

City of Lovington

Job Description

Division/Department: Fire

Location: Duties are performed indoors and outdoors in a variety of settings and in all weather conditions. Normally works at an assigned fire station on a rotating shift.

Job title: Captain/EMT

Reports to: Deputy Fire Chief

Level/Grade:

Full time: Grade 7

Type of position:

Full-time

Part-time

Contractor

Intern

Hours 53 /week

Exempt

Nonexempt

General Description:

Under general direction to perform skilled supervisory work in directing the activities of a fire company on an assigned shift. The Captain is the first line supervisor in the fire department responsible for the discipline of subordinates assigned to a company and the maintenance of equipment and apparatus in accordance with department standard operating procedures. The Captain may supervise the firefighting activities at the scene of a fire until relieved of command by a superior officer. The Captain reports to superiors on administrative matters.

Essential functions of the job include, but not necessarily limited to the following:

- Primary duties are in support of the department's mission, which is the protection and preservation of life, environment, and property through firefighting and emergency medical care. Captains shall also respond as directed to other (potential) emergency incidents or disasters and shall also respond to training/exercises, and to perform general labor type work supportive of the department's mission.
- Perform maintenance of fire apparatus and rescue vehicles. Captains will also maintain accurate record keeping, testing of fire hose, pumps, perform building maintenance, and maintain fire department grounds.
- Maintain a positive attitude towards training, and/or continue efforts at improving individual levels of proficiency under the direction and approval of the line of supervision.
- Will project a pleasant and courteous image at all times, and conduct themselves in such a manner as to reflect pride upon the department and City, even while off duty. (City of Lovington Municipal Code 2.44.050(f)).
- Must comply with all federal, state, city, and department rules and regulations and standard operating procedures in effect. (City of Lovington Municipal Code 2.44.050(f)).
- Shall submit to required medical screenings, testing, and physical fitness, agility, and health evaluations as required. (City of Lovington Municipal Code 2.44.050(f)).
- All department personnel are required to have a working telephone in their home with the number provided to the department. (City of Lovington Municipal Code

2.44.050(d)).

- Full time shift personnel assigned to Companies “A”, “B”, or “C” shall be from 0800 of one day to 0815 the following day, followed by an off duty period of forty-seven hours and forty-five minutes. Employees are subject to call back twenty-four hours a day. (City of Lovington Municipal Code 2.44.050(f,g,h)). Personnel are also subject to mandatory on-call status. Normal tours of duty for full-time personnel assigned to “D” Company are 0730 to 1730 Monday to Thursday and 0730 to 1130 on Friday. Part-time casual employees will be assigned and worked as designated by the current department head. Regardless of company assignment, work periods and overtime compensation polices and practices comply with the Federal Labor Standards Act (FLSA).
- Fire and EMS personnel are required to live within a ten (10) minute response time from the Lovington Fire Department and within the Lovington Fire District. If the individual does not meet this requirement on the date of employment, the individual will be given sixty (60) days to comply. The employee is required to have a physical address with all utilities and phone in operation. If the individual moves out of the Lovington Fire District during employment, they will be terminated.
- Perform all other duties as assigned. (City of Lovington Municipal Code 2.44.050(e,f) and 2.44.050(a)).

Essential Firefighting Functions

The medical requirements in this standard are based on in-depth consideration of essential firefighting functions. These essential functions are what firefighters are expected to perform at emergency incidents and are derived from the performance objective stated in NFPA 1001, Standard for Firefighter Professional Qualifications. Such essential functions are performed in and affected by the following environmental factors:

- Shall meet all requirements defined in the Firefighter II and Driver/Engineer job descriptions.
- Supervises activities of fire company on duty at assigned station, or of any assigned sector, strike team, task force, or work group.
- Answers alarm reports and responds with proper apparatus and equipment. Engages in operations to combat fire and other life-threatening situations which require, but are not limited to entering toxic atmospheres, handling heavy pressurized water hose lines, climbing ladders, and the use of a wide variety of manual and powered tools, some of which are peculiar to the fire service; rescue persons and protects the environment and property from danger.
- Drives and operates fire and EMS apparatus.
- Determines status of incident scene upon arrival. Directs personnel and equipment to positions best suited for control of fire, rescue operations, hazardous materials incidents, and EMS incidents. Determines need for additional resources. Command incident scene until (or unless) relieved by a superior officer.
- Directs company level fire prevention activities. Directs company level safety activities.
- Participates as a member of the fire departments management team to achieve the goals and objectives of the department. Keeps Deputy Fire Chief informed of any issues related to the management of the shift or assigned function.

