



City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave
(505) 955-6597 Fax (505) 955-6810
www.santafenm.gov



Recruitment Announcement # 2012-075

POSITION TITLE:	Fire Fighter Trainee	SALARY RANGE:	\$1,300.00 biweekly
DEPARTMENT:	Fire	FLSA/UNION STATUS:	COVERED/NONUNION
PERIOD TO APPLY:	1/18/12-2/10/12 (NO LATER THAN 5:00 P.M.)	POSITION STATUS:	CLASSIFIED/FULL TIME
SUPERVISOR:	Training Officer Cliburn	LOCATION:	Emergency Services

MUST RESIDE WITHIN 30 MILES OF THE GEOGRAPHIC CENTER OF SANTA FE UPON APPLICATION AND, IF SELECTED, MAINTAIN RESIDENCE WITHIN 30 MILES OF THE GEOGRAPHIC CENTER OF SANTA FE

TEST DATE: MARCH 5, 2012

GENERAL JOB DESCRIPTION: Entry level Fire Fighter position.

ESSENTIAL JOB FUNCTIONS: (Examples only: additional essential job functions may be required)

1. Maintain fire and EMS apparatus, equipment and tools.
2. Inspects, tests, and cleans medical apparatus and equipment.
3. Operates Fire communications equipment.
4. Drives emergency vehicles while responding to medical, fire, rescue, and related calls.
5. Participates in fire fighting activities, including suppression, rescue, salvage and overhaul as needed.
6. Adhere to all medical protocols and provides pre-hospital care appropriate to level of training.
7. Prepare and deliver a variety of written and oral reports.
8. Participates in formal and on-the-job training programs

REQUIRED MINIMUM QUALIFICATIONS:

Education/Experience:

1. A high school diploma or equivalent. **Must attach copy or application will be rejected**
2. **MUST RESIDE WITHIN 30 MILES OF THE GEOGRAPHIC CENTER OF SANTA FE UPON APPLICATION AND, IF SELECTED, MAINTAIN RESIDENCE WITHIN 30 MILES OF THE GEOGRAPHIC CENTER OF SANTA FE.**
3. Copy of Valid Driver's License. **Must attach copy or application will be rejected**
4. Must be at least 18 years of age.
5. Must successfully pass the following:
 - A written examination
 - A series of physical agility tests
 - An oral interview with selection committee
 - A background investigation and driving record search
 - A psychological examination
 - A complete medical examination
 - Must submit to and pass a drug and alcohol test.
6. May be called out in emergency situations. When contacted, the employee is expected to report unless there are special non-recurring circumstances; required to work 48/96 schedule.
7. Dexterity and ability to develop skill to use a wide variety of fire suppression and special protective gear under stressful emergency conditions.
8. Reading comprehension skills sufficient to read and understand maps, orders, pre-fire plans and study materials.
9. Ability to determine proper course of action under stressful circumstances; to communicate effectively, both orally and in writing; to establish and maintain an effective working relationship with co-workers, medical professionals, and the public.

WORKING CONDITIONS/PHYSICAL ABILITIES REQUIRED: Work is performed both indoors and outdoors in all types of weather and involves exposure to heat, smoke, wet conditions, contagious diseases, bodily fluids, pain, suffering, and mental anguish under emergency conditions. Tasks require a variety of arduous physical activities performed in unusual situations. Walking, standing, stooping, bending, sitting, and reaching are required in the normal course of essential job duty performance. Must be able to lift, move, and/or carry up to 100 pounds. Speaking, hearing, and seeing are essential to the effective performance of position tasks. Common eye, hand, and finger dexterity are required for most essential functions. Mental application includes memory utilization, emotional stability, and discriminating thinking. Periodic travel required in the normal course of job performance. Irregular working hours may be necessary. Location assignments are subject to daily change.

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ADA/EEO Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

TO APPLY: Please ensure address/email/current phone number are legible on application. Resumes will not be accepted in lieu of the city application form. Submit City of Santa Fe Application by one of the following methods: Fill out application at Human Resources Department, City Hall, 200 Lincoln Avenue, Santa Fe, NM; mail application to P.O. Box 909, Santa Fe, New Mexico 87504-0909; or fax application to (505) 955-6810. Applications may be downloaded from our website: www.santafenm.gov; or apply online at www.santafenm.gov. Applications become public record upon receipt and may be made available for public inspection upon request.

When required of the position, attach a copy of certification(s) or license(s). Copies of high school diploma/GED & college degree must be provided at time of interview. Pre-placement physical exams are required for some positions. *Incomplete applications may delay or exclude consideration of your application.*