



# City of Roswell, NM

Human Resources Department

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Roswell, NM 88201

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## APPLICATION PROCESS FOR FIREFIGHTER RECRUIT

Thank you for your interest in employment with the City of Roswell Fire Department. Please review carefully all the information provided.

**The following information is contained in the application packet and must be returned to Human Resources as part of the application. An application packet that is not complete will not be reviewed.**

1. ***Application for Employment.*** Complete as directed. The employment application can be found at [www.roswell-nm.gov](http://www.roswell-nm.gov) under Employment (Jobs).

## EMPLOYMENT INFORMATION

The following is a brief explanation of the City of Roswell Fire Department (RFD) employment information and the City of Roswell benefits. This is not intended to be a complete explanation nor is it to be considered a contract regarding such employment and benefits. This information is subject to change.

## SALARY INFORMATION

RFD hires both Firefighter Recruits with EMS licensures and Firefighter Recruits without EMS licensures. The starting pay for a Firefighter Recruit is Grade 37, Step 1, \$15,918.4 on the City of Roswell's pay scale. This is for a forty hour work week. The Firefighter Recruit with EMT-I or Advanced EMT Licensure will receive a monthly incentive pay of \$100.00 and the Firefighter Recruit with an EMT Paramedic Licensure will receive a monthly incentive pay of \$250.00 in addition to the Firefighter Recruit salary mentioned above.

After Graduation from the Fire Academy: EMT-B Grade 744, Step 1, \$13.78

EMT-I Grade 746, Step 1, \$14.34

EMT-P Grade 748, Step 1, \$14.92

## WORKING CONDITIONS

RFD works a 24-hour shift. 48 hours on/96 hours off.

## UNIFORMS

RFD provides its employees with uniforms and a full set of protective clothing for emergency response as outlined in the RFD Standard Operating Procedures. All cleaning and upkeep of uniforms are the responsibility of the employee.

## TRAINING

Applicants who are accepted for employment and are non-certified at the EMT-B level or higher will be sent to a special class for Emergency Medical Technician - Basic. The non-certified Firefighter Recruit must obtain a New Mexico certification as an EMT-B within one year of the date of hire as a condition of employment.

Applicants who are hired and who are licensed in another state will be required to meet the New Mexico EMT-B requirements within one year of the date of hire.

Applicants who are hired and who attend EMT courses will do so at the expense of the City of Roswell and are paid while attending class. Most training will be done on duty at the RFD. There will be times when the RFD deems it necessary for an employee to attend a special training class out of town. During such training allowable expenses and/or per diem will be paid by the City of Roswell.

Applicants who have completed the EMT course will be required to attend the Roswell Fire Department Training School prior to assignment on shift. These classes will be scheduled Monday through Friday with a few extending into night classes and Saturdays. The Firefighter Recruit must obtain certification in all areas of the initial training, Firefighter I, Firefighter II, Defensive Driving, CPR, Haz-Mat I - Awareness and Haz-Mat II Operations. They must also successfully pass a class on Infectious Disease, Rope Rescue, and Vehicle Extrication as well as all phases of the Recruit Practical exams.

#### **HEALTH INSURANCE (Voluntary)**

Health Insurance is provided for the employee through the State of New Mexico.

#### **LIFE INSURANCE**

Life Insurance is provided for the employee through the State of New Mexico.

#### **DENTAL INSURANCE**

This is a voluntary benefit paid by the employee. The City will deduct the premium from the employees' paycheck as a courtesy. Employees may enroll themselves alone or employees may enroll themselves and all eligible dependents. The coverage is provided by Delta Dental.

#### **VISION INSURANCE**

This is also a voluntary benefit paid by the employee with Vision Service Plan (VSP). The City will deduct the premium from the employees' paycheck as a courtesy. Employees may enroll themselves alone or employees may enroll themselves and all eligible dependents.

#### **RETIREMENT**

The City of Roswell is a member of the Public Employees Retirement Association (PERA). All City employees except full-time students and temporary employees must be a member of PERA as a condition of employment.

## ANNUAL LEAVE

Annual leave accrues on the last day of the month. Employees must complete one (1) full calendar month of employment after initial appointment before annual leave begins to accrue. Annual leave cannot be utilized until after satisfactory completion of initial probation, which is one year. Accrual rate for full-time Fire employees is based on years of service as follows:

1 month - 60 months	10 hours per month (120 hours per year)
61 months - 180 months	15 hours per month (180 hours per year)
181 months and over	20 hours per month (240 hours per year)

The maximum amount of annual leave which may be carried over from one calendar year into the next is 360 hours.

