

## INTERNAL APPLICANTS ONLY



Job Title:	<b>Lieutenant – Firefighter/Paramedic</b>	Job Requisition #:	<b>2k16-11-54</b>
Department:	<b>EMS /Fire</b>	Status:	<b>Classified</b>
Revised Date:	<b>11/09/2016</b>	Job Code:	<b>9050</b>
Union:	<b>Non-Represented</b>	FLSA Designation:	<b>NE</b>
First Day to Apply:	<b>11-16-2016</b>	Handles Confidential Info:	<b>Yes</b>
Last Day to Apply:	<b>11-28-2016</b>	Entry Wage:	<b>\$18.9810/hourly</b>
Work Schedule:	<b>48 hours on/96 hours off</b>		

**GENERAL PURPOSE:** Under general supervision, manages the daily operation and maintenance of assigned fire stations to include personnel, apparatus, and equipment; supervises station crews at both career fire stations and volunteer personnel associated with the Sandoval County Fire Department Fire Residency Program (SCDFRP);

Supervises personnel and station apparatus dispatched to emergency scenes including fires, medical calls, auto accidents, hazardous materials incidents, etc. and may serve in the capacity of interim incident commander upon arrival at an emergency scene. Lieutenants are responsible for coordinating/instructing on-duty Fire and EMS trainings and for assuring that all assigned personnel are in compliance with the Health and Wellness Program

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Associate's Degree in Fire Science and/or EMS; Bachelor's degree is preferred; and three years of professional Fire and EMS experience, two years of which must be with the Sandoval County Fire Department as a career firefighter; OR an equivalent combination of education and experience.

#### **Required Licenses or Certifications:**

- Valid Class E New Mexico Driver's License within ten (10) business days from date of hire
- Current New Mexico Paramedic License
- Basic Life Support CPR certificate
- Advanced Cardiac Life Support Certificate
- Fire Officer I certificate
- Fire Instructor I certificate

#### **Additional Requirements:**

- Must be able to pass an annual physical abilities test
- Background check, as required by County or State regulations
- Pre-employment drug and alcohol testing

**This position is subject to random alcohol and drug testing in accordance with 49CFR.382**

### **SUPERVISION RECEIVED AND EXERCISED:**

Reports to the assigned Duty Officer and the Department Chief. Exercises supervision over Fire Fighter Paramedics, Fire Fighter EMT Intermediates and Basics, and may supervise SCDFRP personnel, EMS interns and volunteers assigned to station duty.

**ESSENTIAL JOB FUNCTIONS:** *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and*

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*responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Coordinate response to emergency alarms: ensure personnel and apparatus are properly equipped prior to departure; ensure apparatus is operated in the required manner; determine building location, safest route to scene and water supply locations; interpret information received from dispatch and assess fire /emergency situation while en route; provide situation and status reports via radio en route to emergency scene; identify appropriate location for spotting aerial or pumping apparatus and other vehicles.
- Assume command as the first company officer on the scene and conduct initial assessment of fire or emergency scene: determine proper protective gear, equipment, and extinguishing agents; assess effects of weather, wind, humidity, presence of hazardous chemicals, vulnerable utilities and other conditions on emergency situation; evaluate hazards to occupants, personnel, exposed buildings, and property; locate hydrants or other water sources and determine the adequacy of water supplies; determine adequacy of initial response and the need for additional personnel or resources; coordinate traffic control; report conditions and status to superior officer/incident commander.
- Direct and Perform Rescue Operations: identify and deploy appropriate rescue methods, equipment, materials and personnel to ensure the safe rescue of victims, safety of fire fighter /EMS personnel and effective handling of the particular emergency situation. Perform emergency tasks and function in assigned positions within the Incident Management System (Safety Officer, Staging, etc.).
- Direct, coordinate and perform all aspects of exposure protection, ventilation, ladder, hazardous chemical, and pumping and extinguishment operations; identify electrical and chemical hazards, determine exposure/hazards to life and property, evaluate potential for back draft, flashover, and avenues of fire spread prior to ventilation efforts, assess and direct optimum timing of fire scene activities, ensure personnel use appropriate personal protective equipment, ensure the proper use of ventilation, detection and forcible entry equipment and stabilization of aerial equipment, assess and direct the proper handling of hazardous chemicals, order and direct evacuation from exposed structures.
- Supervises, plans, and coordinates station operations and maintenance functions in assigned area of responsibility, responds to and prioritizes a variety of emergency and impromptu work; and determines manpower, materials, and equipment needed for each assignment or emergency response.
- Ensures all equipment is safe, well maintained and fully operational; oversees maintenance of Fire Department facilities, vehicles, equipment, apparatus, tools, supplies and hydrants; inspects, tests, evaluates and repairs equipment after use; notifies supervisors of equipment problems beyond the scope of authority or skills; inspects and ensures maintenance of personal protective equipment and assures that all firefighting equipment is in a state of readiness and available for immediate use.
- Learns County geography, traffic patterns, streets, landmarks and building locations, and special hazards of designated facilities, to assure that firefighting activities are accomplished in a fast, effective and safe manner.
- Prepares correspondence and comprehensive reports; reviews and ensures the preparation and maintenance of required departmental records.
- Assists with inspection of buildings for fire hazards and compliance with fire prevention ordinances; may assist with fire investigations.
- Plans, directs, coordinates, and reviews the work of assigned staff; assigns tasks and coordinates schedules, projects, and programs; provides constructive feedback; reviews and evaluates work and makes effective suggestions and recommendations.
- Coaches, trains and motivates staff; coordinates and/or provides staff training; and manages employee relations; manages the workflow and prioritization of projects and measures the performance of the assigned unit/area and all related staff and takes appropriate corrective action when necessary; provides general advice and counsel to staff; develops or assists with developmental work plans for staff; assists with implementation and recommendation of corrective actions, discipline and termination procedures as appropriate/necessary.
- Conducts public education sessions for a wide variety of audiences; participates in fire prevention, pre-fire planning and safety programs; assists with training of citizens and volunteer staff as assigned.
- Participates in training/other programs to update and maintain current work skills and knowledge.
- Performs other related duties as assigned or required.

