Employment Opportunity

Internal/External

OPEN UNTIL FILLED

Human Resources
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Taos, New Mexico 87571
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JOB TITLE: **Firefighter/EMT**

SALARY: **$25.24**

DEPARTMENT: **Fire and EMS**

POSITION STATUS: **FULL-TIME**

FLSA STATUS: **Non-exempt**

UNION ELIGIBILITY: **Eligible**

I. POSITION FUNCTION SUMMARY:

The purpose of this position is to perform under Direct supervision; carry out the day-to-day operations of the Taos County Fire & EMS Department. Respond to emergency situations, fire calls, provide EMS care, and respond to the critical emergency needs to the citizens of Taos County.

Department Job Assignments: *This Job Description is intended to be somewhat general in nature with respect to the job family, and as such it does not detail all duties of a particular job assignment. Additional duties, responsibilities, and accountabilities may be assigned to an employee in this position depending on the Department Job Assignment.*

II. ESSENTIAL FUNCTIONS, DUTIES, AND RESPONSIBILITIES:

The following statements are essential functions of this position and not intended to be all-inclusive; rather, they are intended to describe the general nature and level of work to be performed. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the employee, and an employee may be directed to perform other reasonably related job duties and responsibilities. The incumbent will be required to follow any other instructions and to perform any other duties reasonably requested by their supervisor. Taos County reserves the right to revise or change the job duties and responsibilities as the need arises, based on business need, and this Job Description may be updated accordingly. This Job Description does not constitute a written or implied contract of employment.

JOB DUTIES:

- **Fire/Rescue Related Duties:**
  - Respond to emergency alarms and calls for service and preforms fire suppression and rescue duties as required to control emergency situations, relay orders, follows instructions and given orders of ranking officers.
  - Operates emergency fire suppression and rescue apparatus, equipment and tools, assists and coordinates with Law Enforcement personal and other responders as required.
  - Engage in firefighting efforts to include but not be limited to; entering burning structures, fight wildfires, ventilation operations, rescue victims, salvage and overhaul, operating firefighting hose lines and nozzles, connecting and disconnecting hoses and couplings, operating off of ground ladders, operatizing in elevated positions such as on roofs and balconies, as well as other duties as needed to control fire emergencies.
  - Engage in rescue operations to include but not be limited to; technical high and low angle rope rescue operations, using ropes and equipment to effect rescues of trapped and/or injured victims, use powered tools to extricate trapped and/or injured victims, enter confined spaces to effect rescue of trapped and/or injured victims, use hand tools effectively and safely, assist in the recovery of deceased victims, and has a working knowledge of trench rescue operations.

- Mitigates hazards and emergency situations involving hazardous materials.
- Inspects and maintains Dept. facilities, vehicles', equipment, apparatus, tools, supplies, and assists in maintaining a current inventory of required items.
- Inspects, tests, and maintains fire hydrants and fire suppression equipment as required.
- Inspects, cleans, and maintains all personal protective equipment issued and ensures it is in a ready state at all times.
- Performs station maintenance and cleaning, keeps living quarters in an orderly and clean condition. Performs minor repairs to facilities, vehicles, apparatus, and equipment.
- Learn County geography, traffic patterns, streets, landmarks, building locations, special hazard locations to ensure emergency operations are accomplished in a safe and effective manner.
- Assists in the maintenance and creating of required Department records and documents per local procedure and applicable laws.
- Assists in public education events for a wide variety of audiences including but not limited to; schools, clubs, HOA's, businesses, home owners, and fire wise organizations.
- Conduct building safety inspections for local businesses in conjunction with the County Fire Marshal and his/her staff.
- Assist in fire origin and cause investigations in conjunction with the investigating agency.
- Attends all required trainings. Also seeks out training opportunities to better themselves and their craft.
- Assists with training events as required.
- Work well/ alongside all Fire & EMS staff to include Volunteers.

- **EMS Related Duties**:
  - Responds to emergency medical calls; utilizes radio communications; operates ambulance under emergency conditions and normal conditions to transport accident victims and emergency medical patients to health care facilities, hospitals or other institutions.
  - Evaluates patient's condition and/or injuries and accident scenes and/or medical emergencies and administers aid as per protocol; monitors patient's vital signs and provides basic life support until transported to hospital.
  - Operates resuscitation and suction devices during cardiopulmonary resuscitation; applies CPAP, applies vacuum splints, cervical collars, backboards, and various other medical devices used to immobilize patients during transport and extrication.
  - Applies bandages and dressing on soft tissue injuries as needed to stop bleeding; applies pneumatic anti-shock pants on patients as per protocol to maintain profusion of patient's vital signs; lifts and carries patients from scene to ambulance according to established procedures; performs various basic lifesaving procedures such as pulse oximetry, cardiac monitoring, blood glucometry, oxygen administration, ventilator applications, splinting, oropharyngeal and nasopharyngeal airway placement, combi tube placement, king airway placement, semi-automatic defibrillation, oral glucose administration, and approved chemical/medication administrations, intranasal drug administration, nebulized medication administration. etc.; assists with emergency childbirth.
  - Performs preventative maintenance on assigned ambulance; performs daily inspection; cleans exterior and interior of vehicle; assures ambulance is properly stocked with necessary supplies; apprises supervisor as needed to purchase replacement materials or schedule complex repairs.
  - Operates under the qualified EMT-B, EMT, I or EMT Paramedic Scope of practice. Depending on EMT licensure.
  - Performs related duties as required.

General Duties and Responsibilities:

1. Works collaboratively, cooperatively, and in coordination with fellow team members and with others in the organization, treats them with respect, courtesy and consideration, and shows understanding and the appropriate support of other team members to help get the job done.
2. Provides assistance, information, guidance and resources to diverse groups of customers, clients and others outside of the organization; treats them in a friendly manner with professionalism, helpfulness, respect, courtesy and consideration at all times regardless of circumstances.
3. Maintains regular, dependable attendance and punctuality, and physical presence at the assigned worksite; must interact directly with people at the worksite on a regular basis.
4. Complies with and actively supports all applicable workplace environmental health and safety policies, work rules, and practices, giving maximum effort to performing job functions in a manner that protects the health and safety of the employee, co-workers, and the general public.
5. The incumbent in this position may have access to sensitive and proprietary company data, personal client/customer data, personal employee data, and other sensitive information, and an essential job duty is the maintenance of strict confidentiality of such information in accordance with Taos County policy, and federal/state/local laws and regulations (e.g., HIPAA, FACTA, etc.).
6. Performs other duties as assigned and which are deemed necessary or desirable by Taos County.

III. CORE TAOS COUNTY VALUES, BEHAVIORS, & COMPETENCIES:

As a requirement of their employment, all Taos County employees are expected and required to support and demonstrate Taos County's core values and behaviors, and to perform the essential functions and elements of this position competently. Employees are expected to demonstrate these values and behaviors through their behavior and performance throughout the course of the introductory period of employment and continuing throughout employment with Taos County. The values, behaviors, and competencies that need to be demonstrated by all Taos County employees include but are not limited to:

- **Quality/Compliance**: Achieving a standard of excellence with our work processes and outcomes, honoring Taos County policies and all regulatory requirements.
- **Customer/Client focus**: Striving for high external and internal customer/client satisfaction, going out of our way to be helpful and pleasant, making it as easy as possible on the customer/client, rather than on self, department, or organization.
- **Clear Communication:** Expresses oneself clearly and effectively when speaking and writing to individuals and groups; listens attentively and ensures all parties involved understand communication; responds in a timely manner using appropriate communication methods.
- **Interpersonal Skills**: Interacts effectively with others using discretion, empathy and self-regulation when working toward resolution of divergent interests; recognizes and appreciates the quirky or unusual traits of others.
- **Professional Expertise**: Achieves a proficient level of ability or knowledge in job-related areas; continues to grow with the changing requirements of the job.
- **Adaptability**: Adjusts to changing circumstances by altering attitudes and behaviors; displays resilience and flexibility in response to setbacks and stressful situations with energy and optimism.
- **Collegiality**: Being helpful, respectful, approachable, and team oriented, building strong working relationships and a positive work environment.
- **Initiative**: Takes action to influence events, generate ideas for improvement, takes advantage of opportunities, and does not wait to be told what to do next.
- **Efficiency and Continuous Improvement**: Planning ahead, managing time well, being on time, being cost conscious, thinking of better ways to do things
- **Coachability**: Being receptive to feedback, willing to learn, embracing continuous improvement in personal and professional growth & development, performance, and productivity.

- **Team Player**: able to work collaboratively with others in the organization, and to work well with diverse groups of people and gain and maintain of respect of others, both inside and outside Taos County.
- **Decision Making**: Uses sound judgment to make good decisions based on information gathered and considers all pertinent facts and alternatives before deciding. Commits to decision.
- **Performance Standards**: Sets and maintains high performance standards. Pays close attention to detail, accuracy and completeness and follows up on work outputs.
- **Problem-Solving**: Analyzes problem by gathering and organizing all relevant information. Identifies cause and effect relationships and comes up with best solution.
- **Integrity**: Shares complete and accurate information. Maintains confidentiality and meets own commitments and adheres to organizational policies and procedures.
- **Motivation**: Displays energy and enthusiasm, commits additional effort, and maintains a high level of productivity and self-direction.

IV. POSITION SPECIFICATIONS:

Fair Labor Standards Act Provisions:
This position is non-exempt under the provisions of the Fair Labor Standards Act and is subject to the organization's policies and procedures pertaining to overtime hours. Will be scheduled varying shifts in accordance to FLSA guidelines for Fire Departments (207K) as approved by the Board of Taos County Commission.

Independence of Action; Supervision Received:
Taos County Firefighters and EMT's work under general supervision of the Shift Lieutenant. Employee works with multiple people on shift and checks with supervisor only when in doubt. Established policy and procedures are clearly established, and general instructions provided.

Supervision Exercised:
The Firefighter/ EMT is responsible for own work and has no supervisory authority or responsibility; although the Firefighter/ EMT may be responsible for running Fire and EMS calls and other duties that are assigned by the position's supervisor.

Coordination and Cooperation with Internal and External Parties:
Internal:
Responds to Fire and EMS calls while on shift, and works with other department staff on training and special projects that may have a moderate impact on provision of Taos County's Fire and EMS Department.

External:
Employee has a vast amount of independent contact with external parties. Under direction of the Director or the Shift Lieutenant, may work or train with other Fire and EMS agencies, and others to provide accurate services.

V. POSITION AUTHORITIES AND ACCOUNTABILITIES:

General:
Position has moderate level of line responsibility and moderate authority to make independent decisions over an assigned function. A person in this position regularly takes responsibility for a key operation or function due to their level of accountability.

Budgetary/Financial Authority and Accountability:
Position has low to no level of accountability for budgetary or financial decisions, and decisions will have a low level of impact on resource utilization within Taos County. Not responsible for impact on an operating budget for the Department.

Equipment/Asset/Material Authority and Accountability:
Position has a moderate responsibility for equipment & other assets, materials, and supplies; proper utilization is required plus accountability for first-level maintenance may be required.

VI. POSITION QUALIFICATIONS AND REQUIREMENTS:

As a requirement of their employment, all Taos County employees are expected and required to perform the essential functions and elements of this position competently, demonstrating adequate progress throughout the course of the training and introductory period of employment and continuing throughout employment with Taos County. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

Required:

- High School Diploma (or GED or High School Equivalence).
- Active and current New Mexico State EMT-Basic license.

