

## COUNTY OF LINCOLN Job Description Form

**Division/Department:** Officer of Emergency Services

**Job Title:** Firefighter

**Reports to:** Emergency Coordinator

**Level/Grade:** 101P \$11.82

**Type of position:**

- Full-time
- Part-time
- Temporary/Seasonal**
- Emergency Hire
- Grant/Contract

**Hours** 40 /Week

- Classified
- Unclassified

**General Description:**

A responsible and skilled firefighter will work in combating, extinguishing, and preventing fires. Work involves training for and participating in the protection of life and property by fire fighting, fire prevention, fire education, and rescue activities. Work includes fire fighting, rescue, emergency medical care, efficient operation of equipment, and maintenance of facilities and equipment. Although work is performed under general supervision and established guidelines, it requires initiative, and an individual understanding of fire fighting, fire prevention, rescue methods, and emergency medical techniques. The Office of Emergency Services will review work through inspections, observations, and results obtained.

**Education/Work Experience/Certification/Training Requirements/Abilities/Skills:**

- High school diploma or GED certification.
- Valid New Mexico State Driver's License Class E or CDL.
- Must have a working knowledge of computers with knowledge of Microsoft Word and Excel Spreadsheets.
- Must be certified Firefighter I or higher.
- Must be certified basic Wildland Firefighter II or higher.
- Must have a minimum of two years firefighting experience.
- Thorough knowledge of modern firefighting equipment and its efficient use.
- Thorough knowledge of geography, streets, and maps within Lincoln County.
- Knowledge of the principals of hydraulics as applied to firefighting activities.
- Knowledge of emergency medical techniques and current in CPR.
- Knowledge of firefighting and rescue methods.
- Ability to understand and follow oral/ written instructions, to accept authority, and to work effectively with other employees.
- Must interact with the public and staff in a pleasant manner.

**Work Conditions/Description of Tools, Equipment, Work Aids Used and Materials and/or Products Handled:**

- Normally works 8:00 a.m. - 5:00 p.m. Monday-Friday. Seasonal employees will work no more than nine consecutive months. Hours and days are subject to change.
- Indoor/ outdoor work. Outdoor work may be in extreme weather and hazardous conditions.
- May be required to work irregular hours, attend job related meetings, and out of town training and seminars.
- Performs fire inspections, pre-incident planning, hydrant tests, hose tests, pump tests, and fire education.
- Performs on scene tasks which may include; hose lays, pump operations, interior/ exterior fire attack/ rescue, ladders, high angle rope rescues, extrication of victims, and the use of hand tools, saws and incident command.
- Performs wildland firefighting tasks which may include; hose lays, pump operations, construction of hand lines, chainsaw operations, firing operations, and incident command.
- Performs maintenance and cleanliness of the fire stations, apparatus, tools, and equipment.
- Performs related work as required.

**Comments on Physical Requirements:**

- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting and standing for prolonged periods of time; light to heavy lifting; reaching, stooping, crawling, pulling, pushing, and manual dexterity; and operating assigned office equipment.
- Must pass the Work Capacity Test (Pack Test) at the arduous level.
- Must pass a conditional post-offer of employment Physical Examination and Drug Analysis Test.
- Subject to random drug and alcohol testing.

**Approved by:** Joe Kenmore

**Date Posted:** 3/11/2021

**Date Hired:**

**Employee Declaration:**

I have read the above job description. I understand the demands and expectations of the position described and to the best of my knowledge, believe I can perform these duties.

**Name:**

**Date:**