pass a background investigation.
3. Successfully complete a physical examination and urine screen after a conditional offer of employment.
4. Successfully complete a one (1) year probationary period.

The District reserves the right to not accept any of the applicants at its sole discretion, or to terminate or change the dates of the application process at any time, in its sole discretion. The District also has the right to modify, reduce, or increase the application/examination requirements at any time in its sole discretion.

To apply, obtain and complete the application available at the Fort Lupton Fire Protection District Office 1121 Denver Avenue Fort Lupton, CO 80621. Applications are also available on the web at the address below. Click on TRAINING CAPTAIN job announcement and complete the TRAINING CAPTAIN application packet.

For additional information, call 303-857-4603.

For additional information visit:

Fort Lupton Fire Protection District www.fortluptonfire.org
Fort Lupton Chamber of Commerce <http://fortluptonchamber.org/>
City of Fort Lupton <http://www.fortlupton.org/>
Weld County <http://www.co.weld.co.us/>
Facebook <https://www.facebook.com/ftluptonfire?ref=hl>

Note: The dates are tentative and subject to change based upon the needs of the organization. The candidate must submit, by 5:00 p.m., MST, Monday, April 7, 2017, a District application, cover letter, and personal Résumé to:

Fort Lupton Fire Protection District
Attn: Phil Tiffany, Fire Chief
1121 Denver Avenue
Fort Lupton, CO 80621
1.303.857.4603

FORT LUPTON FIRE PROTECTION DISTRICT
1121 Denver Avenue
Fort Lupton, Colorado 80621

POSITION DESCRIPTION

POSITION: TRAINING CAPTAIN

STATUS: FULL-TIME; FLSA EXEMPT

EMPLOYMENT STATUS: AT-WILL

WORK HOURS: AS NEEDED TO SATISFACTORILY PERFORM THE DUTIES OF THE POSITION

SALARY RANGE: \$62,000.00 ANNUALLY TO \$77,000.00 ANNUALLY

EFFECTIVE DATE: March 2017

This position description is established by the Fort Lupton Fire Protection District (“District”) to outline the basic requirements, duties and general responsibilities of the Training Captain position. This position is “at-will,” which means the District may terminate the employment relationship at any time and for no reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship without notice at any time for no reason.

Summary of Position: The Training Captain is responsible for all aspects of the day-to-day administration, operation and supervision of the District’s Training Division, including but not limited to, planning, coordinating and implementing fire and emergency medical training of the District’s volunteers and career staff. The Training Captain is expected to exercise discretion and independent judgment in all his/her duties, including creating, administering, managing, and budgeting for the District’s training program, which is an essential component of the District’s operations. The Training Captain’s responsibilities include the coordination of training and continuing education in the areas of fire suppression, hazardous materials, emergency medical services, special rescue, fire prevention, public fire safety education, extrication, safety, interpersonal relations, customer service, and emergency vehicle operations. The Training Captain also shall oversee operation and use of the District’s training center and facilities. When necessary, the Training Captain may be required to direct the District’s fire ground and emergency operations at an emergency incident.

Chain of Command: The Training Captain reports to the Fire Chief.

Supervision Exercised: The Training Captain supervises and coordinates the training of all District firefighters (including career and volunteers) and manages the District's Volunteer Shift Program. When necessary, the Training Captain may be required to direct the District's fire ground and emergency operations.

Essential Duties and Responsibilities: This description is illustrative only and not intended to be all-inclusive.

1. Exercises discretion and independent judgment with respect to matters of significance relating to the District's Training Division including, but not limited to, training, safety and health; government relations; compliance with Federal, State and local laws and ordinances; quality control; personnel management; management and marketing of the District's training center; and budgeting and accounting for the Training Division.
2. Manages and oversees all aspects of the District's Training Division.
3. Regularly supervises District personnel and makes recommendations as to hiring, firing, and discipline of personnel to the Fire Chief, and such recommendations are given significant weight.
4. Prepares and coordinates a yearly training calendar for the District, including all mandatory and optional training. Establishes training goals for the District's employees and volunteers.
5. Coordinates, markets, manages, and promotes use of the District's training resources and training facilities, including annual fire academy, and college affiliated courses.
6. Prepares and oversees training budget accounts related to the purchase of training materials and registration of District personnel for outside training.
7. Provides and/or coordinates training to meet the minimum requirements to maintain certifications and participation in certification programs.
8. Coordinates, assists, and supervises volunteer instructors in presenting quality-training opportunities.
9. Maintains accurate records and documentation relating to certifications for District personnel, including computer entry in a timely fashion and organization of records as required.
10. Provides or coordinates continuing medical training to meet the minimum requirements to maintain certifications and participation in certification program. Ensures compliance with physician advisor protocols.
11. Assists in the recruitment and interviewing of potential firefighter recruits and other District staff, including making recommendations as to whom should be hired.
12. Directs the recruitment and interviewing of potential volunteer firefighters, including making recommendations as to whom should be hired.
13. Oversees the District's organization and scheduling for the District Volunteer Firefighter Program.
14. Assists the maintenance department in areas of light maintenance, regular inspection of tools, equipment, hose, and other firefighting equipment as required.
15. Be responsible for the safety and general cleanliness of the facilities, grounds, apparatus, and other District property.
16. Knowledge of EMS service delivery and training/CME requirements.

17. Completes special projects, as required, including non-incident related projects that will have completion deadlines and standards.
18. Maintains positive, effective working relationships with District volunteers, employees, supervisors, the Board of Directors, the public, and other agencies, such as police, ambulance, Division of Fire Prevention and Control, City Government, community groups, and other professional service providers.
19. Assists in the completion of pre-fire planning reports, business inspections, hydrant maintenance program, ladder testing, hydrostatic testing, maintains computer records as required, and other ensures compliance with ISO related guidelines.
20. Directs the hose-testing program and maintains computer records related to same.
21. Assists the Fire Marshal with the fire prevention program and inspections.
22. Responds to emergency and non-emergency calls as required, may be required to supervise emergency calls, and work 24-hour shifts as a part of the position duties.
23. Attends community meetings, as required.
24. Effectively delivers presentations and information to diverse groups.
25. Operates equipment related to the fire service, including but not limited to, driving and operating fire apparatus and pumps; communicating messages via radio; fire hoses; nozzles; air packs; various tools; fire extinguishers; fans; ropes; ladders; extrication equipment; emergency medical equipment; AED; oxygen bottles; suction units; spine boards; cervical collars; and ambulance cots. Must also be able to use VCR, slide projectors, computers, sound systems and other audio-visual devices to present training materials.
26. Positively and effectively work within a team environment and shared decision-making process.
27. Present a professional image of the District at all times.
28. Consistently and correctly, apply the District's rules, policies, and procedures.
29. Makes recommendations regarding hiring, promotion, termination, corrective/disciplinary actions, and other terms and conditions of employment of employees and volunteers under his or her supervision.
30. Effectively communicate pertinent information to the Fire Chief.
31. Timely prepare complete and accurate District reports and other records.
32. Maintain minimum training requirements and certifications as required by the District.
33. Perform such other duties as may be prescribed by the Fire Chief or his or her designee.

Minimum Qualifications and Required Certifications:

1. Minimum of at least five years documented experience working in a combination volunteer/career Fire Department and command role.
2. Minimum three years documented experience as a Fire Department supervisor in a command role of Lieutenant or higher.
3. Possess and/or ability to obtain a valid Colorado Driver's License with an acceptable driving record.
4. Successfully complete a physical, breath, and urine screen after a conditional offer of employment.
5. Successfully pass a background investigation.
6. Must be at least 21 years of age at the time of appointment to this rank.

7. Demographic and operational knowledge of the Fire District.
8. Must live within 60 minutes response time to Fire Station #1 within six months of hire and residency within the Fire District is encouraged.
9. Or, a combination of education, experience, certifications, and training which clearly demonstrates the candidate's ability to perform the essential functions of the position.

The Training Captain shall possess and maintain the following:

1. Valid Colorado Driver's License with a acceptable driving record.
2. Possess a High School Diploma or GED. Associate Degree in Fire Science preferred.
3. Current Colorado State/IFSAC Firefighter II.
4. Current Colorado State/IFSAC Fire Instructor I or ability to obtain within 12 months of hire.
5. Obtain Colorado State/IFSAC Fire Officer I or ability to obtain within 12 months of hire.
6. Current State of Colorado Proctor Certification.
7. Current State of Colorado/National Registry Emergency Medical Technician-B.
8. Current State Hazardous Materials Operations Certification.
9. Current State of Colorado/IFSAC Live Fire Training Evolutions Fixed Facility Instructor I or ability to obtain within 12 months of hire.
10. Valid CPR Instructor card or ability to obtain within 12 months of hire.

Working Environment/Physical Requirements:

This position requires work in a variety of locations and conditions, including fire station, 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 portion of this position will involve sedentary, administrative work in an office environment or in training facilities; however, in emergency situations, the Training Officer may be required to perform the duties of a Firefighter/EMT.
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 contaminated environments, including but not limited to, hazardous materials, smoke, gases, chemicals, fumes, odors, mists and dusts.
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
12. This position will involve periods of high physical, mental and/or emotional stress.

Print Name: _____

Signature: _____

Date: _____

An Equal Opportunity Employer

FORT LUPTON FIRE PROTECTION DISTRICT

1121 Denver Avenue
Fort Lupton, CO 80621



(303) 857-4603 Office
(303) 857-6619 Fax

APPLICATION FOR EMPLOYMENT

POSITION APPLYING FOR: _____

INSTRUCTIONS: Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Attach additional sheets if you do not have enough room on the application form. **PLEASE PRINT or TYPE the information in the application using BLACK INK.** All information you give on this application will be held in strict confidence. **NOTE: Application will be rejected if not signed. A separate application must be completed for each position applied for.**

PERSONAL DATA

Last Name First Name Middle Name

Present Street Address City State Zip Code

Telephone Number Cell Phone E-Mail

Social Security Number : _____

When are you available to begin employment? _____

Would you take a physical examination, including urine screen, if it is required for the job for which you are applying?

