

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 5 day work week. Requires travel to various locations.

Job title: Fire Chief

Reports to: City Manager

Level/Grade:

Full time: Grade 7

Type of position:

- Full-time
- Part-time
- Contractor
- Intern

Hours 40 /week

- Exempt
- Nonexempt

General Description:

Performs professional and managerial work planning and directing the City of Lovington Fire Department which includes: fire suppression, emergency medical service, fire prevention, fire investigation, and rescue. Serves as a member of the City of Lovington management team to further the City mission, goals, and values through the work of the fire department. Work is governed by applicable federal, state, and local policies and is performed under the executive direction of the City Manager. 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. Shall also respond to other (potential) emergency incidents or disasters and shall also respond to training/exercises supportive of the department's mission.
- 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)).
- 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 policies 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 Functions

- Shall meet all requirements defined in the Deputy Fire Chief job description.
- Regular attendance is required to perform the duties of this position.
- Be accountable to the City Manager for the personnel, morale, and general efficiency of the department.
- Evaluates fire, rescue, and emergency medical and emergency management needs of the City. Identifies and assesses resources in relation to needs of recurring and catastrophic incidents. Plans for departmental and community responses to catastrophic and hazardous substance emergencies. Works with private and public agencies in marshalling community resources and coordinating responses.
- Plans, and manages deployment and use of City equipment and personnel in prevention and suppression of fires, investigation of fire causes, and provision of emergency medical and rescue services.
- Evaluates needs for program facilities, equipment, and personnel; develops and presents budget requests and formulates policy recommendations; requests adjustments in City budgetary allocations, as needed.
- Practices effective communication with staff. Resolves conflicts and provides guidance and coaching as necessary.
- Ensures the professional and technical development of direct reports. Conducts performance evaluations and develops and implements individual development plans. Provides direct and specific feedback regarding work performance.
- Fosters a harmonious work environment and effective working relationships within the department.
- Models and ensures appropriate workplace behavior that reflects the values of the City of Lovington and the fire department.
- Works cooperatively with Federal, State, County, and regional agencies to coordinate optimum provision of services.
- Supervises and participates in review of plans for proposed land and site uses in assuring adherence to applicable codes and standards.
- Plans and manages departmental record keeping, incident analysis and reporting, and general internal management of the fire department.
- Represents program goals, objectives, and needs before local, state, federal

agencies, community groups, and public.

- Promotes and ensures proper employee training and compliance with City safety program and departmental safety procedures; ensures all equipment, materials, and work conditions are adequately maintained to prevent accidents.
- Possess ability to assume command of fire and EMS incidents as deemed necessary.
- Possess ability to communicate effectively, orally and in writing.
- Must possess mental alertness, mechanical aptitude. Must have the ability to work and make sound decisions while in extremely stressful situations.
- Possess ability to ensure that all disciplinary actions and policies conform to the intent of the City of Lovington Merit Ordinance and Personnel Rules and Regulations.
- Responsible for ensuring that all officers are capable of taking command and control and performing the duties assigned to them.
- The authority of the Fire Chief shall be absolute in all matters connected with the management, direction, or the disposition of Fire and EMS property, by the authority of the City Manager. All orders issued by the Fire Chief on such an occasion shall be respected and any fire or EMS personnel ignoring or refusing to obey the same shall be subject to disciplinary action.
- Shall make public appearances and/or public addresses and shall make public written statements as are appropriate from time to time to better inform the public on services provided by the department and/or procedures and policies of the department, with concurrence of management.
- Shall ensure emergency medical services are provided to the public within the financial restraints established by the City of Lovington governing body and/or policies of the City Manager.
- Shall make recommendation for the purchase, operation, and disposal of fire and EMS capital expenditure, i.e. specification and purchase of new fire trucks, ambulances, or other capital items valued above \$500.00.

Training and Education

- High school diploma or equivalent. Associates Degree in Fire/EMS Management required.
- Must possess New Mexico Firefighters Training Academy Firefighter II certification. A Firefighter II certification with IFSAC seal is also acceptable.
- Prefer licensure at the EMT-B, EMT-I, or Paramedic level.
- Possess Hazardous Materials – Operations level
- Five years of experience as a firefighter.
- Fire Service I instructor and EMS Instructor/Coordinator preferred but not required.
- 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)
- Possess extensive knowledge in the National Incident Management System.

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: