



City of Pueblo • Human Resources • PO Box 1427 • Pueblo CO 81002
 Phone: 719.553.2633 • Fax: 719.553.2696

KNOWLEDGE, SKILLS AND ABILITIES CHECKLIST

CLASS TITLE: FIRE CAPTAIN

Form Instructions:

1. List the Knowledge, Skills and Abilities (KSAs) from the most recent version of the Job Description.
2. The KSAs are important to successful job performance. These must be evaluated in terms of overall degree of importance and percent of time such KSAs are used in accomplishing essential job functions.
3. Use the following criteria to represent the Degree of Importance:
 - a. MINOR - The skill area is used 5% or less of the time.
 - b. MODERATE – The skill area is used between 6-14% of the time.
 - c. MAJOR – The skill area is used 15% or more of the time.
 - d. ALWAYS – The skill area is used to successfully perform all or nearly all aspects of the position.
4. KSAs containing asterisks (***) may be subject to testing through the Civil Service Commission.

Knowledge, Skills and Abilities (KSA) Essential to perform this job	Degree of Importance
Requires the knowledge, skill, and ability to successfully perform the essential functions of the Firefighter classification.	MAJOR
Knowledge of management and supervision methods and best practices and the ability to execute the same.	MAJOR
Knowledge of Building Inspection (UBFC) procedures and practices	MAJOR
Investigative Knowledge	MODERATE
Ability to competently respond to emergency situations and direct and command the situation and Fire Department members.	MAJOR
Ability to exercise independent judgment and maintain emotional stability in emergency situations.	MAJOR
Physical ability to perform fire fighting in hazardous environmental conditions.	ALWAYS
Skill and ability to work as an integral part of a team.	ALWAYS
Must be able to work successfully with and provide good customer service to supervisors, other City employees, the public and other agencies and organizations.	ALWAYS
Must have good oral and written communications skills.	ALWAYS

Knowledge of modern firefighting and EMS methods, apparatus and equipment.	MAJOR
General knowledge of fire laws, ordinances, and departmental rules and regulations.	MAJOR
Knowledge of city streets and geography.	MAJOR
The safe and lawful operation of a motor vehicle in all weather conditions.	ALWAYS
Ability to successfully use and operate motorized and non-motorized equipment and apparatus and;	ALWAYS
Must be able to perform all job duties in a safe manner.	ALWAYS

In my judgment, the knowledge, skills, and abilities shown on this checklist reasonably match the knowledge, skills, and abilities of this position.

Director Name: Shawn Shelton Title: Fire Chief

Signature:  Date: Oct 30, 2017

HR Representative: Shelly Carrillo Title: HR Analyst

Signature:  Date: 10/30/2017