Yes _____ No _____

GENERAL INFORMATION

Do you have a valid driver's license? Yes _____ No _____

Driver's License Number: _____ State: _____

Current Emergency Medical Services Certification/Level: _____

Current Firefighter State Certification Level: _____

Current Hazardous Materials State Certification Level: _____

Other Current State Certifications Possessed: _____

Have you ever been convicted of, plead guilty to, or plead no contest to any law offense, or are there any charges pending against you? You may omit traffic violations which you paid a fine of \$100.00 or less and adjudications in a juvenile court. Please explain. _____

Are you now or do you expect to be engaged in any other business or employment

Yes _____ No _____ If yes, explain _____

Are you now or have you served in the military? Yes _____ No _____

Branch: _____ Status: _____ Discharge Type: _____

Dates: From: _____ To: _____

EDUCATION

Name, address and location of school	Highest grade completed	Did you graduate? GED Certificate #
High School/GED: _____		
College or University: _____ Major: _____ Degree: _____		
College or University: _____ Major: _____ Degree: _____		

Additional Educational/Vocational/Technical Training	Courses	Completed
School: _____		
School: _____		
School: _____		

WORK HISTORY

List names of employers in consecutive order with present or last employer listed first. Account for **all** periods of time including military service, volunteer service, and any periods of unemployment. If self-employed, give firm name and supply business references. Describe the positions you held to give a clear picture of the duties you have performed. Part of the evaluation of your application may be based on your work history. If you worked in any position under another name, please give name(s).

Please give month and year for dates of employment.

1. Employer: _____ **Telephone Number:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Position/Title: _____

Dates Employed: Start: _____ **End:** _____

Supervisor: _____

Starting Salary: _____/month **Ending Salary:** _____/month

Duties: _____

Reason for Leaving: _____

2. Employer: _____ **Telephone Number:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Position/Title: _____

Dates Employed: Start: _____ **End:** _____

Supervisor: _____

Starting Salary: _____/month **Ending Salary:** _____/month

Duties: _____

Reason for Leaving: _____

3. Employer: _____ **Telephone Number:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Position/Title: _____

Dates Employed: Start: _____ **End:** _____

Supervisor: _____

Starting Salary: _____/month **Ending Salary:** _____/month

Duties: _____

Reason for Leaving: _____

4. Employer: _____ **Telephone Number:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Position/Title: _____

Dates Employed: Start: _____ **End:** _____

Supervisor: _____

Starting Salary: _____/month **Ending Salary:** _____/month

Duties: _____

Reason for Leaving: _____

5. Employer: _____ **Telephone Number:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Position/Title: _____

Dates Employed: Start: _____ **End:** _____

Supervisor: _____

Starting Salary: _____/month **Ending Salary:** _____/month

Duties: _____

Reason for Leaving: _____

6. Employer: _____ **Telephone Number:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Position/Title: _____

Dates Employed: Start: _____ **End:** _____

Supervisor: _____

Starting Salary: _____/month **Ending Salary:** _____/month

Duties: _____

Reason for Leaving: _____

7. Employer: _____ **Telephone Number:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Position/Title: _____

Dates Employed: Start: _____ **End:** _____

Supervisor: _____

Starting Salary: _____/month **Ending Salary:** _____/month

Duties: _____

Reason for Leaving: _____

8. Employer: _____ **Telephone Number:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Position/Title: _____

Dates Employed: Start: _____ **End:** _____

Supervisor: _____

Starting Salary: _____/month **Ending Salary:** _____/month

Duties: _____

Reason for Leaving: _____

9. Employer: _____ **Telephone Number:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Position/Title: _____

Dates Employed: Start: _____ **End:** _____

Supervisor: _____

Starting Salary: _____/month **Ending Salary:** _____/month

Duties: _____

Reason for Leaving: _____

10. Employer: _____ **Telephone Number:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Position/Title: _____

Dates Employed: Start: _____ **End:** _____

Supervisor: _____

Starting Salary: _____/month **Ending Salary:** _____/month

Duties: _____

Reason for Leaving: _____

REFERENCES

Give three references, not relatives or former employers.

Name	Address	Phone	Occupation

ADDITIONAL INFORMATION:

(Indicate any other factors that make you particularly suited to the position applied for that may be helpful to us in considering your application.)

I certify the information in this application and attachments are true and complete to the best of my knowledge. I am aware that any falsification, misrepresentation or omission may result in my disqualification for employment or discharge from employment. I consent to the release of information by employers, schools, law enforcement agencies, and other authorized personnel to verify the information contained in this application. I also authorize the hiring agency to obtain information of any past criminal activities, driving history/violations, workmen’s compensation claims, and sex offender registration, through a thorough background investigation. I hereby waive my rights to claims or damages against any employer, police agency and the hiring agency, its officers, agents and employees, in regard to this exchange of information concerning my past history and employment.

Signature _____ Date _____