## SICK LEAVE

Fire Department shift employees accrue sick leave at the rate of 16 hours per month on the last day of the month. An employee must complete one (1) full calendar month of employment after initial appointment before sick leave begins to accrue. The maximum amount of sick leave which may be carried over from one calendar year to the next is 1,456 hours. Sick leave has no other value and may not be converted to annual leave nor may it be sold back to the City.

## HOLIDAYS

The City of Roswell observes eleven holidays per year as follows:

*Holiday*

New Year's Day  
Martin Luther King, Jr. Day  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving  
Thanksgiving Holiday  
Christmas Eve  
Christmas Day

Firefighter/Firefighter Recruits are paid 12 hours of holiday pay for each of the eleven holidays at their regular hourly rate. Employees who have completed one full calendar year of employment shall receive one (1) personal holiday leave shift per calendar year which shall be awarded each January 1 of each year. The personal holiday leave shall be used during the year and shall not be carried over at the end of the year.

## LONGEVITY

Full-time employees who complete three years of continuous service with the City receive longevity pay effective on the pay period closest to the third anniversary.

**CITY OF ROSWELL, NM**  
**FIRE DEPARTMENT**

**FIREFIGHTER RECRUIT**

**APPLICATION PROCESS PROCEDURE**

1. Application. The Employment Application, Willingness Questionnaire, and **copy of EMT license** must be submitted online by the application deadline. Be sure to include a copy of any applicable certifications and/or licensures. ***Failure to submit all completed documents with all required signatures with the application will result in the candidate being disqualified from further consideration.***

2. Background Investigation. As part of the pre-employment process, the City will conduct screenings in the areas of past employment, criminal history, driving record, and if applicable, verification of EMT licensures.

Applicants will be subject to the following criteria in order to be considered as having a satisfactory driving record:

- An applicant who has seven (7) or more points on his motor vehicle record (MVR) within the twelve (12) month period prior to the date of the application and/or an applicant who has a driving under the influence (DUI/DWI) violation on his MVR within the thirty-six (36) month period prior to the date of application will not be considered for employment.

An applicant whose background investigation is rated unsatisfactory will be disqualified from further consideration. Applicants who meet the requirements will be notified of the pre-employment testing date.

3. Pre-Employment Testing. The pre-employment testing consists of a physical ability test and a written test. Those Applicants who have a current EMT license will be exempt from the written exam. Applicants will be notified of testing dates for both the physical ability test and the written exam.

The physical ability test is based upon the requirements of the job and information on the requirements is included in this application packet. Applicants who successfully complete the physical ability test will proceed to the written exam.

The written exam is a multiple choice exam. Pencils and paper necessary for the examination will be supplied. Please note that food, drinks, calculators, beepers, cell phones and other personal belongings will not be allowed in the exam room. The exams will be scored immediately following completion of the exam. Applicants who have a current EMT license are exempt from the written exam.

4. Interviews. Upon completion of the pre-employment testing, the scores of the written test and physical ability test will be evaluated and a maximum of 30 candidates will be scheduled for oral interviews with the Fire Department Hiring Committee (please see #11 — Grading System). These applicants will be scheduled for an interview as soon as possible following the written test.

5. Reference Checks. Reference checks will be conducted prior to the eligibility list being established.
6. Ranking of Candidates/Criminal History Check/Eligibility Lists. The application packet, physical ability test score, written test score and oral interview score will be reviewed by the Fire Department Hiring Committee for eligibility ranking. An eligibility list will be prepared and a criminal history check will be conducted on those applicants on the list. As openings become available, the eligible selected applicant(s) will continue through the application process.
7. Conditional Offer of Employment. Once the applicant passes the background investigation, the Human Resources Department will offer the individual the position of Firefighter/Firefighter Recruit contingent upon the person passing the pre-employment post offer drug screen and physical examination.
8. Final Offer of Employment. A final offer of employment will be made by the Human Resources Department following satisfactory completion of all portions of the application process.
9. Expiration of Eligibility. The eligibility list is good for one (1) year unless it is determined by the Fire Chief that it is in the best interest of the department to re-advertise.
10. Disqualification Provisions. An applicant who is disqualified during any portion of the application process is eligible to participate in the next application process.
11. Grading System. Each time on the physical ability test will be awarded a corresponding grade point from one to nine. They will be awarded on the following point scale.