Preferred:

- IFSAC Firefighter I and II
- IFSAC Hazmat Awareness and Operations certification
- IFSAC Vehicle Extrication certification
- Wildland S-130 S-190

Substitution:

- Additional education or professional training may substitute for experience requirement.

Language Requirements:

Required:
Ability to read and write English in order to understand and interpret written procedures and technical manuals. This includes the ability to give and receive instructions in written and verbal forms and to effectively present information and respond to questions from vendors, contractors, supervisors, co-workers, residents, and city/county agencies.

Preferred:
Bi-lingual (English/Spanish)

Certification, Licenses and Registrations:

- Must be licensed as a New Mexico State EMT-Basic
- Must possess a valid New Mexico State Driver's License; must have and maintain a Taos County-insurable driving record.
- Must be CPR certified.
- Must be able to pass department fitness test (NWCG arduous Pack Test)
- Emergency Vehicle Operator (EVO) Certification will be required.

Training/Professional Development Requirements:

- Must successfully complete all Taos County-required safety and other training within required timeframes.
- Must successfully pass and maintain training certification in all state, Taos County, and/or other training requirements of the position and job assignment.
- Additional training requirements for this position may be mandated by Taos County.

Tools and Equipment Used: An employee in this position must be knowledgeable and skilled in the safe use and maintenance of the following tools and equipment:

- Standard Firefighting equipment and computer software, including desktop computer, and standard MS-Office applications or equivalent.

- Must be able to operate all types of Fire and EMS Apparatus, to include Engine, Tenders, rescue trucks and Ambulance's ECT.

Other:

- In accordance with the conditional offer of employment, individual must pass drug screen, and other required background investigations.
- Additional drug screening and background investigations may be required depending on the job assignment, regulatory or policy requirements, job transfer, or in accordance with Taos County's Drug-Free Workplace policy.

VII. PHYSICAL & MENTAL DEMANDS and WORKING CONDITIONS

The physical and mental demands, and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Taos County maintains a comprehensive, detailed assessment of the physical and mental demands, and working conditions for this position, which are also included in the employee's employment file.

Physical Effort and Demand:

- High physical demand. This job requires the employee to lift at least 100 pounds or more on a daily basis.
- Must be in good physical condition in order to perform all fire and EMS related duties.

Visual Acuity, Hearing, Speaking, Manual Dexterity:

- Must have visual acuity and manual dexterity to perform timely and accurate data entry;
- Must be able to make individual, small group, and large group presentations as required by position
- Must effectively convey ideas, images and goals to diverse group of personalities.
- Must use listening skills to diagnose needed actions while out on calls.
- Must effectively communicate with other emergency personnel, E-911 dispatchers, hospital staff, and other patients/clients.

Mental Demand:

- Effective performance requires continual thinking and attention to work/detail demanded by the essential functions of the job.
- Must be able to apply principles of logical thinking to define problems, collect pertinent data, establish facts, draw valid conclusions and initiate appropriate course of action.

Environment/Working Conditions:

- High hazardous conditions exist to include, Structure firefighting, Wildland firefighting, Confined Space Rescue, and Extrication calls.
- Often works outdoors in all weather conditions, often for extended periods.
- There are many hazardous conditions that exist in the work environment. The work environment is sometimes unpleasant; negative physical factors exist.
- Above average amount of negative psychological factors; these factors must be addressed and considered in the performance of duties and have extreme potential for a negative impact on job employees.

Driving/traveling needs:

- Occasional need to travel for training and conferences both in and out of town.
- Will be required to use a county vehicle during working hours to travel to various areas throughout the county.

Safety-Sensitive Position Designation:

- This position is classified by Taos County as "safety-sensitive."

Conditions of Employment

- Employees are required to be in compliance with Taos County's policy on current influenza and other vaccination requirements for employees.