

# 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: Firefighter II/EMT**

**Reports to: Fire Captain**

**Level/Grade:**

Full time: Grade 4  
Part-time: Grade 1

**Type of position:**

Full-time  
 Part-time  
 Contractor  
 Intern

Hours 53 /week  
Hours <39/week  
 Exempt  
 Nonexempt

**General Description:**

This is entry-level, technical protective service work in the field of fire suppression, prevention, and associated emergency services. 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, rescue, and emergency medical services. Work involves risk and hazardous exposure. Work is initially performed under continuing supervision of the Fire Captain or designee, but as training, experience, and skill increase, supervision becomes more general. 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. Firefighters 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. Full-time firefighters that are not licensed EMT's will act to assist personnel who are licensed as EMT's during medical emergencies.
- Perform maintenance of fire apparatus and rescue vehicles. Firefighters 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 job description.
- Possess considerable knowledge of the principles and techniques of fire suppression, rescue, life support, and fire prevention.
- Possess considerable knowledge of operation and preventative maintenance techniques of appropriate apparatus.
- Possess considerable knowledge of local geography.
- Possess considerable knowledge of tactical uses and limitations of firefighting apparatus and equipment and to apply such information appropriately.
- Ability to read and understand policies, rules, instructions, and written material pertaining to fire and rescue operations.
- Ability to exercise judgment during hazardous circumstances.
- Ability to act quickly and effectively during emergencies.
- Ability to develop training programs and to train others in fire, EMS, and rescue activities.
- Ability to deal tactfully and effectively with the public, coworkers, and supervisors.

## Training and Education

- High school diploma or equivalent.
- Must possess New Mexico Firefighters Training Academy Firefighter II certification. A Firefighter II certification with IFSAC seal is also acceptable.
- No prior EMS experience, but prefer New Mexico licensure at the EMT-B, EMT-I, or Paramedic level.
  - Must become a licensed EMT-B with the State of New Mexico or be enrolled in an EMT-B course, which is approved by the State of New Mexico within the first six (6) months of employment. Within two (2) years of employment, the employee must become a licensed EMT-I with the State of New Mexico or be enrolled in an EMT-I course, which is approved by the State of New Mexico within two (2) years of employment. The City of Lovington will provide this training at no cost to the employee on the first attempt. If the employee fails the course or fails to obtain licensure as an EMT- B or EMT-I in the State of New Mexico, the employee will pay for all other attempts. Failure to meet these requirements can result in termination.
  - 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:** Deputy Fire Chief

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

**Signature:**

**Signature:**

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

**Signature:**

**Date Adopted:**