<u>Test Time</u>	<u>Points</u>
Below - 2:10 minutes .....	9
2:11 - 2:32 minutes .....	8
2:33 - 2:54 minutes .....	7
2:55 - 3:16 minutes .....	6
3:17 - 3:38 minutes.....	5
3:39 - 4:00 minutes.....	4
4:01 - 4:22 minutes.....	3
4:23 - 4:44 minutes.....	2
4:45 - 5:06 minutes.....	1
5:07 minutes or over.....	Disqualified

Each written test grade will be awarded a corresponding grade point from one to nine. This grade point or stanine is set by the company validating the written test and is different for each test. The higher the written test score the larger the grade point score.

Both grade point scores will be added together and the applicants with the highest 30 totals will be scheduled for oral interviews.

**CITY OF ROSWELL, NM**  
**FIRE DEPARTMENT**

<b>PHYSICAL ABILITY TEST</b>
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The Roswell Fire Department's physical ability test is comprised of 6 different parts that must be done continuously in five (5) minutes and six (6) seconds or less without stopping the stopwatch in order to qualify. The overall test will be fully described to the test group and each applicant given sufficient time, if needed, prior to the start of the test to become familiar with each exercise and the equipment used in this test. All weights and distances are approximate measurements. Applicants will wear a turnout coat with a long or short sleeved shirt, (e.g., jeans, sweat pants or similar), helmet, gloves, athletic shoes and a fully charged SCBA. **NO SHORTS WILL BE ALLOWED.** Test subjects may rest at any time during the performance of the test, but the clock continues to run. The test will be administered at the Roswell Fire Training Facility (corner of Brasher Rd. and Sunset Ave.) in Roswell, NM.

**Task 1 -*Fan Carry.***

From a standing position with hands at their sides, subject will, at the word "Go" pick up the 47-pound electric blower using good biomechanical lifting techniques (back straight and knees bent in a squat position) with both hands and carry the fan a distance of 60 feet. At the 60-foot mark subject carefully places the fan within the rectangle marked on the ground to their right. After placing the fan in the marked rectangle, subject walks forward about 2 feet to the hose load and Task 2.

**Task 2 - *Hose Load Carry/Stair Climb.***

From Task 1 subject walks about 2 feet, picks up a 42.5-pound hose load (to shoulder or at chest height), and walks about 72 feet to the base of the training tower's external stairway. Subject climbs the stairs to the third landing (the top of the stairway) and drops the hose pack to the right on the uppermost (third) landing. Once the subject drops the hose pack, he/she turns to the left and begins Task 3, the Hose Hoist.

When ascending the stairs, the subject has the option of skipping stairs and using the handrail. However, when descending the stairs, the subject must touch every stair and use the handrail.

The hose pack will consist of 100 feet of 1 3/4" single jacket hose, a nozzle and a gated wye, tightly bundled with duct tape. The hose pack weighs 42.5 pounds. The hose pack should be initially positioned on the ground in the rectangle just over the Task 1 finish line. It should be in the middle of the walk lane so that each subject has the option of which shoulder to carry it on.

**Task 3 - *Hose Hoist.***

Subject turns to his/her left and approaches the railing. Subject grips the rope (either 1/2" or 5/8 nylon rope) with both hands and hoists the 32-pound hose load. While hoisting the hose roll the subject must keep both feet on the landing and not stand on or lean on the railing cross members or the metal strip that stretches across the bottom of the landing rail. Subjects can only pull the rope with their hands and may not brace or grip the rope with their arms for other parts of their bodies. The rope also may not be wrapped around the subject's body or hands/arms nor may the subject step on or pinch the rope to hold it in place.

### Task 3 - **Hose Hoist (Cont...)**

Subjects may pull the rope over the railing (rope touches the railing) as long as they only use their hands to pull and grip the rope. Once the hose roll reaches the top of the railing (42' high), subject must lift it over the railing and drop it on the landing such that the hose roll remains on the landing. If the hose roll does not stay on the landing, the subject is disqualified. Once the hose roll is on the landing, subject turns to their left and descends the stairway to the ground, makes a 90° right turn, and begins the walk to Task 4, Forcible Entry.

