



Job Description

TITLE: Firefighter	JOB CODE: 3765
DEPARTMENT: Fire Department	FLSA: Non-Exempt
PREPARED: June 28, 2022	FLSA CLASS:
UPDATED: June 01, 2023	WORK LOCATON: Aztec, NM

REMOTE WORK ELIGIBLE:

Summary: Under close supervision of the Fire Engineer, respond to emergency and non-emergency incidents providing appropriate services as required. Provide emergency response and rescue, fire prevention and suppression, community presentations, station and equipment maintenance, and participate in training activities. The firefighter will exercise independent judgment and initiative; maintain work and skill readiness.

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 firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose and performing fire suppression, containment, and extinguishing tasks.
- Operate all types of fire operation and rescue equipment including fire extinguishers, hydraulic tools for force entry, ladders, various hand tools, and emergency medical equipment,
- Perform search and rescue of individuals in hazardous conditions at fire scene, natural disasters, auto accidents, hazardous material spills, and confined spaces; remove bodies and perform recovery operations.
- Provide emergency aid activities for the ill and injured, including basic life support, and providing other assistance as required until relieved by proper medical personnel.
- Participate in cleaning and maintaining facilities and grounds around station.
- Perform maintenance and minor repairs to equipment and apparatus, hose, firefighting apparatus and breathing apparatus; ensure that all equipment and apparatus are in constant state of readiness for emergency calls.
- Operate rescue vehicle and related equipment; clean and maintain supplies, materials, and equipment aboard rescue vehicles.
- Monitor readiness status of firefighting equipment and apparatus; assure vehicles and equipment are functioning; assist with inspections and drills; evaluate equipment condition and recommend removal or replacement from service; make recommendations on equipment needs.
- Perform annual and periodic inspection/maintenance/testing of Fire PPE, Hydrants, Hose and other equipment as needed.
- 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.
- 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.
- Skill in reviewing building plans and evaluating the potential for arson.

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- 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 2 years of recent experience as an active member of a fire department involved in both fire suppression and emergency medical service.
- Firefighter 1 certification minimum (IFSAC preferred)
- NM EMS licensed EMR or higher
- EMT-Basic within 6 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:
