

Village of Taos Ski Valley

Job Description

Job Title:	Fire Administrator, EMR/Firefighter	Job Code:	
Division:	Administration Office	Effective Date:	4/01/2024
Department:	Fire - Paid Full/Part Time	Last Revised:	

GENERAL PURPOSE

Performs a variety of first responder, **technical and physical duties** as needed to protect life and property. Performs fire suppression, emergency aid, hazardous materials, and fire prevention duties. Maintains fire equipment, apparatus, and facilities. Receives certification as a Fire Investigator and/or Inspector. Assists with the Application, Submission and Execution of Structure and Wildland Fire Grants and Federal Funding for Village of Taos Ski Valley

SUPERVISION RECEIVED

Works under the Fire Chief

SUPERVISION EXERCISED

Volunteer Corps and selected grant Contractors as directed by the Fire Chief

ESSENTIAL FUNCTIONS

Utilizes certification as a Firefighter and EMT for those emergency responses and obtains certification as a Fire Investigator. Receives continuous classroom and field training in a wide range of fire prevention, E.M.S., and firefighting techniques, principles, and procedures; receives specialized training in salvage and rescue operation, emergency medical aid, civil defense, hazardous materials, disaster, drowning, and other related emergency situations; develops and participates in drills for volunteer members.

EMS

Responsibilities include responding to all 911 emergency call whether they are Fire response, EMT, medical response, or Search and Rescue within the Taos Ski Valley Fire Rescue fire district. Responsibilities also include: Maintenance of medical rescue vehicle/equipment, as well as keeping unit clean and stocked. Responsible for current medications housed in department medical rescue vehicle and apparatus. Keep up with all reports that need to be entered into reporting software for the New Mexico State EMS Bureau. Be proficient in aware of HIPPA duties.

FIRE

Responds to fire alarm signals; performs as member of firefighting team; responds to emergency fire truck to scene of fire; manipulates various sized appliances, nozzles, hose streams; lays and connects water hose, hooks up pump, holds nozzle and directs water stream; raises and climbs ladders and utilizes other specialized equipment such as chemical fire extinguisher, SCBA's, encapsulated chemical suits, power saws; operates extension ladders in actual rescue situations and in regular training; uses various hand tools such as rope, axes, etc.

Searches in adverse conditions at fire scene, natural disasters, auto accidents etc.; rescues victims from fire and other danger situations; operates hydraulic rescue tool to achieve forcible entry.; renders first-aid and practices trauma management; performs basic life support to accident and fire victims; removes bodies and performs salvage operations.

Receives instruction on policies and procedures to conduct fire prevention inspections on various types of facilities; conducts inspections and advises resident or owner of necessary action to conform to standards; assists in performing fire scene investigations to determine "point of origin" and cause of fires.

Performs general maintenance necessary to keep department building and equipment inspection ready; performs various directed maintenance tasks, for example; paints, services equipment, cleans, polishes, tests, and repairs firefighting apparatus and breathing apparatus; services, maintains, and qualified repairs to fire trucks.

Performs related Village duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from high school,
 - AND
 - B. Six months (6 mo.) of work experience as a Fire Fighter or EMT

OR

- C. An equivalent combination of education and experience.
- D. Graduate of EMT Basic or greater

2. Knowledge, Skills, and Abilities:

Knowledge of firefighting methods, techniques, and procedures; firefighting equipment types and varieties and their most appropriate and effective use; equipment maintenance and care; state and village codes, laws, and regulations, and ordinances related to fire prevention; fire vehicle equipment and apparatus operation; emergency driving techniques associated with heavy fire fighting apparatus; emergency medical techniques and procedures and first-aid; interpersonal communication skills.

Skill in emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, carpenter tools, painting equipment, cleaning equipment.

Ability to communicate effectively, verbally and in writing; make quick and accurate decisions in emergency situations, develop effective working relationships with local elected officials, village merchants, subordinates, and the public.

3. Special Qualifications:

Must obtain a valid New Mexico Commercial Driver's License endorsement or certification of Emergency Vehicle Accident Prevention Program (EVAP/class E) and qualified to operate all Fire Department Vehicles and equipment.. Candidate must become New Mexico State fire fighter certified, Level 1&2 or equivalent experience within 18 months, NFPA 1001 standards. Must be Wildland Firefighter Certified, S-130, S-190, I-100 within 6 months. Must obtain EMR certification/License within 18 months. Must obtain Fire Investigator Certification and/or Fire Inspector Certification within 18 months. May be required to be SARA, Title III Certified (HAZMAT)

4. Work Environment:

Functions of the position generally performed in a controlled environment until, but subject to all seasonal and weather extremes. Emergency response travel expected in normal course of performing duties. Many functions of the work pose high degree of hazard uncertainty. Various levels of mental application required, i.e., memory for details, emotional stability, discriminating thinking, creative problem solving. Works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. Continuous use of motor skills.

The job description does not constitute an employment agreement between the Village and employee and is subject to change by the Village as the needs of the Village and requirements of the job change

Candidate Signature: _____ Date: _____