#### **Required Knowledge of:**

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- County policies and procedures
- Fire Department general orders, guidelines, policies and procedures
- Principles and practices of modern fire suppression and prevention
- Fire behavior, causes, and hazards, as well as fire chemistry and physics.
- Relevant fire codes and ordinances,
- Principles and terminology associated with the Incident Management System.
- Procedures and equipment used in modern fire fighting and emergency medical response
- The proper care, operating techniques and capabilities of various fire suppression apparatus and equipment.
- First responder management strategies for hazardous materials incidents
- County geography, traffic patterns, and the location of all streets, landmarks and buildings.
- Pertinent Federal, State and local laws, codes and regulations governing fire safety.

#### **Required Skill in:**

- Providing firefighting, rescue, and emergency medical services under emergency conditions.
- Applying safety guidelines and regulations to specific emergency and non-emergency situations on the job.
- Performing the functions of an incident commander at emergency scenes, including fire, rescue, and other emergency scenes.
- Delivering and following orders under stressful conditions.
- Recognizing the construction, contents and occupancy of buildings in order to apply appropriate standard firefighting techniques.
- Assessing emergency medical needs, evaluating injuries, stabilizing patient, and providing emergency medical care.
- Providing Advanced Life Support, stabilizing victims, and providing transport to the appropriate hospital.
- Operating and maintaining fire suppression apparatus, tools and equipment.
- Operating and performing maintenance and repair of firefighting vehicles, apparatus, equipment and facilities
- Applying knowledge of relevant fire codes and ordinances when inspecting structures, determining causes of fires and educating the public.
- Maintaining physical condition required for the performance of assigned duties and responsibilities.
- Establishing and maintaining effective working relationships with co-workers and outside agencies.
- Operating and maintaining computer and communications equipment.
- Communicating clearly and concisely, both verbally and in writing.

#### **Physical Demands / Work Environment:**

- Work is performed outdoors and indoors at emergency incident sites, and in fire station facilities;
- Requires strenuous physical efforts, and ability to lift and move items weighing up to one hundred (100) pounds;
- Regularly exposed to large or working machinery, environmental allergens, gases, fumes, hazardous chemicals, communicable diseases, potential physical harm and extreme weather
- Work regularly requires speaking, hearing and utilizing a two-way radio and cell phone when working in the field.
- Essential and supplemental functions require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time, stooping;
- Work frequently involves extended periods of time viewing a computer monitor and operating a keyboard.
- Work regularly requires speaking, hearing and utilizing a phone, copier or fax machine.
- Must be able to work in uniform during weekdays, weekends, and holidays on any assigned shift.
- Must maintain a level of physical fitness to meet Department standards.

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I \_\_\_\_\_(Print Name) have reviewed the above job description and understand that the Essential Duties describe only the general nature, level, and type of work performed by the incumbent(s) assigned to this classification and are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. I understand the demands and expectations of the position as described above and to the best of my knowledge believe that I can perform these duties with or without reasonable accommodation.

Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date



HRD.26- 2015

**Sandoval County  
CERTIFICATION OF VETERAN'S STATUS**

**TO RECOGNIZE VETERAN STATUS THIS FORM MUST ACCOMPANY YOUR JOB APPLICATION**

*The purpose of this form is to allow job applicants the opportunity to identify themselves as veterans and certify their status as a veteran who has an honorable discharge from the military, or to verify that they are a member of the National Guard or Reserve who has successfully completed basic training.*

*A veteran who has certified/verified their status, AND is determined by Sandoval County Human Resources to meet or exceed the Minimum Qualifications as identified in the position for which the applicant has applied, shall be identified as a qualified veteran on the hiring list. If there are more than four qualified veteran applicants for a position, a minimum of four veterans shall be interviewed.*

NAME (Please print): _____	JOB REQ # _____
ADDRESS: _____	PHONE: _____
EMAIL: _____	PHONE; _____
I AM APPLYING FOR (Position Title): _____	

**PLEASE COMPLETE THE FOLLOWING:**

1. Have you ever served in the United States Military, National Guard or Reserve?  YES  NO
2. Did you receive an honorable discharge?  YES  NO
3. Are you a member of the National Guard or Reserve who has successfully Completed basic training?  YES  NO
4. **Attach a copy of your DD214 or DD215 Form and/or proof of your Active, Guard or Reserve enlistment to certify your veteran status.**

Please ensure your job application clearly indicates your military experience including job duties and/or responsibilities as well as any education/training experience.

**Sandoval County does not guarantee that a veteran will be hired for a position for which he/she applies. Veterans will be given an interview pursuant to the conditions stated above for positions for which they meet or exceed the Minimum Qualifications of the position as identified in the Job Posting. Please call Human Resources at (505) 867-7505 if you have any questions.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date