- Models and ensures appropriate workplace behavior that reflects the standards of the City of Lovington and the fire department.
- Practices effective communication with staff and co-workers. Resolves conflicts and provides guidance and coaching as necessary. Keeps staff informed of changes in department, City, or County practices or policies that affect their work performance.
- Ensures the professional and technical development of assigned staff. Conducts performance evaluations and develops and implements individual development plans. Provides direct and specific feedback regarding accomplishments and areas needing improvement. Evaluations of company personnel shall be performed every thirty (30) days for probationary employees, and annually on non-probationary employees.
- Enforces City and department policies, rules, and regulations. Investigates infractions and complaints and forwards to the Deputy Fire Chief. Recommends corrective or disciplinary action as necessary, with approval of the Deputy Fire Chief.
- Works with assigned staff to identify training requirements and ensures provision of necessary training. Develops and conducts group and individual training sessions.
- Performs a variety of administrative duties, including, but not limited to, maintaining records and preparing reports, such as incident reports, pre-plans, etc; reviewing and approving leave records.
- In the absence of the Fire Chief or Deputy Fire Chief, may be appointed to act in their capacity.
- Must possess leadership qualities and maintain a high degree of discipline and efficiency. Initiative and good judgment are essential as well as dependability.
- Must possess effective organizational skills and have the ability to meet deadlines, goals, and objectives while under pressure.
- Shall function as a member of the fire department review board.
- Shall function as a sector or triage officer (as assigned) and shall have a working knowledge of the City of Lovington disaster emergency management plan.
- Possess extensive knowledge of the principles and practices of fire and rescue administration, organization, personnel, budget, finance, and purchasing.
- Shall make recommendations and assist the Deputy Fire Chief and Fire Chief with the preparation of the annual operating budget.
- Possess extensive knowledge of modern principles, techniques, and equipment in fire prevention and control.
- Possess thorough knowledge of modern medical/rescue service equipment, techniques, and practices.
- Possess extensive knowledge of response area geography, to include streets, hydrants, and hazardous occupancies.

Training and Education

- High school diploma or equivalent. An Associates Degree with specialized training in EMS/Fire Administration is preferred but not required. Fire or EMS instructor certification is preferred but not required.

- Must possess New Mexico Firefighters Training Academy Firefighter II certification. A Firefighter II certification with IFSAC seal is also acceptable.
- Must possess a valid New Mexico EMT-Intermediate license.
 - Licensure at the Paramedic level is optional, but preferred. The City of Lovington will provide this training at no cost to the employee with the condition that the employee remain employed by the City of Lovington Fire Department for a period of three (3) years from date of New Mexico licensure. Any Paramedic course paid for by the City of Lovington is required to be approved by the State of New Mexico. Failure of the course or failure to become licensed in the State of New Mexico will result in repayment of all costs encumbered by the City for this training.
- Possess Hazardous Materials – Operations level
- Must possess and maintain a valid New Mexico driver's license.
- Must be insurable.
- Must be proficient in reading, writing, and speaking English, grammar, and basic arithmetic.
- Possess knowledge of word processing and data entry software. (Word, Excel)

Identification of General Aptitudes and Physical Requirements

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking and Talking:

- Answering telephone, radio, or switchboard
- Communicating with officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with others
- _____
- Not essential to job function

2. Hearing/Listening:

- For communication with officials, public, vendors, supervisors and/or other employees
- Not essential to job function

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine, or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input checked="" type="checkbox"/> Use radio/console | <input checked="" type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input checked="" type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly and accurately. For example: electrical wiring.

- Essential job function
- Not essential function

Explain: Firefighter/rescue/EMS duties

VI. Physical Demands:

1. Strength: The quality, state, or property of being strong. The power to withstand strain, force, or stress.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasional	Frequent	Continuous
Lift						✓		✓	
Push/Pull						✓		✓	
Hold/Carry						✓		✓	

Manipulation done from: ground to waist waist level
 waist to shoulder above shoulder

Not essential to job function: Lift Push/Pull Hold/Carry

2. Climbing: To move up or mount by using the hands or feet.

Ladders

Stairways

Steps

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Step stool | <input type="checkbox"/> 1 flight | <input type="checkbox"/> 1-2 |
| <input checked="" type="checkbox"/> 8' to 10' step ladder | <input type="checkbox"/> 2 flights | <input type="checkbox"/> 2-3 |
| <input checked="" type="checkbox"/> Extension ladder | <input checked="" type="checkbox"/> 3 or more flights | <input checked="" type="checkbox"/> 3-4 |
| <input checked="" type="checkbox"/> Other <u>fire apparatus</u> | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Not essential | <input type="checkbox"/> Not essential | <input type="checkbox"/> Not essential |

3. Ability to Stand, Sit, Walk, and Run:

Duration (hours/day)							Frequency		
	0-1	1-3	3-5	5-7	7-9	9+	Occasional	Frequent	Continuous
Stand				✓				✓	
Sit			✓					✓	
Walk			✓					✓	
Run		✓						✓	

If walking or running, over what type of terrain? flat rough both

Not essential job function: Stand Sit Walk Run

4. Stooping, Kneeling, Crouching, and/or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary

- Peripheral vision
- Night vision
- Focus (distance or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Vehicle Type	Standard	Automatic	Multi-Gears
Car	✓	✓	
Van	✓	✓	
Small Truck	✓	✓	
Medium Truck	✓	✓	
Large Truck	✓	✓	
Truck w/ Equipment	✓	✓	
Heavy Bus Equipment			
Not essential to job function			✓
Other (list)			

Prepared by: James R. Williams
Title: Fire Chief

Reviewed by: Perry Williams
Title: Fire Chief

Signature:

Signature:

Approved by: Pat Wise
Title: City Manager

Signature:

Date Adopted: