



**POSITION TITLE:** Training Captain  
**REPORTS TO:** Fire Chief  
**FLSA STATUS:** Non-Exempt  
**SCHEDULE:** 40 hours/week schedule  
**2022 STARTING SALARY:** \$86,000 - \$96,000 / Annually DOE & Qualifications

The Platte Valley Fire Protection District is seeking applicants for the position of **Training Captain**. A copy of the current Position Description, including all qualifications for this position, is available at the District’s website at [www.plattevalleyfire.org](http://www.plattevalleyfire.org). This position description is established by the Platte Valley 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.

### **The Organization**

Our firehouse, built in 2013, houses a variety of response apparatus, including Engines, Wildland Trucks, Tenders, and Special Operations Units. Each shift is made up of five firefighters who staff an ALS Engine and a Heavy Rescue Company. Our UCHHealth partners provide ALS Transport. The District has three special operations teams: Technical Rescue, Dive, and Wildland. In addition, the District provides members for the Colorado Task Force (CO-TF), and HAZMAT Technicians for the Weld County Regional HAZMAT Team organized through The Greeley Fire Department.

### **Community:**

Platte Valley Fire Protection District is considered a combination department consisting of career, part-time firefighters, paramedics, administration, and reserve firefighters. Located east of Greeley, the District resides in the Town of Kersey and covers approximately 240 square miles of incorporated and unincorporated area, equal to approximately ten percent of Weld County, Colorado. The population within the District totals approximately 6,500 citizens. The daytime population is much greater. The District responds to just under 800 incidents each year.



**STATION** 970-353-3890  
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27128 COUNTY ROAD  
53 KERSEY, CO 80644

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**Application Period:**

July 21, 2022 – August 17, 2022

Deadline for application: August 17, 2022, 4:00 PM MST

Required documents to be submitted:

- Completed PVFPD employment application
- Cover letter
- Resume
- Copies of all licenses and certifications

*Platte Valley Fire Protection District application and required documentation must be received by 4:00 pm on the application deadline. Incomplete or late submissions will not be accepted.*

Submit all application materials to: [joinourteam@plattevalleyfire.org](mailto:joinourteam@plattevalleyfire.org)

**Hiring Timeline:**

<b>DATES</b>	<b>SCHEDULED EVENT</b>
July 21, 2022 – August 17, 2022	Open Application Period
August 17, 2022	Application Deadline 4:00 PM MST
August 23 - 25, 2022	First Interviews
August 30, 2022	Assessment Center
September 2, 2022	Conditional Job Offer
September 19-26, 2022	Desired Start Date

\*Dates Subject to change at the discretion of the District

**Compensation:** Platte Valley Fire Protection District offers employees a competitive wage and benefits package.

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**Benefits:**

- Medical, Dental & Vision Insurance
- Flexible Spending Account
- Health Reimbursement Account
- FPPA Pension & 457 Deferred Compensation Plan w/employer match
- Employee Assistance Program (EAP)
- Peer Support
- Paid Vacation Leave
- Paid Sick Leave
- Short/Long Term Disability
- Life Insurance
- Aflac

**Minimum Qualifications Training Captain:**

- Five years of experience in combination or career system
- State of Colorado Fire Officer I
- State of Colorado | IFSAC Firefighter II Certification (or higher)
- State of Colorado | IFSAC Fire Instructor I
- State of Colorado | IFSAC Hazardous Materials Operations Certification
- NIMS 100, 200, 700, and 800
- State of Colorado EMT or National Registry
- CPR Certification
- Successfully pass a physical and drug screen
- Successfully pass a formal background check
- Possess, or have the ability, to obtain a Colorado Driver's license with a safe driving record
- Meet insurability requirements of the District's insurance carrier.

**Preferred Certifications:**

- State of Colorado Fire Instructor II\*
- State of Colorado Live Fire Instructor\*
- Blue Card incident Command Program\*

\*Must obtain within 12 months of hire.

EXPIRED CERTIFICATIONS WILL NOT BE ACCEPTED.



