



LOS ALAMOS

Los Alamos County

Job Description and Classification

JOB TITLE: Firefighter Recruit – Entry Level
JOB CODE: 476
CLASSIFICATION: Non-Exempt
DEPARTMENT/DIVISION: Fire/Operations
SUPERVISOR: Company Officer

Position Summary:

Under general supervision of the Company Officer, provides entry-level fire suppression, prevention, and emergency response while training to become a Firefighter. Performs public education, rescue and emergency medical services for the residents and visitors of Los Alamos County, the National Nuclear Security Administration, and the Los Alamos National Laboratory (LANL). Maintains confidentiality of all privileged information.

The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification. Duties, responsibilities, and activities may change at any time.

Essential Duties and Responsibilities:

- Undergoes classroom training and manipulative exercises and drills to develop an awareness of the functions and responsibilities of a Firefighter and how they relate to firefighting operations.
- Responds to emergency calls, fire alarms and non-emergency calls for assistance as a member of the fire company.
- Operates EMS and fire rescue related equipment for the purpose of vehicle extrication, technical rescue, HAZMAT situations, medical emergencies.
- Serves as a member of an ambulance crew to provide emergency transportation and emergency first aid to the sick and injured. Performs emergency medical services in accordance with the medical direction of the LAFD Medical Director.
- Operates emergency and/or non-emergency Fire Department vehicles as required by supervisor.
- Performs a full range of firefighting duties, rescue and life-saving work.
- Responds to fire alarms, lays and connects hose lines; holds nozzles and directs water streams; raises and climbs ladders; enters burning buildings to remove persons from danger; uses portable extinguishers, axes, bars, hooks, lines, power-driven tools, radios and other equipment.
- Ventilates buildings to release heat and smoke. Places salvage covers to prevent water damage. Overhauls and cleans up after a fire. Checks for fire extension to prevent rekindling. May establish wildland fire lines by cutting, hoeing, raking and shoveling.
- Returns company equipment to its proper place before leaving the emergency scene. On arrival at the fire station, cleans, services, and returns apparatus and equipment to emergency readiness.
- Cleans and maintains station quarters and grounds. Performs first-line vehicle inspections, and report repairs as required. Cleans, maintains and tests emergency equipment and participates in drills and training sessions.
- Studies and becomes familiar with streets, fire hydrants, building occupancy and contents and non-ambulatory citizens.

- Assists with fire inspections of commercial, industrial and other public buildings and multiple dwellings for compliance with fire regulations and ordinances, and reports all hazards to the Fire Prevention section.
- Develops pre-fire plans target hazards.
- Assists with station visits by schools and may participate in other public speaking presentations.
- Compiles and submits information on equipment, emergency runs, accidents, gas and oil use, apparatus inspections and tests, and fire inspections using conventional and computerized methods.
- Routinely uses radio communications equipment.
- Participates in classroom and drill yard training activities in all phases of fire suppression, protection, rescue and ambulance operation.
- Participates in LANL drills and exercises.
- Maintains confidentiality of all privileged information.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

- High School Diploma or GED.
- Must be eighteen years of age.
- Must be a United States Citizen.
- Must possess, or ability to obtain within first thirty days of employment, and maintain a valid New Mexico CDL-E driver's license.
- Must promote to Firefighter 2 by the end of the Fire Academy.
- Must possess, or ability to obtain within probationary period, and maintain an EMT (B, I or P) license that qualifies for New Mexico Administrative Code 27.2 Certification and Licensing requirements, and maintain positive Medical Direction status. If non-New Mexico EMT, including Paramedic license, must pass New Mexico State licensing examination and achieve positive Medical Direction status before end of probationary period.
- Must obtain ICS 100, 200, 700, 800B and 804 certifications or equivalents by the end of probation.
- Must possess, or must make application for a DOE Q clearance within thirty days of employment with ability to obtain, and maintain a DOE Q clearance and is subject to additional federal background investigation. Prior to issuance of the Q clearance, must be eligible at all times to be escorted into secured areas until such time as the initial investigation period has expired and a Q clearance is issued. Subsequently, should Q access authorization be under review, but not suspended or revoked, and employee remains eligible to be escorted into a secured area, a reasonable time for reinstatement shall be allowed.
- Successful passing of the LAFD examination related directly to the job duties by receiving satisfactory scores on an assessment of their abilities.
- Successful completion of an examination by a licensed physician and be free of any physical condition as listed in the LAFD Medical Standards per NFPA 1582.
- Be free of any mental or emotional condition, which might adversely affect performance. May be required to be examined by a licensed psychologist or psychiatrist.
- Successful completion of the physical agility standard requirements of the LAFD and annually thereafter.
- Successful completion of mandatory drug screening and subsequent random drug screenings.
- Successful completion of the background investigation, including FBI fingerprint check.
- Must not have been convicted of a felony or other crime involving moral turpitude.

