



CITY OF SUNLAND PARK, NEW MEXICO
POSITION DESCRIPTION

POSITION TITLE: FIRE FIGHTER REVISED: 4/4/2024		GRADE:
DEPARTMENT: FIRE DEPARTMENT	FLSA STATUS: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
APPROVED BY: _____		
City Manager	_____	Date

Human Resources	_____	Date

The following statements are intended to describe the general nature and level of work performed by this position. It is not intended to be construed as an all-inclusive list of responsibilities, duties and skills required of personnel so classified.

PRIMARY PUROSE:

Under general supervision, engage in firefighting, medical and fire prevention activities and perform related work as required.

SUPERVISION AND GUIDELINES:

Duties are performed under administrative directive and supervision. Some latitude for independent decision making.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

Perform fire suppression duties. Involves: Respond to fire alarms while assigned to a fire suppression or other specialized fire unit. Lay and connect hose, hold nozzles, and direct fog, chemical or water streams. Raise and climb ladders, use portable fire extinguishers. Make forcible entry into buildings when necessary and ventilate burning buildings. Evacuate persons from danger and perform salvage operations. Participate in fire drills and attend training classes. Keep informed of the location of fire hydrants, water system layouts, city streets and buildings. Engage in fire prevention work by investigating the causes of fire and making routine inspections of buildings and immediate surroundings for the existence of fire hazards. Observe compliance with and report violations of the fire code

and regulations. Note conditions deemed to constitute hazards and recommend corrections and make re-inspections for compliance. Keep and make reports.

Perform general maintenance and upkeep of Fire Department property and supplies. Involves: Make minor repairs to property and equipment. Wash, hang and dry hoses. Maintain, test and operate firefighting equipment and apparatus, as assigned. Maintain supply inventory for assigned unit, conduct preventative maintenance and safety checks of vehicle and emergency equipment. Perform station or vehicle cleaning or maintenance duties as necessary, including general cleanup, mopping, sweeping, and yard work.

Assist in developing lesson plans, train personnel through instruction and demonstration of proper firefighting techniques, medical procedures, handling of hazardous materials, and disaster response. Assist in the documentation and reporting of training.

Perform medical duties while assigned to a fire suppression unit as an Emergency Medical Technician (EMT)-Basic, EMT-Intermediate, or EMT-Paramedic. Involves:

Perform specialized emergency medical care as instructed or approved by the Medical Director or Medical Control physician while assigned to a fire suppression or unit as outlined in current Emergency Medical Services System (EMSS) Protocols, State law, and department policy and procedures.

Perform miscellaneous related duties, as assigned. Involves: Substitute for coworkers, such as Fire Driver / Operator. Response and mitigation of hazardous material releases. Participate in technical rescues including high angle, water, trench, confined space, and combined search & rescue. Operate radio or telephone equipment to establish and maintain contact with dispatcher, Medical Control physician, or other fire personnel. Remove or assist in removing victims from accident or emergency scene. Assist in controlling crowds and protecting valuables. Participate in the training of co-workers. Complete forms and maintain accurate records, including patient medical information, training, and public education information, run and vehicle maintenance logs, fire hydrant inspection and test records. Attend specialized and periodic training to enhance skills and maintain certification. Conduct tours of station houses for civic and other interested groups.

May be assigned as coordinator of a special program.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of emergency medical procedures and protocols such as basic and advanced life support, CPR, patient care techniques commensurate to level of medical certification.
- Good knowledge of City geography, landmarks and streets.
- Good knowledge of occupational hazards and safety precautions.
- Good knowledge of departmental policies, rules, and regulations.
- Good knowledge of personal computers and software applications.

- Good knowledge of customer relations or public service principles and practices.
- Good knowledge of fire suppression methods practices and techniques, equipment operation, and fire extinguishing chemicals.
- Some knowledge of hazardous materials including: nuclear, biological and chemical, practices and techniques, operation of specialized monitoring equipment, and personal protective equipment.
- Ability to follow instructions, use good judgment and react quickly and calmly in emergencies.
- Ability to read, understand and interpret oral, written or complex technical information to assist in completing reports, evaluating patient medical condition and provide emergency medical treatment.
- Ability to establish and maintain effective working and living relationships with fellow employees.
- Ability to perform prolonged and arduous work requiring intense concentration under adverse conditions.
- Skill in the care and safe operation of City equipment.

OTHER JOB CHARACTERISTICS:

- Occasional pulling of heavy objects (40 pounds or more).
- Occasional climbing, lying down, stooping, kneeling and bending.
- Frequent driving through City traffic under normal and emergency conditions.
- Frequent exposure to hazardous conditions related to: structure fires, hazardous material releases, civil disturbances, rescues, hostile patients, exposure to diseases, operation of heavy equipment, slips and falls.
- Frequent lifting, carrying and moving of very heavy objects (100 pounds or more) to lift and carry injured persons.
- Frequent exposure to various weather conditions.

MINIMUM QUALIFICATIONS:

- Must hold a High School diploma or GED at date of hire
- IFSAC Firefighter I, II
- IFSAC Hazardous Materials Awareness and Operations.
- New Mexico EMT-B or must reciprocity within twelve (12) months.
- National Incident Management System (NIMS), Incident Command System (ICS) 100, 200, 700, and 800.
- New Mexico Class "E" Driver's License, or equivalent license issued by another state.

SPECIAL REQUIREMENTS:

Work other than standard workday or work week hours, holidays, which includes being subject to callback during non-working hours and mandatory overtime.

