



## Job Description

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<b>TITLE:</b> Fire Apparatus Engineer	<b>JOB CODE:</b> 3764
<b>DEPARTMENT:</b> Fire Department	<b>FLSA:</b> Non-Exempt
<b>PREPARED:</b> July 30, 2020	<b>FLSA CLASS:</b> Professional
<b>UPDATED:</b> July 20, 2023	<b>WORK LOCATION:</b> Bloomfield, NM
<b>REMOTE WORK ELIGIBLE:</b> NO	

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**Summary:** Under limited supervision of the on-duty Fire Captain or Lieutenant, the Fire Apparatus Engineer operates fire apparatus during wildland and structural fire-fighting operations; leads an assigned crew in the performance of fire-fighting duties; maintains and makes minor repairs on vehicles, equipment, and the fire stations; performs fire prevention tasks; provides emergency medical services; and other related work

**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.*

- Assist the on-duty Fire Captain or Lieutenant in resource management and planning; assist with emergency planning preparedness and procedures.
- Perform various administrative functions essential to the ongoing support and development of the department; conducts water system analysis in relation to fire suppression demands; monitors, recommends, writes reports.
- Monitors readiness status of firefighting equipment and apparatus; assures vehicles and equipment are functions; coordinates inspections and drills; evaluates equipment condition and recommends removal or replacement from service.
- Stays current with new trends and innovations in the field of fire suppression and apparatus engineering.
- Prepares various reports; maintains various files and records pertaining to prevention and investigation activities; maintains records of inspections; collects information for public safety and fire prevention presentations.
- Exchanges information with other fire departments; maintain contact with community, officials, fire department staff in performance of fire department activities.
- Respond to potentially serious fires and other emergency incidents as assigned.
- Assist with developing Standard Operating Procedures.
- 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 emergency medical services.
- 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 Insurance Services Organization (ISO) rating system.
- Knowledge of County and SJCFD policies and procedures.
- Knowledge of various types of fire apparatus and fire pumps.
- Knowledge of county roads and fire response districts
- Ability to think and act quickly and to act independently under stressful emergency conditions.
- Ability to work closely with a diverse volunteer population.
- Skill in operating and maintaining fire apparatus and fire pumps.
- Skill in identifying training needs, developing curriculum, and conducting public education fire prevention training programs.
- Skill in effectively managing, prioritizing, leading, and delegating tasks and authority.
- Skill in communicating tactfully and effectively, both orally and in writing.

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Fire Apparatus Engineer

- Skill in reading, interpreting, and applying standards as published in manuals, including policies and procedures.
- Skill in effectively presenting information to volunteer staff, management, public and employees.
- Skill in working independently or as a team member.
- Skill in establishing and maintaining effective working relationships with elected officials, 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; Associates degree, preferred.
- Structure Firefighter II certification; IFSAC certification preferred.
- Certifications for NWCG-130 and 190; L-180; S-131, S-290.
- Emergency Medical Responder certification required; must obtain EMT-Basic within 12 months of being hired.
- 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, kneeling, crawling, and lift in excess of 75 pounds.
- Will be required to complete and pass an 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.
- Position frequently requires travel; may be subject to 14 day wildland fire deployments.
- 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 conventional office equipment, two-way radios, and mechanics tools.

**Approvals:**

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_