

THE CITY OF PORTALES, NEW MEXICO

POSITION POSTING #2021-027

POSITION: FIRE FIGHTER / EMERGENCY MEDICAL TECHNICIAN
DEPARTMENT: FIRE/AMBULANCE
STATUS: NON-EXEMPT
REPORTS TO: SHIFT BATTALION CHIEF
SHIFT: REGULAR – 48 On – 96 Off, Subject to Call
SALARY: \$12,000/\$35,880 - \$17,151/\$51,280 hourly / annually (Salary is dependent on experience & training)

*****This position is a safety-sensitive position, subject to random drug/alcohol testing.***

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. 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 or eligible to obtain, having completed the EMT-Basic Course, preferred but not required. Preference dependent on training, experience and level of EMT licensure.

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 filled 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 48 hours on duty and 96 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.

TRAVEL REQUIREMENTS:

1. Travel for meetings and training may be required.
2. Overnight travel may be required.

FF/EMT, FT Regular

PRE-EMPLOYMENT REQUIREMENTS:

1. Must pass a background investigation including work history, criminal records, driving records and other records deemed necessary.
2. Must pass a post-offer pre-employment drug screen administered by a City-designated facility.
3. Must pass a post-offer physical administered by a City-designated facility.

CONDITIONS OF CONTINUED EMPLOYMENT:

1. Candidates must have and maintain a satisfactory driving record and insurability in accordance with the City's insurance carrier.
2. Employees must maintain a source of communications for off duty work related communications.
3. Random drug and alcohol testing is a condition of employment and will be tested under the authority of the NMPRC / FMCSA.
4. Must obtain a valid National Registry EMT-Basic/New Mexico State EMT-Basic License within one year of employment.
5. Must obtain a valid National Registry AEMT/New Mexico State EMT-Intermediate License within their second year of employment if the employee started as a Firefighter without an EMT-Basic license. A valid National Registry AEMT/New Mexico EMT-Intermediate License within one year of employment if the employee started with an EMT-Basic License.
6. A valid certification at the Firefighter I, and Firefighter II, Driver Operator Level or equivalent shall be obtained at the earliest possible time.

DEADLINE TO SUBMIT REQUIRED APPLICATION: Position to remain open until filled. First review date is scheduled for Friday, July 23, 2021 by 5:00 p.m. Review is bi-weekly thereafter. Physical agility testing and oral interview date and time is TBD. Eligible applicants will be contacted and notified of test date. **PLEASE RETURN COMPLETED QUESTIONNAIRE AS WELL AS COMPLETED AND NOTARIZED GENERAL WAIVER OF LIABILITY WITH APPLICATION.** An Eligibility List will be created for open and anticipated full-time Firefighter/EMT to remain in effect for twelve months. The Portales Fire Department reserves the right to terminate the list at any time. The City is an Equal Opportunity Employer and Drug Free Workplace.

TO: Portales Fire Department Job Applicants
FROM: Timothy J. Cathey, Fire/EMS Chief
RE: EMT Hiring Process
DATE: July 8, 2021

To all potential job applicants;

Applications for the position of EMT-Firefighter for the Portales Fire Department will remain open until filled. First review date is Friday, July 23, 2021. Review dates bi-weekly thereafter. 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. Test date TBD. Applicants will be notified of the test date and time. 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 the determined date prior to the physical agility testing. Applicants should report to the department by 7:45 am on scheduled date 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 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 the following Friday.



THE CITY OF PORTALES,
NEW MEXICO

JOB DESCRIPTION / QUESTIONNAIRE

TITLE: FIRE FIGHTER / EMERGENCY MEDICAL TECHNICIAN

DEPARTMENT: FIRE/AMBULANCE

DATE: 1/01/2021

NON-EXEMPT

REPORTS TO: **SHIFT BATTALION CHIEF**

SHIFT: **REGULAR – 48 ON – 96 OFF SUBJECT TO CALL**

****This position is a safety-sensitive position, subject to random drug/alcohol testing.**

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:

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.

8. Enter hazardous environments to perform rescue and/or suppression activities.
9. Deliver emergency medical care at the scene of various accidents and medical emergencies, transferring victims to hospital as necessary.
10. 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.
11. Conduct fire inspections and public education programs.
12. Perform various repair and maintenance functions to vehicles, equipment, and facilities.
13. Prepare reports as may be required.
14. 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, O₂ 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:

5. High school diploma or equivalent required.
6. Current New Mexico driver's license required.
7. Must be at least 18 years of age.
8. Current New Mexico EMT-Basic licensure or eligible to obtain one, having completed the EMT-Basic Course. (Preferred, but not required.) Preference dependent on training, experience and level of EMT licensure.

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 filled 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 48 hours on duty and 96 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 _____

TRAVEL REQUIREMENTS:

- 3. Travel for meetings and training may be required.
- 4. Overnight travel may be required.

PRE-EMPLOYMENT REQUIREMENTS:

- 4. Must pass a background investigation including work history, criminal records, driving records and other records deemed necessary.
- 5. Must pass a post-offer pre-employment drug screen administered by a City-designated facility.
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CONDITIONS OF CONTINUED EMPLOYMENT:

7. Candidates must have and maintain a satisfactory driving record and insurability in accordance with the City's insurance carrier.
8. Employees must maintain a source of communications for off duty work related communications.
9. Random drug and alcohol testing is a condition of employment and will be tested under the authority of the NMPRC / FMCSA.
10. Must obtain a valid National Registry EMT-Basic/New Mexico State EMT-Basic License within one year of employment.
11. Must obtain a valid National Registry AEMT/New Mexico State EMT-Intermediate License within their second year of employment if the employee started as a Firefighter without an EMT-Basic license. A valid National Registry AEMT/New Mexico EMT-Intermediate License within one year of employment if the employee started with an EMT-Basic License.
12. A valid certification at the Firefighter I, and Firefighter II, Driver Operator Level or equivalent shall be obtained at the earliest possible time.

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: _____