

# 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 office on a 5 day work week. Requires travel to various locations.

**Job title: Fire Marshal/Emergency Management Coordinator**

**Reports to: Fire Chief**

**Level/Grade:**

Full time: Grade 5

**Type of position:**

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

**Hours 40 /week**

- Exempt
- Nonexempt

**General Description:**

The Fire Marshal will perform fire cause and determination investigations, perform inspections of buildings and facilities for compliance with fire and life-safety codes and regulations. This position is normally filled by advancement from the existing fire staff. In addition, this position will provide emergency response, basic/advanced life support, fire prevention, rescue, fire suppression, and a variety of other assigned duties associated with fire and rescue. Work involves risk and hazardous exposure. Work is initially performed under continuing supervision of the Fire Chief or designee but, as training, experience, and skill increase, supervision becomes more general.

The Emergency Management Coordinator portion of this position serves as the City's liaison on emergency preparedness issues, coordinates training programs and emergency operations drills, assist departments with their emergency and mitigation plans, and administers the submittal process for Federal and State reimbursement claims for the City's costs during emergency operations. The Emergency Management Coordinator is also responsible for the development and implementation of the City All Hazard Emergency Operation Plans. This position reports to the Fire Chief, although they may receive instruction from the City Manager on issues regarding the state of the City's emergency preparedness.

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

- Primary duties are in support of the City's goal of the protection and preservation of life, environment, and property through the development and coordination of the City All Hazards Emergency Operations Plan. In addition, the coordinator is responsible for recovery operations from a disaster.
- Shall provide staff support to the City Managers Office to coordinate actual or potential emergency preparedness or response efforts.
- 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).
- Perform all other duties as assigned. (City of Lovington Municipal Code 2.44.050(e,f) and 2.44.050(a)).

## **Essential Functions**

### Fire Marshal

- Shall meet all requirements defined in the Firefighter II job description.
- Inspect and supervise the inspection of businesses to determine and enforce compliance with safety laws and ordinances in accordance with the City of Lovington and State of New Mexico.
- Inspect areas or places where there are large public gatherings, or have high values of hazardous conditions.
- Make building sketches of said occupancies.
- Investigate complaints and respond to questions regarding hazards and violation of fire prevention regulations.
- Collaborate with the building inspector and State Fire Marshal to review plans and make recommendations for new construction and remodeling of all commercial and public assembly buildings.
- Assume responsibility for enforcement of the adopted fire code system.
- Respond to fires and conduct on-site investigations to determine points of origin and causes.
- Interview firefighters, Officer-in-Command, tenants, witnesses, bystanders, and known informants in gathering information as to origin, cause, time, and possible suspects or material witnesses.
- Takes necessary steps to preserve evidence at the scene of a fire. Directs orderly overhaul of material while observing and recording evidence.
- Interviews building owners and tenants to determine occupancy at time of fire, key holders, last out before fire, etc.
- Identifies, traces, and under the guidance and purview of the police department or

law enforcement agency, arrests and interrogates suspects.

- Prepares evidence, under the guidance and purview of the police department or law enforcement agency, for submission to the District Attorney and assists as required in case preparation.
- Gives testimony in court as required.
- Prepares detailed technical reports of investigations
- Determines dollar losses in fires. Coordinates with insurance companies and cooperates with their investigators.
- Have the ability to work in burning or burned structures under hazardous conditions and extremes of temperature and weather.
- Plan and conduct programs of public education and information regarding fire prevention.
- Relate to the public with courtesy, tact, and firmness.
- Read, write, speak, and understand English at a level necessary to perform fire investigations.
- Understand, interpret, and enforce fire and life-safety codes and regulations.
- Maintain records.
- Respond effectively, orally and in writing, to citizen and official inquires and complaints.
- Develop and maintain fire department database of pre-incident plans.
- Perform annual building inspections and produce reports and a database of said inspections.
- Establish and maintain cooperative working relationships with fire department personnel and others encountered in the course of work.
- Possess extensive knowledge of hazardous materials, basic fire science, and fire terminology.
- Possess extensive knowledge of the types and uses of portable fire extinguishers and fire behavior.
- Possess extensive knowledge of fire alarm systems, emergency telephone and radio procedures.

