



## City of Grants

### POSITION DESCRIPTION

**POSITION TITLE:** Firefighter I-II / EMT-B / AEMT / Paramedic  
(Or EMT-B / AEMT / Paramedic as Assigned)

**DEPARTMENT:** Fire Department

**REPORTS TO:** Chief, Lieutenant and or Shift Supervisor

**POSITION SUMMARY:** Under regular supervision, receives and responds to fire alarms and other emergency call as required, and performs the necessary functions and operations to efficiently and effectively protect the lives and property of those in need of assistance. Operates fire apparatus at the scene of emergencies and provides medical assistance at the First Responder, EMT, EMTI, or Paramedic level as certified. Performs related work as required.

#### ESSENTIAL JOB FUNCTIONS:

*Essential functions, as defined under the American with Disabilities Act, may include any of the following task, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific task.*

##### **Firefighter I-II / EMT-B / AEMT / Paramedic:**

- Be familiar with all Grants Fire Department (GFD) rules, regulations, policies and operating guidelines applicable to the efficient operation of the Department.
- Attends and participates in GFD meetings and training sessions; meeting requirements to remain knowledgeable of GFD operations and to promote job safety and performance.
- Appropriately wears all assigned protective clothing and self-contained breathing apparatus for its intended purpose.
  - Completes regular checks and reports any irregularities or broken items for repair and/or replacement to assigned supervisor.
- Responds to emergency and non-emergency alarm calls to protect lives and property through the prevention and the extinguishments of fires.
- Performs emergency medical care when needed – (up to level of training).
- Responds to emergency and non-emergency alarm calls and properly performs all basic firefighting functions according to GFD training standards which may include, but not limited to the following:
  - Selecting and properly operating the use of fire service tools and equipment
  - Raising and lowering of ladders; climbing up and down ladders
  - Use of extinguishers
  - Laying and connecting fire hose
  - Ventilating burning structures
  - Maneuvering and directing water streams
  - Performing search and rescue operations
  - Working to complete salvage and overhaul operations
- Assists in maintaining apparatus, equipment, and tools in a clean and serviceable condition.
- Manages and monitors shift inventories and conditions of equipment and vehicles.
- Assists, as necessary, in maintaining the cleanliness and safety of the fire stations.
- Manages shift reporting and documentation protocols, including the review, approval, and distribution of written reports to the necessary parties.

- Monitors and communicates effectively and coherently over radio channels while initiating and responding to radio communications; exchanges information with Emergency Communications Center dispatchers and other GFD personnel.
- Implements emergency techniques when trapped or disoriented.

**EMT-B / AEMT / Paramedic:**

- Respond to emergency and non-emergency calls calmly, efficiently and promptly, performing initial and on-going assessment of each patient.
- Able to independently direct the pre-hospital emergency medical services, including treatment of the injured or ill by the application of EMT-B, AEMT, and or Paramedic in life saving protocols. Assess the nature of illness or injuries and determine appropriate medical treatment.
- Coordinates patient care with mutual aid and intercept agencies and, in regards to patient care, follows the direction of those providers with a higher level of function such as the intercepting paramedic.
- Accurately, thoroughly, and professionally documents patient care utilizing the prescribed electronic patient care charting system in a timely manner.
- Collects data in a systematic and continues manner. This data is accessible, communicated, and recorded.
- Utilizes the appropriate Medical Control protocols: Recognizes and communicates pertinent changes in health status to the on-line medical control.
- Performs techniques and procedures as ordered by a physician or outlined in the Medical Control Authority Pre-Hospital Protocols.
- Operates and drive EMS vehicles in a safe manner and in due regard to public safety.
- Able to make appropriate patient care decisions based on patient assessments, strong clinical judgement and the best interest of the patient.
- Able to maintain quality patient care during prolonged transports to the appropriate receiving facilities.

**Firefighter I-II / EMT-B / AEMT / Paramedic & EMT-B / AEMT / Paramedic:**

- Communicates verbally and in writing; in person and by two-way radio and telephone, occasionally under stressful conditions.
- Maintains good interpersonal relationships with all members of GFD and Citizens we serve.
- Provides support and assistance to police officers, rural fire agencies, and city employees.
- Takes appropriate action in emergency situations.
- Participates in training. Must attend all mandatory training required by the Fire Department and the City.
- Uses or maintains equipment, including specialized equipment, i.e. computer, fire truck, radio, etc. Performs all job functions with special attention to good public relations, safety, health, and proper procedures.
- Incorporates continuous quality improvement principles in daily activities.
- Utilizes proper safety precautions related to all work performed.
- Understands City of Grants Policy and Procedures as related to the job.
- Completes personal timesheet accurately and timely; clocks in and out through time-clock system daily/weekly and ensures time is reported on actual time worked.
- Attends meetings and training as needed to maintain job knowledge and as required by the job.
- Responds to difficult or sensitive complaints and requests for information from the public, news media, and City staff.
- Ensures and promotes positive relations with the general public, performs public speaking functions, and participates as needed and as feasible within the community during activities and organizational events related to Public Safety.
- Utilizes proper safety precautions related to all work performed.
- Regular and consistent attendance for the assigned work hours is essential.
- Follows a specific work schedule as directed.
- Ensures that any on-the-job injury is reported immediately to Supervisor & Human Resources; ensures compliance with all City of Grants Policies and Procedures. Ensures any reports of harassment are

**PRINCIPLE RESPONSIBILITIES/REQUIREMENTS - CONTINUED:**

immediately reported so appropriate actions are taken. Reports any suspected fraud and/or abuse to the City Manager; oversees and implements disciplinary actions when necessary.

- Performs other professional, administrative and public duties as appropriate, feasible, and assigned by supervisor, which are consistent with the position, and in compliance with the City's Policies and Procedures.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

**MINIMUM QUALIFICATIONS & OFFICIAL REQUIREMENTS:**

- High School diploma, GED or equivalent.
- No experience necessary for Firefighter, for EMT-B, AEMT, or Paramedic, National or NMEMS certification.
- Must have oral and written communication skills in the English Language.
- Must be able to successfully pass probationary/initial training period which includes: all in-house training unless on approved leave; and completion of Introduction to Firefighter training I-II within one year of employment for no EMS certifications and two years of employment for licensed EMT, AEMT, or Paramedic.
- Must possess or be able to acquire a standard New Mexico Driver's License; and have and maintain a good driving record.
- Must be able to acquire a New Mexico Driver's License – Class E, or greater.
- Must pass a pre-employment drug test; extensive background check and physical assessment.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of the methods, procedures and policies of the Grants Fire and Rescue Department as they pertain to the performance of duties of the department. Understands the role of the position in relation to City operations.
- Knowledge of various fire safety and fire prevention codes and ordinances related to the activities of the department.
- Knowledge of all other laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position.
- Knowledge in the areas of fire science, hazardous materials response and handling, rescue operations, emergency medical response procedures, hydraulics, pre-fire planning, etc.
- Knowledge of operation, maintenance, and mechanics of firefighting equipment.
- Knowledge of basic emergency medical care, practices and techniques.
- Ability to act calmly and make sound decisions under varying degrees of stress and uncertainty.
- Ability and knowledge to determine and ensure safety on fire grounds.
- Ability to utilize various pieces of firefighting equipment and tools in a safe and efficient manner.
- Knowledgeable of the various hand signals and fire/ems radio terminology used on calls.
- Knowledge of and the ability to administer medical assistance as certified, ensuring compliance with all medical protocols and safety precautions
- Knowledge of the characteristics of a wide variety of hazardous materials and the proper procedures for managing hazardous materials incident as mandated by OSHA.
- Knowledge of blood borne / airborne pathogens and infection control; has knowledge of risk management and safety procedures.
- Knowledge of the various City streets, neighborhoods, landmarks and hydrant locations.
- Ability to communicate effectively, tactfully, and persuasively with members of the public in difficult situations which may arise.
- Ability to learn and utilize new skills and information to improve job performance and efficiency.

- Ability to read and interpret various material pertaining to the responsibilities of the job.
- Ability to prepare reports and records with accuracy and in a timely manner.
- Knowledge of the terminology and various professional languages used within the department.
- Ability to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.
- Ability to make public presentations when assigned or needed.
- Ability to handle required mathematical calculations.
- Knowledge of modern office practices and technology.
- Knowledge of the use of computers/laptops.
- Ability to perform duties under adverse environmental conditions such as no / low vision due to smoke, hazardous atmospheres which require the use of breathing apparatus, working in confined spaces or at heights, extreme heat from fire, and hot/cold outdoor temperatures, odors, toxic agents, wetness, noise, humidity and diseases.
- Knowledge of proper English usage, punctuation, spelling and grammar and paying attention to detail in preparing reports and correspondence. Ability to communicate effectively both verbally and in writing.
- Ability to complete assignments and be personally accountable for all equipment, computers, City vehicles and City property.
- Ability to be reliable in terms of attendance and punctuality.
- Ability to take initiative without the need of direct supervision; make sound judgement decisions in routine and non-routine work assignments and analyze problems or procedures and evaluating alternatives by selecting the best course of action.
- Ability to provide excellent customer service to all internal and external customers in the delivery of City services by following through on customer request in a positive, courteous, timely, respectful and professional manner with the utmost integrity in the best interest of the public.
- Behave consistently regarding the City's expectations for ethical conduct and present self in a professional and positive manner and accept responsibility for actions. Makes decisions in the best interest of the City.
- Manages time and priorities effectively to achieve objectives.
- Ability to demonstrate knowledge of job and work cooperatively and effectively with customers, co-workers, and the public and establish positive working relationships by supporting the organizations decisions, goals and objectives.
- Ability to handle stressful situations and react calmly and quickly in emergency situations.
- Skills in the care to operate emergency equipment skillfully and safely, abiding by all established Fire Department policies.
- Skills in the care to operate a personal motor vehicle safely when in use for Fire and emergency Department response.
- Skills in the care and safe operation of motorized vehicles, even under adverse conditions.
- Ability to learn and follow the rules, regulations, policies, and procedures of the City of Grants Fire Department and the City of Grants, especially in relation to the job position, safety, and health.
- Ability to analyze situations quickly and objectively and determine proper courses of action within the established framework of policies and procedures.
- Ability to learn the geography of the City and surrounding areas.
- Ability to maintain composure under emergency situations, and work effectively under stressful conditions.
- Ability to perform all designated firefighting and disaster response tasks under hazardous conditions that may require a high level of physical exertion.
- Ability to learn and adapt to changing technologies and practices.
- Ability to maintain minimum certifications and qualifications as established by State, Federal, and Fire Department Policy.
- Ability to meet the Fire Departments established minimum criteria for emergency response and training.
- Ability to meet the physical requirements necessary to safely and effectively perform the assigned duties; and maintain adequate level of fitness to perform essential job functions.
- Ability to obtain a class E driver's license, or CDL, have and maintain a good driving record.

- Ability to exercise discretion, deal tactfully, courteously, and effectively in assisting the general public and cooperating agencies.
- Ability to move hands easily and skillfully to handle/operate tools and/or machines necessary to perform required tasks.
- Ability to perform heavy manual tasks for extended periods of time; as needed during emergency situations.

### **GENERAL CONDITIONS:**

Residency: Employee must reside within reasonable commuting distance of the worksite.

Code of Conduct: Employee is accountable for being informed of and complying with the City's Code of Conduct.

Attitude: Employee is expected to exhibit a positive, constructive and cooperative attitude in the workplace and with the general public.

Initiative: Employee must exhibit high levels of personal initiative; mature self-direction, responsibility, and leadership are expected of the employee in this position.

Travel: Job performance is subject to moderate in-City vehicular travel and occasional external travel.

Limitations: Employee is responsible for informing the employer of any physical, mental or other factors which may substantially affect or limit ability to meet the demands of the position.

Availability: In addition to working odd hours at the station, the employee is expected to be available, and to respond to, emergency calls within the City whenever possible; and at other times as directed by the Fire Chief or Lieutenants.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

PHYSICAL DEMANDS: The physical demands described here are a representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential functions require maintaining physical condition necessary for significant physical activity while wearing a self-contained breathing apparatus such as: sitting, standing, walking, running, kneeling, crouching/stooping/squatting, crawling, twisting upper and lower body, climbing, balancing, pushing, pulling, swimming; driving a motor vehicle at high rates of speed; operating heavy equipment; regularly lifting and or maneuvering up to 50 pounds and occasionally lifting and maneuvering up to and over 175 pounds; pushing or dragging of equipment and supplies in excess of 100 pounds. The work can require exposure to conditions that may be hazardous or unpleasant.

Position requires working in the field, outdoors, in all weather conditions and involves walking on level and uneven or slippery surfaces, climbing ladders, working in confined spaces, handling noise producing tools and equipment; kneeling, squatting, stooping, turning, bending, lifting, and upper body twisting, in the performance of daily activities; as well as sit in motor vehicles for prolonged periods of time.

The use of the senses of smell and hearing are needed in detecting and responding to emergency conditions and situations. Specific vision abilities required by this job include close vision, far vision, depth perception, spatial awareness, and the ability to adjust focus while making visual checks of facilities. Some tasks require manual dexterity, in addition to visual and hearing acuity. Tasks may involve identifying and distinguishing colors.

WORK ENVIRONMENT: 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.

Work is performed in both indoor and outdoor environments. Significant exposure to undesirable working conditions such as outside weather, smoke, dust, dirt, fumes, odors, airborne particles, vibrations, moving mechanical parts, high and precarious places, wetness, humidity, toxic or caustic chemicals, risk of electrical shock, extreme heat (non-weather), working at night, poor ventilation, self-contained breathing apparatus, working while wearing heavy equipment, extreme cold (non-weather), work with explosives, risk of radiation, risk of blood borne pathogens, and varying and constant noise levels. Work on slippery or uneven surfaces; and work with water is highly likely. Potential exposure to chemicals, sharp and dull objects, domestic and wild animals may occur. Employee may come in contact with a variety of potentially dangerous working situations that require a combination of good judgement, field knowledge of potential problems, problem identification and solutions. May be exposed to electrical and mechanical hazards and a variety of hazardous chemicals or contaminants. Incumbents also work around moving equipment.

Employee must possess ability to: adapt to inclement weather conditions and/or varying emergency situations, and maintain ability to drive in various weather conditions; perform duties and adapt to flexible work schedules as established by supervisor which includes irregular schedule, occasional weekends, holidays, and scheduled work hours beyond normal business hours, as well as potential on-call schedules.

The noise level in the work environment is usually moderate; but can reach loud volumes, and may remain at consistent levels of frequency.

**EXAMPLES OF WORK EQUIPMENT:** Hand tools, motor vehicles, and heavy equipment/machinery may be utilized in various weather and environmental conditions upon emergencies. Noise and vibration of electrical/mechanical equipment may occur. Self-contained breathing apparatus is used when responding to imminent emergencies.

The employee will have frequent contact with other employees in the assigned department, and may be required to interact with employees outside of the department, and must remain calm and professional in tense, emotionally charged, and stressful situations. The employee is constantly required to change tasks frequently and to perform tedious exacting work. The employee may face difficult and stressful situations, and may be required to work under time pressures to meet deadlines, to perform multiple tasks simultaneously, and to work closely with others as part of a team.

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT.**

**Nothing in this job description restricts ability to assign, reassign, or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the City’s current assignment of essential functions. Those functions may change at any time as the needs of the City change or for other reasons deemed appropriate by the City.**

**CITY MANAGER'S SIGNATURE:**

*the following signature indicates that the City Manager has approved this position description as of the date of signature.*

\_\_\_\_\_  
*City Manager*

\_\_\_\_\_  
*Date*

**EMPLOYEE'S SIGNATURE:**

*the following signature indicates that the employee has read and understood the terms of this position description as of the date of signature.*

\_\_\_\_\_  
*Employee*

\_\_\_\_\_  
*Date*