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### **Application and Testing Process:**

Candidates who meet the minimum requirements may be invited to participate in the interview and assessment process. Interviews will be conducted with members and the Platte Valley Fire Protection District leadership team.

### **Conditional Job Offer:**

A conditional offer of employment is contingent upon successful completion of a formal background check, motor vehicle records reviews, drug screen, and pre-employment physical. Notification will be made either by email or by telephone. Successful candidates will be made an offer and a specific timeline to accept or reject the offer.

### **Questions?**

If you have questions about the Training Captain position with Platte Valley Fire Protection District, please contact the Hiring Team at [joinourteam@plattevalleyfire.org](mailto:joinourteam@plattevalleyfire.org). Additional information, including a full job description, may be found on the employment page at [www.plattevalleyfire.org](http://www.plattevalleyfire.org).



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Under the general direction of the Fire Chief, the Training Captain functions as the primary training officer for Platte Valley Fire Protection District (PVFPD). The Training Captain is responsible for the coordination and delivery of training programs, including the development and implementation of PVFPD training goals and objectives, maintaining personnel certifications, maintaining training records, and maintaining training aids and equipment. This position will at times, respond to emergency scenes to serve in a firefighting capacity and may become part of the Command Team.

**Essential Duties and Responsibilities:** This description is an overview of the primary responsibilities and duties of the position and not intended to be all-inclusive. Must be able to perform the essential duties, tasks, qualifications with or without a reasonable accommodation.

- Oversee all training operations.
- Develop and deliver comprehensive training programs that meet national and state criteria and requirements for certification of personnel in an effective manner with safety of participants as the highest priority.
- Address and correct program deficiencies identified by routine or periodic assessments.
- Assists with the development of training standards consistent Fire District’s operations.
- Be present and participate in training events to maintain operational consistency across shifts.
- Participates in on-duty training and safety programs as conducted or provided by the District as necessary.
- Utilize effective instructor methodology to foster a positive learning environment.
- Coordinate with EMS educators as necessary to fulfill continuing education training objectives.



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- Develop policies and procedures as necessary related to the training program.
- Consistently demonstrates industry-recognized best practices for safe operations and training procedures.
- Maintain electronic records and other training files in accordance with PVFPD policy, Colorado Division of Fire Prevention and Control requirements, and recommended best practices.
- Occasionally respond to emergency and non-emergency alarms as appropriate.
- Works in cooperation with command staff to develop and implement an annual master training schedule.
- Works in cooperation with command staff to develop annual training budget.
- Assists with the maintenance of District facilities and equipment. Responsible for the maintenance and upkeep of the training grounds, facilities, and equipment.
- Working knowledge of Emergency Medical Services. Knowledge of emergency care practices and procedures, including EMS incident management practices.
- Obtains and maintains a sound knowledge of both Districts' geography and target hazards.
- Establishes and maintains positive and effective working relationships with other employees, District officials and other area emergency service providers.
- Consistently demonstrates professionalism, courtesy, and competency as a representative of Platte Valley Fire Protection District.
- Identifies opportunities for improving work methods and procedures.
- Perform other duties as assigned.

**OTHER JOB FUNCTIONS:** Participate in continual professional development with internal and external training opportunities and Department training exercises. Serve as project/program team member or coordinator as assigned. May be required to attend fire districts' monthly board meetings, as necessary.

**Knowledge, Skills, and Abilities:**

**Knowledge of:**

- Operational best practices, activities, regulations, methods, and equipment used during incident command, fire suppression, and EMS activities according to NFPA, local, state, and federal standards.
- Firefighting skills include fire dynamics, fire behavior, chemistry of fire, suppression, extinguishment, search, ventilation, forcible entry, and ladders.
- Basic special operations skills, including rope rescue, swiftwater, and ice rescue, are preferred but not required.
- Knowledge of fire protection and detection system design, operation, and maintenance requirements.
- Knowledge of incident command and strategic and tactical considerations essential to the safe



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- and effective deployment of fire companies on emergency incidents
- Knowledge of building design, construction loading and reaction to fire and collapse potential.
- Data entry, analysis, and dissemination of training reports, records, and performance metrics.
- Budgeting and financial reporting.
- Information technology and telecommunications.
- Emergency Reporting and/or Target Solutions are preferred but not required.

