



City of Pueblo • Human Resources • PO Box 1427 • Pueblo CO 81002  
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## KNOWLEDGE, SKILLS AND ABILITIES CHECKLIST

**CLASS TITLE: FIREFIGHTER**

**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
Knowledge of CPR & other basic emergency medical procedures and techniques used to stabilize, maintain, and/or restore basic life functions, as well as the usage and application of a variety of medical supplies, drugs, and equipment used for medical emergency and rescue situations.	Major
Ability to learn and successfully perform a wide variety of fire fighting duties, methods, techniques and procedures including the use and operation of motorized equipment and apparatus.	Major
Ability to act professionally and maintain emotional stability during hazardous, physically and mentally stressful situations.	Major
Skill and ability to work as an integral part of a team.	Major
Ability to interpret and follow a variety of instructions furnished in written, oral, or diagram form.	Major
Ability to exercise independent judgment, make fast and lucid decisions, and adapt quickly to changing situations while handling emergencies.	Major
Ability to learn City streets, buildings, and the general geography of the City.	Moderate
Ability to use standard office equipment, personal computer and job-related computer applications including electronic mail and other software programs.	Moderate
Skill and ability to effectively communicate both orally and in writing.	Always
Skill and ability to establish and maintain effective working relationships and provide excellent customer service to department members, other City employees, and the general public.	Always
Ability 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: 3-16-16

HR Representative: Manuel Alcalá Title: HR Analyst

Signature:  Date: 03/20/2016