Preferred Qualifications:

- Associates Degree from an accredited college or university in Fire Science or related field.
- Current DOE Q Clearance.
- Current Paramedic Certificate or License.

Knowledge, Skills, and Abilities:

- Knowledge of fire behavior and fire suppression principles, methods, techniques and practices.
- Knowledge of proper sanitary and biohazard techniques and standards.
- Knowledge of common office functions, including copying, typing and use of basic computer software.
- Skill in analyzing situations quickly and objectively, and determining the proper course of action.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to gain knowledge of County Uniform Fire Code, ordinances and practices.
- Ability to safely operate tools, apparatus, vehicles and equipment used in fire suppression, rescue and medical assistance operations.
- Ability to assess situations and take appropriate course of actions under extremely stressful and hazardous circumstances.
- Ability to become certified as a Firefighter and maintain license as an EMT-B.
- Ability to read, understand and follow specific instructions and procedures, maps, orders pre-fire plans, medical charts and study material.
- Ability to communicate effectively, both orally, in writing as well as by radio.
- Ability to be reached by telephone for emergency call back.
- Ability to react calmly and effectively in emergency situations.
- Ability to learn the proper operation and use of department equipment.
- Ability to function as a member of a team.
- Ability to meet Firefighter Physical Standards.
- Ability to maintain confidentiality.

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit, walk and stand. The employee regularly uses manual and finger dexterity and visual acuity to complete tasks. The employee routinely uses a full range of mobility in upper and lower body; reaches overhead; works in various positions, including stooping, standing, bending over, sitting, kneeling and squatting for extended periods of time. The specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus as well as the ability to smell and taste. The employee must be able to routinely lift, pull and push materials and equipment up to 50 pounds and occasionally lift and/or move up to 150 pounds. The employee may be exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme heat; risk of electrical shock; and vibration. The employee is occasionally exposed to moving mechanical parts. Must be able to operate heavy equipment and wear PPE for extended period of time.

Work Environment:

The work environment involves exposure to hazards or physical risks and requires following safety precautions. Work is performed in a fire station and outdoors setting with high noise level. Work involves potential exposure to radiation, high explosives, high voltages, toxic and exotic chemicals, fluid

borne pathogens, smoke, heat, rugged terrain, confined spaces and human tragedy, under all weather conditions at any time of the day or night. Wildland Urban Interface firefighting and aircraft rescue firefighting conditions may also be experienced. Current tour of duty consists of 48 hours on duty, 96 hours off duty. Assignments may mandate a 40 hour workweek at the discretion of the Fire Chief. Must report to work when called out for emergency and non-emergency situations. Must work extended hours and various work schedules. May be deployed as part of a team responding to state and FEMA emergencies out of state.

Authorization to provide emergency medical services may be modified, suspended or terminated by the LAFD Medical Director. The Medical Director's actions will not constitute discipline. Failure to be authorized to perform an essential job function may subject the employee to discipline.

Reviews and tests for the absence of any illegal drug as defined in 10 CFR 707.4 will be conducted by the employer and a background investigation by the Federal government may be required to obtain an access authorization prior to employment, and subsequent reinvestigations may be required.

This position requires mandatory and random drug testing and screening; therefore, all applicable federal/state regulations or laws and county rules and policies covering random, post-accident, pre-hire, and return to duty testing will be conducted prior to and during employment.

Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance;
- Satisfactorily complete and maintain compliance with all required training;
- Work well with others and participate fully in a team-oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the county's commitment to customer service excellence.

Approvals:

Department Director: _____ Date: _____
(signature)

Human Resources Manager: _____ Date: _____
(signature)

Reviewed: 3/20/2015

Revised: 12/1/2018, 2/9/2023