**Ability to:**

- Lead, motivate, train, coordinate, and delegate as appropriate.
- Provide leadership to PVFPD members.
- Provide positive coaching, mentorship, and instructional techniques.
- Establish and maintain effective working relationships.
- Analyze data, create plans, and develop budgets.
- Write, communicate, and report in descriptive detail.
- Prioritize work to meet goals and objectives within acceptable time frames.
- Prepare technical and administrative reports.
- Work with others in a high-pressure situation with minimal supervision.
- Approach problem-solving as an innovative process.
- Ability to operate in a manner that is team-oriented, collaborative, respectful, and working to have a positive impact on the organization and our mission
- Ability to be self-motivated applies a high ethical standard, and enthusiasm in all aspects of work
- Ability to recognize the importance of external and internal customer relationships
- Ability to demonstrate a positive attitude and be effective at motivating PVFPD staff and training participants to participate in and support a desirable training culture.

**PHYSICAL DEMANDS:**

- Physical demands described herein are representative of those duties and tasks that may be required of the employee to perform essential functions successfully and shall include but not be limited to the following:
- Wearing personal protective clothing (turnouts) and SCBA; perform firefighting tasks such as hose line operations, extensive crawling, lifting, carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry, etc.
- The employee is expected to complete tasks while wearing turnouts and an SCBA weighing at least 50 pounds or more and carrying equipment/tools weighing an additional 20 to 40 lbs. Additional tasks while wearing turnouts and SCBA will include advancing water-filled hose lines up to 2½ inches in diameter from fire apparatus to occupancy, approximately 200 feet, which can involve negotiating multiple flights of stairs, ladders, and other obstacles, including extensive crawling.



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- Wearing personal protective clothing (turnouts) and SCBA, the employee will be required to climb three or more flights of stairs and accomplish searching, finding, and rescue- dragging/carrying victims, ranging from newborns to adults weighing over 200 pounds to safety despite hazardous conditions and low visibility.
- Employees will be required to perform EMS and rescue operations requiring prolonged periods of extreme physical exertion without the benefit of warm-up, scheduled rest periods, meals, access to medication, and limited hydration.
- Specific vision abilities required by this job include close, distance, color, peripheral, depth perception, and the ability to adjust focus. In addition to performing the above- listed job tasks and duties, the employee is frequently asked to stand, sit, walk, talk, hear, stoop, kneel, crouch, or crawl.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those that a Training Captain may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed primarily in office, vehicle, and outdoor settings, in all weather conditions, including temperature extremes, during the day and night shifts. Work is often performed in emergency and stressful situations. The employee is exposed to sirens and hazards associated with fighting fires and rendering emergency medical assistance, including infectious substances, smoke, noxious odors, fumes, chemicals, solvents, and oils. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals, radiation, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in office settings, moderate during daily work routine, and loud at an emergency scene. Occasionally, shift lengths are extended, and emergency call-backs are necessary due to emergency conditions to effectively meet the needs of the community.

#### **Minimum Qualifications Training Captain:**

- 5 years of experience in combination or career system
- State of Colorado Fire Officer I
- State of Colorado | IFSAC Firefighter II Certification (or higher)
- State of Colorado | IFSAC Fire Instructor I



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- State of Colorado | IFSAC Hazardous Materials Operations Certification
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- Successfully pass a physical and drug screen
- Successfully pass a formal background check
- Possess, or have the ability, to obtain a Colorado Driver's license with a safe driving record
- Meet insurability requirements of the District's insurance carrier.

**Preferred Certifications:**

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*The above statements listed in this job description are intended only as illustrations of the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of employees classified in this position. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the District as the needs of the District and requirements of the job change.*

**ACCEPTANCE:**

I have received and understand the essential duties and other requirements of my position, as stated in the above job description. I am able to perform these essential duties with or without reasonable accommodations.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Fire Chief

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Human Resources Manager

\_\_\_\_\_  
Date



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