THE CITY OF PORTALES, NEW MEXICO

POSITION POSTING #2014-009

POSITION:	**FIRE FIGHTER/EMERGENCY MEDICAL TECHNICIAN**
DEPARTMENT:	**FIRE/AMBULANCE**
STATUS:	**NON-EXEMPT**
REPORTS TO:	**SHIFT BATTALION CHIEF**
SHIFT:	**REGULAR – 24 Hr Rotating**
SALARY:	**MINIMUM $26,009 Probationary FF/$31,682.56 Probationary FF/Paramedic – MAXIMUM $43,184.96 (Salary is dependent on experience)**

GENERAL DESCRIPTION:

Reporting to the Shift Battalion Chief and working with a team, this position shall actively perform fire prevention, public relations, fire fighting, emergency medical activities, rescue and special service, apparatus operation, on-going training, record keeping, station, grounds, and apparatus maintenance and repair activities as may be required in a diligent manner, under the supervision of an officer. Work involves an element of personal danger requiring the ability to exercise independent judgment in meeting numerous and varied emergency situations.

TASKS AND RESPONSIBILITIES:

1. Enter hazardous environments to perform rescue and/or suppression activities.
2. Deliver emergency medical care at the scene of various accidents and medical emergencies, transferring victims to hospital as necessary.
3. Drive emergency vehicles (trucks and ambulances) to sites and operate the water pumps, fire hoses, rescue equipment, and medical equipment, depending on the emergency situation.
4. Conduct fire inspections and public education programs.
5. Perform various repair and maintenance functions to vehicles, equipment, and facilities.
6. Prepare reports as may be required.
7. Maintain a high level of personal proficiency.

KNOWLEDGE, EXPERIENCE, AND SKILLS:

1. High school diploma or equivalent required.
2. Current New Mexico driver's license required.
3. Must be at least 18 years of age.
4. Current New Mexico EMT-Basic licensure. (Preferred but not required).

COMMENTS ON PHYSICAL REQUIREMENTS: This position often requires the use of 100% of a person's strength and stamina for unknown time spans. Sometimes must start from sleep to full speed. Must/Should be in better than average condition and must stay sharp mentally to perform tasks. Required to wear personal protection equipment in all types weather (-10 to 110 degrees F). Lift and carry, push or pull water filed hoses over all kinds of obstacles and terrain, and move all sizes of patients/victims from all sorts of positions and places.

WORK SCHEDULE*:*

The regular work week is 24 hours on duty and 48 hours off - seven days per week, subject to call. Additional time may be required to work after regular hours, on weekends, and holidays, depending on magnitude of emergency situations.

DEADLINE TO SUBMIT REQUIRED APPLICATION: 5:00 p.m., Friday, April 4th, 2014, with the physical agility and oral interview scheduled for Saturday, April 12th, 2014 at 8:00 a.m. PLEASE RETURN COMPLETED QUESTIONNAIRE AS WELL AS COMPLETED AND NOTARIZED GENERAL WAIVER OF LIABILITY WITH APPLICATION.

EOE

TO: Portales Fire Department Job Applicants

FROM: Gary Nuckols, Fire Chief

RE: Hiring Process

DATE: March 24th, 2014

To all potential job applicants;

Applications for the position of EMT-Firefighter for the Portales Fire Department will close at 5:00 pm on April 4th, 2014. This letter is to serve as official notification to those applicants that have applied that the Physical Agility Testing will be held at the Portales Fire Department on April 12th, 2014 starting promptly at 8:00 am. Those applicants intending to test will need to come get required paperwork at the Portales Fire Department or print and complete from the City website prior to this date. The necessary paperwork should be completed and ready to present the morning of April 12th prior to the physical agility testing. Applicants should report to the department by 7:45 am in preparation for the testing. This paperwork involves checking the applicant's blood pressure, and getting a Notary to sign and notarize a liability waiver. The oral interview process will be the same day immediately following the physical agility testing. The interviews are scheduled for 30 minutes each and will be assigned on Saturday, April 12th through a draw for position system. Following the completion of the interview process, formal notification of the candidate selection and eligibility list will be completed no later than Friday, April 18th, 2014.

THE CITY OF PORTALES,
NEW MEXICO

QUESTIONNAIRE

TITLE: FIRE FIGHTER / EMERGENCY MEDICAL TECHNICIAN

DEPARTMENT: FIRE/AMBULANCE **DATE: 1/01/2014**

NON-EXEMPT
REPORTS TO: SHIFT BATTALION CHIEF
SHIFT: REGULAR – 24 Hr Rotating

GENERAL DESCRIPTION:

Reporting to the Shift Battalion Chief and working with a team, this position shall actively perform fire prevention, public relations, firefighting, emergency medical activities, rescue and special service, apparatus operation, on-going training, record keeping, station, grounds, and apparatus maintenance and repair activities as may be required in a diligent manner, under the supervision of an officer. Work involves an element of personal danger requiring the ability to exercise independent judgment in meeting numerous and varied emergency situations.

TASKS AND RESPONSIBILITIES:

1. Although the following are typical of the tasks and or responsibilities routinely performed, additional tasks and/or responsibilities requiring comparable or lesser skills, knowledge, or dexterity may be assigned.
2. Enter hazardous environments to perform rescue and/or suppression activities.
3. Deliver emergency medical care at the scene of various accidents and medical emergencies, transferring victims to hospital as necessary.
4. Drive emergency vehicles (trucks and ambulances) to sites and operate the water pumps, fire hoses, rescue equipment, and medical equipment, depending on the emergency situation.
5. Conduct fire inspections and public education programs.
6. Perform various repair and maintenance functions to vehicles, equipment, and facilities.
7. Prepare reports as may be required.
8. Maintain a high level of personal proficiency.

Can you perform the above tasks? _____
If not, is there a reasonable accommodation that would allow you to perform these tasks?
_____

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

1. Fire & EMS apparatus.
2. Generators, forcible entry tools (rescue tools, air chisel, air bags, etc.), light towers, hoses & nozzles, pumps, chain saw, hydraulic and regular extension ladders, ventilation fans.
3. Shovels, axes, saws, pike poles, mops, brooms, vacuums, buffers.
4. Welding, painting, and various shop tools.
5. Defibrillators, monitors, intravenous administration equipment, spinal immobilization devices, cots, bandages, splints, O_2 delivery devices.
6. Personal computer and various office equipment.

Can you operate/use the above items? _____
If not, is there a reasonable accommodation that would allow you to use these items? _____
_____

MATERIALS AND/OR PRODUCTS HANDLED:

1. Human beings, blood products, vomitus, body excretions.
2. Water, synthetics, and various chemicals as required by the job (i.e. Haz-mat).
3. Medications and first aid materials.
4. Janitorial chemicals and cleaning substances.
5. Petroleum based products such as gas, diesel, oil, and grease.
6. Other gases such as oxygen, acetylene.

Can you handle the above products? _____
If not, is there a reasonable accommodation that would allow you to handle these products? _____
_____

KNOWLEDGE, EXPERIENCE, AND SKILLS:

1. High school diploma or equivalent required.
2. Current New Mexico driver's license required.
3. Must be at least 18 years of age.
4. Current New Mexico EMT-Basic licensure preferred but not required.

Do you meet the above requirements? _____
If not, can you meet these requirements in the near future or with training? _____
How and when? _____

You are not required to disclose information about physical or mental limitations that you believe will not interfere with your capability to perform the requirements of the position. However, if you want the employer to consider special arrangements to accommodate a physical or mental impairment, you may identify that impairment in the space provided and suggest the kind of accommodation that you believe would be appropriate.

_____
_____
_____
_____

COMMENTS ON PHYSICAL REQUIREMENTS: This position often requires the use of 100% of a person's strength and stamina for unknown time spans. Sometimes must start from sleep to full speed. Must/Should be in better than average condition and must stay sharp mentally to perform tasks. Required to wear personal protection equipment in all types weather (-10 to 110 degrees F). Lift and carry, push or pull water filed hoses over all kinds of obstacles and terrain, and move all sizes of patients/victims from all sorts of positions and places.

Can you execute the above physical requirements? _____
If not, is there a reasonable accommodation that would allow you to perform these requirements? _____
_____

WORK SCHEDULE:

The regular work week is 24 hours on duty and 48 hours off - seven days per week, subject to call. Additional time may be required to work after regular hours, on weekends, and holidays, depending on magnitude of emergency situations.

Please note any exceptions you may have to the above schedule: _____
_____

CERTIFICATION & AGREEMENT

I hereby certify that the facts set forth in the above Job Description/Questionnaire are true and complete to the best of my knowledge. I understand that falsified statements of this form shall be considered sufficient cause for dismissal. The City of Portales is hereby authorized to make any investigation deemed necessary to verify the information, and any law enforcement or other organization is authorized to give all information relative to my employment, and the City of Portales from any liability for any claim or damage which may result.

_____
Signature Date

USE THE REMAINING SPACE AND/OR ATTACHMENT TO LIST ANY SPECIAL SKILLS YOU MAY HAVE RELATIVE TO THIS JOB, OR TO MAKE ANY FURTHER COMMENTS.

PORTALES FIRE DEPARTMENT

GENERAL WAIVER OF LIABILITY

MUST BE FILLED OUT AND BROUGHT TO PHYSICAL AGILITY TEST

Let it be known by my affixed signature that I _____ hereby release the City of Portales and Portales Fire Department of any and all liability and compensation should injury or illness occur from my performing the physical agility testing for consideration of employment with the Portales Fire Department.

_____ _____

Signature of Applicant Date

The foregoing instrument was acknowledged before me this _____ day of _____, 20 _____.

(SEAL) _____

Notary Public

My commission expires: _____