

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.

Job title: Inspector

Reports to: Fire Chief

Level/Grade:

Full time: Grade 4

Type of position:

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

Hours_40_/week

- Exempt
- Nonexempt

General Description:

The employee 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. 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.
- 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 Firefighter II job description.
- 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.
- 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.

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.
- 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.
- Possess Hazardous Materials – Operations level
- Two years of experience as a firefighter.
- Associates Degree in Fire Science 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 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
- _____
- 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: