

**DOÑA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: Captain/EMS Training Officer

PAY GRADE: Fire

DEPARTMENT: Fire Marshal

FLSA: Exempt Non-Exempt

REPORTS TO: Fire Marshal

LEAD: Yes No

BARGAINING UNIT: N/A

SUPERVISOR: Yes No

APPROVED:


Department Head

7-3-13

Date


Human Resources Director

7/8/13

Date

I. PURPOSE SUMMARY. To evaluate, develop, schedule, deliver, coordinate and manage emergency medical service and response, firefighting, and rescue training and safety programs, new hire processes, and promotional processes in order to ensure optimum program administration for the Fire and Emergency Services Department.

II. ESSENTIAL DUTIES. Oversees, manages, and coordinates the emergency medical service program for the organization that includes but is not limited to recommends policies and procedures for service delivery of emergency medical response; responds to large scale incidents to oversee service delivery, safety, and may assume a role in the incident command system, collaborates with the medical director to ensure licenses are maintained and updated regularly; coordinates, facilitates, or delivers emergency medical training to the Department; develops and implements a Department Safety Program consistent with national, state, and local standards and/or requirements. Collaborates with each fire district to ensure medical equipment is properly maintained and standardized.

Manages, and coordinates all activities associated with Fire Department training consistent with national, state, and local standards and/or requirements; coordinates training policies and procedures with Fire Administration; prepares and monitors the training budget; and pursues grant funding for training activities. Determines training needs, conducts research, develops or obtains and maintains training material and prepares materials to be used in firefighting training programs; conducts basic firefighting instruction, training or academies for fire personnel; identifies, selects, and oversees and evaluates instructors' performance. Coordinates, conducts, and facilitates training programs, instructors, facilities, and equipment for general and specialist training classes in all areas of firefighting and fire prevention, including equipment use and handling, special hazards, radiation first aid, flammable liquids; trains command personnel in proper techniques of firefighting and fire prevention; presents information using a variety of instructional techniques and formats. Establishes and maintains records and databases of training hours, courses, instructors and proficiencies for Department personnel in accordance with national standards; manages and coordinates new personnel recruitment and hiring process. Participates in the development and implementation of short-, medium-, and long-range plans and policies for the Department. Responds to alarms within the County limits, primarily in the role of incident safety officer when necessary. Functions as the department safety officer ensuring all operations comply with OSHA requirements. The employee must be able to communicate effectively both orally and in writing.

III. ADDITIONAL DUTIES. Other job related duties as assigned.

IV. QUALIFICATIONS.

A. Education. High School Diploma or GED. Associate's degree in Emergency Management or Fire Science preferred.

B. Experience. Five (5) years of verifiable full-time experience in EMS response and/or fire service training.

C. Education/Experience substitution. In accordance with County policy.

D. Licenses/Certifications.

Required at time of application:

- IFSAC or NM certified Firefighter I & II
- IFSAC or NM certified Fire Instructor I
- Licensed Emergency Medical Technician-Basic and if not NM, reciprocity within six months.
- Valid unrestricted New Mexico Class D Driver's License or other State equivalent
- IS-700, ICS 100 and 200 Courses

Within twelve (12) months of hire, must obtain the following:

- Defensive driver's course
- Class E New Mexico Driver's License
- IFSAC certified Fire Officer I

Within two (2) years of hire, must obtain the following:

- Licensed Emergency Medical Technician - Intermediate

The incumbent must maintain certification of Firefighter, licensed NM Emergency Medical Technician, and valid NM Class D or E Driver's License for continued employment.

Preferred: Hazardous Materials Technician, ICS 300 and 400, NM licensed EMT-I intermediate or Paramedic, Class E NM Driver's License, Associate's degree in fire science or related field or 65 college credit hours, Dona Ana County volunteer firefighter in good standing, Bilingual (English/Spanish).

E. Other: Physical Agility Test; post-offer medical exam, polygraph, NCIC, background check, and driver's license record check.

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Knowledge of:

Practices, procedures and equipment used in fire suppression. Communication and interpersonal methods and techniques to deal with the general public and County staff, which must be conducted with courtesy and respect at all times. Supervisory methods and techniques to effectively lead a fire company

Ability to:

Analyze emergency situations and to select effective courses of action, giving regard to surrounding hazards and circumstances. Cope with stressful situations. Learn and perform firefighting, rescue and emergency care practices, techniques, and methods and to apply such information to specific situations. Interpret information accurately and make decisions according to existing laws, regulations, and policies. Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar. Work independently with general supervision making determinations of appropriate action to take. Make minor equipment repairs and adjustments under supervision. Communicate effectively; speak clearly and distinctly with the public and employees. Successfully complete annual medical physical according to NFPA

standards and successfully complete annual physical agility test for the appropriate assignment. Able to drive emergency response apparatus and equipment to which assigned. Must have the ability to wear self contained breathing apparatus, climb ladders, work from heights, and work in confined places, toxic atmospheres, and extreme environmental atmospheres. Establish and maintain effective professional working relationships.

Successfully complete annual medical physical according to NFPA standards and successfully complete annual physical ability test for the appropriate assignment.

2. FREEDOM TO ACT. Work is performed under general supervision of the Fire Marshal. The position provides leadership and positive role-modeling behaviors to volunteers and staff in the activities of the department.

3. GUIDELINES AND JUDGMENT. Policies and precedents are available stated in general terms. Guidelines for performing the work are scarce or of limited use. The position employs initiative and resourcefulness in deviating from traditional methods, or researching trends and patterns to develop new methods, criteria or proposed new policies.

4. PHYSICAL DEMANDS. Physical demands in field operations involve frequent bending, stooping, crawling, climbing, kneeling, push-pull, balancing, and reaching below, at, or above shoulder height. May be required to be able to restrain and move up to 150 pounds when performing apprehending, restraining, and/or rescuing duties, and lift and carry 75 pounds for moving extrication equipment. Hand coordination and motor skills are required when operating a hand-held radio and performing first aid/CPR. Requires talking, hearing, and visual acuity sufficient to perform essential job functions. Visual and auditory capabilities include near and far acuity, depth perception, color perception and field of vision, and hearing sounds and conversations.

Mental Demand. Position involves, critical decision-making in emergency situations, and multi-tasking and working extended and after hours when necessary.

5. WORK ENVIRONMENT. The position functions 70 percent within an office environment with no notable environmental factors, and 30 percent outside. External activities may include all weather elements, hazards resulting from fires including mechanical, explosives, electrical, radiant energy as well as all types of atmospheric conditions including fumes, mists, odors, gases, dusts and poor ventilation. Bunker gear, gloves, helmet and coveralls are provided as protective clothing. The employee enters hazardous atmospheres while directly overseeing company members and/or volunteers and assists with firefighting activities as needed. Functions within and office environment with no notable environmental factors.

6. SUPERVISORY RESPONSIBILITY. None. The position is responsible for its own work.

V. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: _____
Employee

Date