#### Emergency Management Coordinator

- Serve as the City's liaison on emergency preparedness issues with the United States Department of Homeland Security, Federal Emergency Management Agency, the New Mexico Department of Emergency Management, Lea County, and other local municipalities.
- Coordinates training programs and emergency operations drills to prepare City departments to respond quickly and effectively to emergencies.
- Develops cost estimates and makes budget projections in regards to emergency management.
- Drafts memos, reports, and other administrative reports in regards to emergency preparedness and management.
- Advises City departments on their emergency plans and coordinates interdepartmental emergency preparedness activities.
- Administers the process for submitting federal and state reimbursement claims for

the City's costs during and after emergency operations.

- Serves as the City's Radiological Defense Officer.
- Represents the City on various internal and external task forces and committees.
- Directs and supervises the Emergency Preparedness volunteer program.
- Reviews state and federal proposed legislation and provides recommendations.
- Demonstrates a continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Serves as the coordinator of the City's emergency operations center.
- Responsible for ensuring that the City's emergency operations center is functional.
- Responsible for ensuring that the City's warning devices are operational.
- Responsible for updating and amending the City's All Hazard Emergency Operations Plan on an annual basis. All updates and amendments require Council approval.
- Participate with internal and external task forces, committees, and agencies regarding emergency preparedness at the city, local, regional, state, and federal levels.
- Investigate, research, and make recommendations regarding best practices with respect to emergency preparedness.
- Assist City leadership in the design, coordination, and implementation of emergency preparedness plans, procedures and training (for internal and external events).
- Identify systems and operation problems and propose solutions. Work to build a consensus when departmental response plans diverge.
- Develop an Annual Report on the Emergency Preparedness Plan, and present the annual report and program critiques to the City Council.
- Investigate and research best practices with respect to emergency preparedness, attend seminars, benchmark with other institutions, and obtain material for review.
- Collect, review, and edit all department emergency management plans prior to publication, and ensure that the plans are cohesive and comprehensive.
- Ensure that all Emergency Management Call Lists are up to date and functional, conduct quarterly reviews and verification, and publish updates.
- Work with local officials and experts to ensure that emergency preparedness equipment and supplies are available and in good working order. Assists in the coordination of recommending purchase of supplies/equipment as necessary.
- Develop and recommend annual budget requests in regards to emergency management.

### **Training and Education**

- High school diploma or equivalent. Associates Degree in Fire/EMS or Emergency Management preferred.
- Must possess New Mexico Firefighters Training Academy Firefighter II certification. A Firefighter II certification with IFSAC seal is also acceptable.
- Licensed at the EMT-I level in the State of New Mexico.
  - 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.

- Two years of experience as a firefighter.
- Possess Hazardous Materials – Operations level
- Possess knowledge of the principles and practices of public administration and government organization.
- Possess knowledge of research techniques, methods, and procedures.
- Possess knowledge the principles, methods, and practices of municipal budgeting and finance.
- Possess extensive knowledge in the National Incident Management System.
- Possess the ability to integrate and apply the concepts of comprehensive emergency management (mitigation, preparedness, response, and recovery) into the City's disaster programs.
- Possess the ability to identify and analyze the effects of hazards that threaten the City.
- Possess the ability to secure technical and financial assistance available through state and federal programs.
- Possess the ability to interpret federal and state funding regulations as they impact the City.
- Possess the ability to gather pertinent facts, make thorough analyses, and arrive at sound conclusions.
- Must comprehend and make inferences from written material in the English language.
- Possess the ability to work cooperatively with other City employees, representatives from local, state, and the federal governments, and the public.
- 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 knowledge of Firehouse software.
- Possess knowledge of AIM EMS 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  
        local, state, and federal agencies
- 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:** Deputy Fire Chief

**Reviewed by:** Perry Williams  
**Title:** Fire Chief

**Signature:**

**Signature:**

**Approved by:** Pat Wise  
**Title:** City Manager

**Signature:**

**Date Adopted:**