



Job Description

TITLE: Lieutenant-Fire Apparatus	JOB CODE: 3760
DEPARTMENT: Fire Department	FLSA: Non-Exempt
PREPARED: July 30, 2020	FLSA CLASS: Professional
UPDATED: April 12, 2022	WORK LOCATION: Bloomfield, NM
	REMOTE WORK ELIGIBLE: NO

Summary: Under limited supervision of the Deputy Fire Chief-Administration, Deputy Fire Chief-Operations, and Fire Captain-Fire Apparatus; the Lieutenant-Fire Apparatus shall perform a variety of managerial, general, administrative, and advanced technical firefighting duties related to protecting life and property of county residents, including but not limited to fire suppression, rescue, hazardous materials containment, fire investigation, emergency medical response, etc.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Perform various administrative functions essential to the ongoing support and development of the department; conduct water system analysis in relation to fire suppression demands; monitor, recommend, write, and revise department operating protocols, policies, and procedures.
- Monitor readiness status of firefighting equipment and apparatus; assure vehicles and equipment are functioning; coordinate inspections and drills; evaluate equipment condition and recommend removal or replacement from service; establish work relationships with vendors that provide supplies specializing in fire apparatus and equipment; make recommendations on equipment needs.
- Stay current with new trends and innovations in the field of fire suppressions, fire prevention, and fire investigation; monitor fire protection industry standards and make recommendations to the Fire Chief or Deputy Fire Chiefs regarding needed improvements and changes.
- Prepare various reports; maintain various files and records pertaining to prevention and investigation activities; maintain records of inspections; collect information for public safety and fire prevention presentations. Conducts tours for the public and interest groups.
- Serve as incident commander when first on scene in the absence of the Division Chief; direct firefighting personnel in the most strategic methods of fire suppression; manage fire scene to ensure safety of firefighting personnel, victims, and surrounding properties.
- Perform as a senior firefighter; responds to fire alarms as a member of a firefighting team; supervise and conduct searches in adverse conditions at fire scenes, natural disasters, auto accidents, etc.; supervise and participate in rescue operations; supervise and perform basic life support processes.
- Drive heavy fire apparatus to fire and emergency incidents; perform vehicle placement to achieve effective delivery of suppression materials (water, chemicals, etc.); operate fire pumps to control various nozzle pressures and flows; assure proper procedures are followed to engage, prime, and discharge supply lines.
- Conduct fire prevention sections on various types of facilities; conduct inspections and advise resident or owner of necessary action to conform to standards; conduct basic fire investigations to determine the cause and origin of fires; prepare and submit a variety of reports related to inspections, investigations, and suppression.
- Perform other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of the principles and practices of emergency response procedures and treatment methods; fire and rescue apparatus, fire suppression, fire prevention, and equipment.
- Knowledge of fire apparatus equipment and operation.
- Knowledge of all local, state, and federal laws, ordinances, rules, and regulations pertaining to fire protection, emergency medical services, public safety, fire protection, and arson investigations.
- Knowledge of County and SJCFD policies and procedures.
- Knowledge of governmental budgeting, planning, and process.
- Ability to think and act quickly and independently under stressful emergency conditions.
- Ability to work closely with a diverse volunteer population.

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- Skill in reviewing building plans and evaluating the potential for arson.
- Skill in following detailed written or verbal work instructions.
- Skill in effectively managing, prioritizing, leading, and delegating tasks, and authority.
- Skill in communicating tactfully and effectively, both orally and in writing.
- Skill in reading, interpreting, and applying standards as published in manuals, including policies and procedures.
- Skill in working in dangerous situations performing strenuous physical labor.
- Skill in working independently or as a team member.
- Skill in establishing and maintaining effective working relationships with elected official, volunteer firefighters, fire administration, field staff, County staff, and the general public.
- Skill in the use of a personal computer; Fire/EMS and standard business software.

Education and Experience:

- A high school diploma or GED equivalent and four (4) years of recent experience as an active member of a fire department involved in both fire suppression and emergency medical service, including one (1) year as an officer, lieutenant, or higher-rank is preferred. Associates degree, preferred.
- Structure Firefighter II certification; IFSAC certification, preferred.
- Certifications of NWCGS-130 and 190, L-180, S-131, and S-290.
- EMR-Emergency Medical Responder certification; must obtain EMT-Basic within 12 months of employment.
- Valid State of New Mexico Class E driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office and outdoors in varied weather conditions; requires physical exertion under vigorous and unusual conditions. May be subject to cuts, bruises, scrapes, burns, broken bones, insect and animal bites, germs, bacteria, viruses, environmental allergies, gases, and fumes. May be subject to exposure to CRTs and VDTs. May be subject to life threatening situations; involves the potential for exposure to high stress levels.
- May be subject to bending, reaching, crawling, and lifting in excess of 75 pounds.
- Subject to completing and passing annual Work Capacity Test (WCT) at the Arduous level for wildland firefighters to meet the Wildfire Coordinating Group (NWCG) standards.
- Full-time work hours for this position consists of rotating shifts, nights, weekends, overtime, and responds to emergency calls as requirements for the operations of this department. May be subject to attend two (2) week wildland fire deployment.
- Position frequently requires travel.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Specialized firefighting, emergency, and training equipment, apparatus, and response vehicles.
- Equipment utilized includes computerized and convention office equipment, two-way radios, and mechanics tools.

Approvals:

Employee:

Date:

Supervisor

Date:

Department Head:

Date:
