



**FIREFIGHTER/EMT**  
Position Description

<b>Division/Department: Fire</b>		
<b>Location:</b> 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.		
<b>Job title: Firefighter/EMT</b>		
<b>Reports to: EMS Operations Chief</b>		
<b>Level/Grade:</b>	<b>Type of position:</b> <input checked="" type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<b>Hours <u>53</u> /week</b> <b>Hours <u>&lt;39</u>/week</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
<b>General Description:</b> <p>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 EMS Operations Chief, or designee but as training, experience, and skill increase, supervision becomes more general. Essential functions of the job include, but are not necessarily limited to the following:</p> <ul style="list-style-type: none"> <li>• 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. Firefighters that are not licensed EMT's will act to assist personnel who are licensed as EMT's during medical emergencies.</li> <li>• 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.</li> <li>• 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.</li> <li>• Will always project a pleasant and courteous image and conduct themselves in such a manner as to reflect pride upon the department and City, even while off duty.</li> <li>• Must comply with all federal, state, city, and department rules, regulations and standard operating procedures in effect.</li> <li>• Shall submit to required medical screenings, testing, physical fitness, agility, and health</li> </ul>		



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evaluations as required.

- All department personnel are required to have a working telephone with the number provided to the department.
- Full-time shift personnel are assigned to a 48-hour shift with a minimum of 4 days off. 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.

### **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:

- Operate both as a member of a team and independently at incidents of uncertain duration.
- Spend extensive time outside exposed to the elements.
- Tolerate extreme fluctuations in temperature while performing duties. Must perform physically demanding work in hot (up to 400 degrees F), humid (up to 100%) atmospheres while wearing equipment that significantly impairs body-cooling mechanisms.
- Experience frequent transitions from hot to cold and from humid to dry atmospheres.
- Work in wet, icy, or muddy areas.
- Perform a variety of tasks on slippery, hazardous surfaces such as on rooftops or from ladders.
- Work in areas where sustaining traumatic or thermal injuries is possible.
- Face exposure to carcinogenic dusts such as asbestos, toxic substances such as hydrogen cyanide, acids, carbon monoxide, or organic solvents whether through inhalation or skin contact.
- Face exposure to infectious agents such as Hepatitis B or HIV.
- Wear personal protective equipment that weighs approximately fifty (50) pounds while performing firefighting tasks.
- Perform physically demanding work while wearing positive pressure breathing equipment with 1.5 inches of wear column resistance to exhalation at a flow of forty (40) liters per minute.
- Perform complex tasks during life-threatening emergencies.
- Work for long periods of time, requiring sustain physical activity and intense concentration.
  - Face life or death decisions during emergency conditions.
  - Be exposed to grotesque sights and smells associated with major trauma and burn



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victims.

- Make rapid transitions from rest to near maximal exertion without warm-up periods.
- Operate in environments of high noise, poor visibility, limited mobility, at height, and in enclosed or confined spaces.
- Use manual and power tools in the performance of duties.
- Rely on senses of sight, hearing, smell, and touch to help determine the nature of the emergency, maintain personal safety, and make critical decisions in a confusing, chaotic, and potentially life-threatening environment throughout the duration of the operation.

### **Training and Education**

- High school diploma or equivalent.
- No prior firefighting experience is necessary but is preferred.
  - Must become Firefighter II certified or be enrolled in a course within two (2) years of employment. The Town of Estancia will provide this training at no cost to the employee upon the condition that the employee remain employed by the Town of Estancia Fire Department for a period of two (2) years from date of certification. Failure to become certified as a Firefighter II will result in termination and repayment of all costs encumbered by the Town for this training.
- 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. The Town of Estancia will provide this training at no cost for the employee on the first attempt. If the employee fails the course or fails to obtain licensure as an EMT-B in the State of New Mexico, the employee will pay for all other attempts. Failure to meet these requirements can result in termination.
- Must possess and maintain a valid New Mexico driver's license with a CDL or class "E" endorsement.
- 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)



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**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 Abilities. 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 understanding 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



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- 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 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.



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

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
<b>Stand</b>				✓				✓	
<b>Sit</b>		✓						✓	
<b>Walk</b>		✓						✓	
<b>Run</b>		✓						✓	

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.



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**Daily Amounts**

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

**5. 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:** Chris Wolonsky  
**Title:** Fire Chief

**Approved by:** Veronica Navarrette  
**Title:** Town Clerk

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