



## City of Hobbs

### NON-CERTIFIED FIREFIGHTER-EMT

<b>Job Description</b>	0220-29	<b>Established Date</b>	
<b>Code</b>		<b>Salary Range</b>	\$18.19 Hourly
<b>Bargaining Unit</b>	FU	<b>EEO</b>	EEO4-Protective Service Workers
<b>Occupational Group</b>	N/A	<b>FLSA</b>	Non-Exempt
<b>Benefit Code</b>	INFORMATION	<b>Physical Class</b>	PSA

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#### Description

##### GENERAL DESCRIPTION

Protects life and property by performing firefighting, rescue, emergency medical care, hazardous materials mitigation, fire prevention and public education duties. Maintains fire and EMS equipment, apparatus, and facilities.

#### Essential Duties

##### ESSENTIAL DUTIES

- Regular attendance of the City of Hobbs Fire Academy to learn and perform general firefighter duties required of this position.
- Cadets perform emergency aid activities and provide other assistance as required.
- Participates in fire drills, attends classes in firefighting, emergency medical, hazardous materials, and related subjects.
- Operates radio and other communication equipment.
- Upon successful completion of the fire academy and state certifications, or completion of EMS class and NREMT certifications, cadets will be reclassified into the Certified Firefighter position
- Maintains fire and EMS equipment, apparatus and facilities.
- Performs minor repairs to departmental equipment.
- Participates in the inspection of buildings, hydrants and other structures in fire prevention programs.

- Performs general maintenance work in the upkeep of fire facilities and equipment.
- Cleans and washes walls and floors.
- Cares for grounds around station; Makes minor repairs; Washes, hangs and dries hose.
- Washes, cleans, polishes, maintains and tests apparatus and equipment.
- Assists in developing plans for special assignments such as emergency preparedness, communications, training programs, firefighting, hazardous materials, and emergency aid activities.
- Presents programs to the community on safety, medical, and fire prevention topics.
- Initiates and completes written documents related to emergency treatment and work incidents.
- Performs salvage operations such as throwing salvage covers, sweeping water and removing debris.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

#### NON-ESSENTIAL DUTIES

- Assists in administrative activities as assigned.
- Serves as a member of various employee committees.

#### WORK BEHAVIORS

- Follow and comply with all instructions given by supervisory staff and chain of command.
- Exhibit a positive attitude and display appropriate conduct.
- Create positive relationships with the public, co-workers and supervisors and treat all persons with appropriate respect.
- Comply with work schedule and fulfill job responsibility commitments.
- Complete job assignments in a conscientious and thorough manner.
- Adhere to Laws, Department and Division policies and procedures and support organization objectives.
- Listen with comprehension and communicate accurately, clearly, and concisely to facilitate an efficient operation.
- Comply with safety rules and appropriately maintain and use equipment and material.
- Maintain confidentiality of matters relating to the City at all times.

- Demonstrate self-initiative in performing routine tasks as in accordance with standard operating procedures and standard operating guidelines.
- Perform other duties as assigned by supervisor and chain of command.

## **Minimum Qualifications**

This position is subject to the City of Hobbs' Drug and Alcohol Testing Policy which includes one or more of the following: pre-employment testing, post accident testing, random testing, reasonable suspicion testing, return to duty testing and follow-up testing.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

- Reached the age of majority (18 years of age).
- Must hold a High School diploma or GED at date of hire.
- Must be of good moral character; Prefer Honorable Discharge from any of the Armed Forces of the United States (if applicable).
- Have not been convicted of or pled guilty to or entered a plea of nolo contendere to any felony charge or, within the three-year period immediately preceding their application, to any violation of any federal or state law or local ordinance relating to aggravated assault, theft, driving while intoxicated, controlled substances or other crime involving moral turpitude and have not been released or discharged under dishonorable conditions from any of the armed forces of the United States.
- After examination by a certified psychologist, found to be free of any emotional or mental condition which might adversely affect performance as a Firefighter and/or EMT or be prohibited from successfully completing prescribed basic training.

#### **Skills, Knowledge and Abilities:**

- Ability to learn the operation of fire suppression, rescue, and other emergency equipment.
- Ability to learn to apply standard firefighting, emergency aid, hazardous materials, and fire prevention techniques.
- Ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under condition of extreme heights, intense heat, cold or smoke.
- Ability to act effectively in emergency and stressful situations.

- Ability to meet the special requirements listed below.

### SPECIAL REQUIREMENTS

- Must possess, or be able to obtain by time of hire, a valid driver's license without record of suspension or revocation in any state for the past three (3) years.
- Must possess or obtain, and maintain a valid state Class E (or state equivalent) driver's license upon hire.
- No felony convictions or disqualifying criminal histories within the past seven (7) years.
- Must be able to read and write the English language.
- Must be able to meet Department physical standards.
- Maintain insurability and operate city vehicles in accordance with insurance policy.
- Must be able to meet City of Hobbs Fire Department Certification and Licensure policy.
- Must obtain NREMT or IFSAC Firefighter I & II certifications as soon as either class becomes available.
- Primary Residence Requirement.

Based upon the health, safety, and welfare of the citizens of Hobbs and the outlying areas of Hobbs, the following residency requirements must be met. All HFD employees shall satisfy the primary residence policy immediately, unless an exemption has been granted by the Fire Chief and City Manager.

**Firefighters, Driver/Engineers, and EMS Specialists** must reside in a primary residence within 150 miles of the intersection of Joe Harvey and Lovington Hwy.

### TOOLS AND EQUIPMENT USED

Including but not limited to Emergency medical services unit, fire apparatus, fire pumps, hoses, ladders, first aid equipment, rescue equipment, and other standard firefighting equipment, radio, pager, phone, personal computer including word processing and data base software.

### SUPERVISION RECEIVED

Works under the direct supervision of a Captain. Works under the general direction of the Battalion Chief.

## **Physical Demands & Work Environment**

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand, walk, use hands to finger, handle, or operate objects, tools or controls. The employee is frequently required to reach with hands to finger, handle or operate objects, tools or controls. The employee is also frequently required to reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 120 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally 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.

The noise level in the work environment is usually moderate, except during certain firefighting or EMT activities when noise levels may be loud.

### DISCLAIMER

The duties listed above are intended only as illustrations of the various types of work which may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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