

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 # 2020-FR3

POSITION TITLE: Training Capatin

DEPARTMENT: Fire

PERIOD TO APPLY: 08/12/2019 – 08/26/2019

LOCATION: Support Services

SALARY RANGE: \$\$25.418

FLSA/UNION STATUS: Nonexempt/Fire

POSITION STATUS: Classified

SANTA FE FIRE PERSONNEL ONLY

GENERAL DESCRIPTION

The Fire Department Training Captain is a Captain level position responsible for planning, organizing, coordinating and conducting FIRE and/or EMS training activities of the Santa Fe Fire Department. Delivers and evaluates basic and advanced fire and or EMS training courses to members of the department. The Fire Training Captain performs a variety of first line supervisory and managerial tasks, including directing firefighters in training, routine and emergency duties and other fire and emergency response personnel. Provides assistance to the Fire Chief, Assistant Chiefs and Training Officer as necessary.

SUPERVISION RECEIVED

Works under the general supervision of the Training Officer.

SUPERVISION EXERCISED

Provides close and general supervision to training participants.

NATURE OF WORK

Essential Functions: *The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.*

- Coordinates and conducts fire and medical training activities of training participants to effectively extinguish fires, respond to emergency calls, and provide a safe environment for the citizens of the City of Santa Fe; supervises members in routine and emergency duties.
- Plans, directs, and provides schedules for formal and on-the-job training.
- Assists in development and delivery of promotional training, and testing for regular fire and medical training.
- Delivers lectures and classroom trainings courses, both basic and advanced, to the department and public
- Participates in the testing and training of fire cadets.
- Performs Fire Department related administrative tasks associated with requisition and management of supplies, equipment, personnel, and other resources; prepares and reviews documentation and reports.
- Directs and participates in cleaning and maintaining of the training facility.
- May function as Incident Commander or Safety Officer on emergency scenes.
- Provides backup to immediate supervisor as necessary.
- Performs quality assurance functions including review of fire and EMS reports

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MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

High school diploma or equivalent; Two (2) years current City of Santa Fe Fire Department Rescue Tech, Engineer, Paramedic, Fire Inspector, Deputy Fire Marshal, Lieutenant, Captain, or higher; and, eight (8) years of service.

ADDITIONAL REQUIREMENTS

Must attach proof of all the following items listed below with application. Failure to attach any of these items will result in disqualification of application.

- NM EMT-B licensed or higher.
- Valid New Mexico Class E driver's license or CDL license.
- ICS 100, 200, 700, 800 course certifications
- Engine Operations course certificate
- Rescue Operations course certificate
- Q464 – ICS300 Review
- Q318 – Fire Service Supervision
- Q297 – Awareness of Command and Control at Multi-Alarm Operations
- Completed training Captain Position Task Book certification

REQUIRED AFTER OBTAINING THE POSITION

- AHA BLS Instructor Certificate
- FAA ARFF Active
- ICS300 course Certification
- Company Officer course Certificate
- Instructor 1 course Certificate

KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of: Fire department policies, procedures, rules and regulations, and documentation requirements; locations; the physical layout of buildings in Santa Fe City. Knowledge of firefighting tactics and strategy, and appropriate level emergency medical protocols and techniques.

Skill in: fire suppression, and emergency medical response.

Ability to: plan, assign, direct, supervise, coordinate, and review the work of others; think and act quickly as directed by immediate requirements; present information clearly and concisely, both orally and in writing; and establish effective working relationships with associates and the public.

PHYSICAL DEMANDS/WORK ENVIRONMENT

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, in an elevated state, or in confined spaces. Walking, standing, stooping, bending, kneeling, sitting, reaching, and climbing 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.

VETERAN'S HIRING INITIATIVE

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.

TO APPLY: 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 an application at the 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 the time of interview. Pre-placement physical exams are required for some positions.
Incomplete applications may delay or exclude consideration of your application.

