



Job Title:	<b>Firefighter/Paramedic-Probationary</b>	Job Requisition#:	<b>2k16-11-56</b>
Department:	<b>Fire</b>	Status:	<b>Unclassified</b>
Revised Date:	<b>11/29/2016</b>	Job Code:	<b>9110</b>
Union Code:	<b>Non-Represented Represented after successful completion of probation)</b>	Handles Confidential Info:	<b>Yes</b>
First Day to Apply:	<b>11-30-2016</b>	FLSA Designation:	<b>Non-Exempt</b>
Last Day to Apply:	<b>Open Until Filled</b>	Entry Wage:	<b>\$15.69/hourly</b>
Work Schedule:	<b>48 hours on/96 hours off</b>		

**GENERAL PURPOSE:** Under general supervision, functions as a member of Sandoval County Fire Department (SCFD) firefighting team by performing highly skilled work in fire suppression, emergency medical services, life support, and rescue operations; maintains technical certifications as Firefighter and Paramedic; maintains required licensure; provides patient care within the scope of Sandoval County protocols and operates within scope of Paramedic licensure; and performs other related duties as assigned/ required.

### **MINIMUM QUALIFICATIONS:**

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

High School Diploma/GED Certificate, Paramedic License from New Mexico Emergency Medical Systems (NMEMS) and one year experience as a firefighter and / or EMT; **OR** High School Diploma/GED Certificate, Paramedic License from New Mexico Emergency Medical Systems (NMEMS) and six months experience as a paramedic in a high call volume system (50,000 calls or more). Associate's Degree in Fire Science, Emergency Medical Services, or related field is preferred.

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

- Paramedic License from New Mexico Emergency Medical Systems (NMEMS)
- Current Emergency Cardiac Care certifications for adult and pediatric patients
- Valid New Mexico driver's license.

#### **Additional Licenses or Certifications required within thirty (30) days of hire:**

- Must obtain New Mexico Class E license within 30 days of hire and maintain it for the duration of employment.

#### **Additional Licenses or Certifications required within six months of hire:**

- Certification as a Firefighter I from New Mexico Firefighters Training Academy, or other International Fire Service Accreditation Congress (IFSAC) accredited training.
- Vehicle Extrication Certification
- Emergency Vehicle Operations Course (EVOC) Certificate or equivalent
- Wild Land Firefighting Certification (S130/190)
- Operations Level Hazmat Certification

#### **Other Requirements:**

- Successful completion of the following:
  - a) Sandoval County Fire Department EMT-Paramedic test with a score of 80% or higher;
  - b) OSHA 202 Physical and DOT screening;
  - c) Sandoval County Firefighter physical capacity/agility test; and a pre-employment drug and alcohol screening;
  - d) Background check as required
  - e) Successful completion of an annual physical capacity/agility test.

## **JOB DESCRIPTION**

### **Firefighter/Paramedic**

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

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

Position reports to the Fire Chief or their designee, and does not exercise supervision over lower level staff.

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

- Responds to emergency alarms and calls for service, and performs fire suppression, rescue, life support, and emergency medical duties as required to control emergency incidents; relays orders, instructions and information on emergency actions, and follows orders under stressful conditions.
  - Performs assigned duties within scope of authority and training, and according to SCFD policies and procedures; duties may vary according to job assignment and skill level.
  - Acts as lead medical technician for emergency care; provides advanced life support services, including invasive and non-invasive medical procedures, and complex treatment modalities.
  - Operates emergency, fire, rescue, medical, and life saving tools and equipment; ventilates and enters burning structures to extinguish fires and rescue victims; responds to hazardous materials incidents.
  - Inspects, cleans, and maintains a variety of equipment, tools, and apparatus; assures that all emergency response equipment is in a proper state of readiness and available for immediate use.
  - Performs station maintenance; maintains station living quarters in clean and orderly condition; operates, inspects and maintains ambulance and other fire equipment; performs minor repairs on apparatus and equipment inside and outside of facilities; orders replacement supplies as needed.
  - Assesses treats, stabilizes, and transports patients according to SCFD medical protocol and level of emergency medical certification/licensure; restocks medical supplies, and maintains inventory.
  - Inspects, tests, evaluates, cleans, and repairs equipment after use; notifies supervisors of equipment problems beyond the scope of skills and training.
  - Participates in classes, drills, and training to maintain and upgrade fire fighting, rescue, and emergency medical skills; prepares reports, and maintains SCFD records and work logs.
  - Continuously updates knowledge of regional traffic patterns, roads, landmarks, building locations, and special hazards of designated facilities.
  - Mitigates hazardous materials incidents; performs clean-up activities at fire and emergency scenes.
  - Assists and coordinates with law enforcement personnel and other first responders as required.
  - Performs other related duties as assigned or required.
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- **Required Knowledge of:**
  - County policies and procedures.
  - Fire Department General Orders, Code of Conduct, policies and procedures.
  - National, State and County laws, regulations, practices and procedures governing emergency services.
  - Advanced principles of emergency medical service and life support.
  - Methods, practices and procedures for fire prevention, fire suppression, hazardous material responses, and rescue operations.
  - Procedures and equipment used in modern fire fighting and emergency medical response.
  - Requirements and provisions for Paramedic scope of licensure.
  - Operational characteristics of fire suppression apparatus and equipment.
  - County geography, traffic patterns, and the location of all roads, landmarks and buildings.
  - Safe work practices, occupational hazards, and safety precautions.

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

- Remaining alert at all times and reacting quickly and calmly in emergency situations.
- Providing firefighting, rescue, and medical services under emergency conditions.
- Assessing complex emergency medical situations, stabilizing high-risk patients, and providing advanced emergency medical care.
- Maintaining and repairing firefighting vehicles, facilities and equipment.

**JOB DESCRIPTION**  
**Firefighter/Paramedic**

- Establishing and maintaining effective working relationships with co-workers.
- Interacting with people of different social, economic, and ethnic backgrounds.
- Preparing clear, comprehensive, and accurate reports.
- Effectively communicating in written and verbal forms, and following instructions and procedures.
- Utilizing personal computer with standard and specialized software programs for assigned work.

**Physical Demands / Work Environment:**

- Work is performed in SCFD facilities, and indoors and outdoors in the field for on-scene response to emergency situations.
- Work requires wearing of Self Contained Breathing Apparatus for extended periods of time, and climbing, lifting, carrying and transporting equipment and individuals weighing up to 200 pounds.
- Work requires functional vision and hearing to differentiate sounds (voice, horn).
- Work may involve exposure to extreme weather conditions, extreme heat, unstable structures, environmental allergens, gases, fumes, hazardous materials, emergency situations, body fluids, infectious diseases and pathogens; and potential physical harm.
- Work involves intense concentration and the ability to focus on multiple activities going on around one's location during emergencies.
- Must maintain a level of physical fitness to meet SCFD standards.
- Shift work. Work is performed on any assigned shift during weekdays, weekends, and holidays.

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