### Task 4 - **Forcible Entry.**

After descending the stairs subject makes a 90° right turn and walks about 45 feet, makes another 90° right turn and walks another 45 feet to the Keiser Force machine. Subject will mount the Force Machine (facing in the direction he/she was walking), pick up the 9-pound shot mallet and hit the 160-pound steel beam until it moves five feet horizontally (the timer should tell the subject when this has been accomplished by yelling "DONE"). Once the beam has been moved the required distance, subject drops the mallet, carefully dismounts the Keiser and walks to Task 5, Hose Advance

### Task 5 - **Hose Advance.**

From the Keiser Force Machine, subject walks 120 feet to the nozzle end of an S-laid, charged 1 3/4"-inch attach line. Upon reaching the nozzle, subject lifts the hose and, using an over-the-shoulder grip, walks or jogs 100 feet while dragging the hose. Once the hose *nozzle* crosses the task finish line, the subject drops the hose and moves to Task 6, the Victim Rescue.

### Task 6 - **Victim Rescue.**

Subject walks from the Hose Advance task finish line about 25 feet to the two traffic cones marking the entrance to the Victim Rescue task. Subject walks between the cones, turns left or right (depending on where the mannequin is positioned) and walks ~ 53 feet to the Victim Rescue task start line approaching the 190-pound mannequin from the head end.

The subject must lift and carry the mannequin in a manner such that only the heels of the mannequin are touching the surface. Lifting and carrying/dragging the mannequin requires the subject to squat at the mannequin's head and place his/her hands under the mannequin's head/neck, and raise the mannequin's torso into a seated position. The subject then grasps the mannequin by hooking both arms under the mannequin's armpits and clasping his/her hands in front of the mannequin's chest if possible. The subject next lifts the mannequin using a "squat" type of lift involving his/her legs and maintaining the natural curve of the back in a safe lifting motion. Once the subject has elevated the mannequin, he/she begins a rearward walking movement keeping the torso of the mannequin at chest level (with the mannequin's "feet" dragging on the ground) dragging the mannequin 75 feet to the finish line until the mannequin's feet cross the end line. When the mannequin's feet cross the line, the test ends and the subject can drop the mannequin.



**CITY OF ROSWELL**  
Equal Opportunity Employer  
**Fire Department**  
**Firefighter Recruit**

<b>Date Open:</b>	July 8, 2021	<b>Schedule:</b>	<b>Status:</b>	<b>Type:</b>	<b>Grade:</b>
<b>Date Closed:</b>	September 17, 2021	48/96 Fire Shift	Non-Exempt, Hourly	Regular Full Time	37 \$16.84

**SUMMARY:** Under close supervision, learns to maintain Roswell Fire Department (RFD) equipment and facilities, and perform firefighting, rescue, and emergency medical duties.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Attends classroom training to learn Firefighter duties, responsibilities, and skills; attends physical training classes as directed.
- Learns to maintain RFD facilities, vehicles, equipment, apparatus, and tools; learns to inspect and repair equipment after use, and restock medical supplies; notifies supervisors of equipment problems beyond the scope of authority or skills.
- Assists with the inspection and maintenance of personal protective equipment.
- Learns to operate emergency, fire, rescue, medical, and lifesaving tools and equipment.
- Learns to mitigate hazards, emergency situations, and hazardous materials incidents, and perform clean-up activities at fire and emergency scenes.
- Performs station maintenance; maintains station living quarters and grounds as directed.
- Learns City geography, traffic patterns, streets, landmarks, building locations, and special hazards of designated facilities, to assure that firefighting activities are accomplished quickly and effectively.
- Learns to conduct public education sessions; participates in fire prevention, pre-fire planning and safety programs; assists with training of citizens and volunteer staff as assigned.
- May respond to emergency alarms and calls for service, and performs fire suppression, rescue, and emergency medical duties as required to control emergency incidents; follows orders under stressful conditions, and relays orders, instructions and information on team actions.
- Supports the relationship between the City of Roswell and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

**MINIMUM QUALIFICATIONS:**

**Education, Training and Experience Guidelines:**

High School Diploma or GED equivalent; one year of related experience is preferred.

**Knowledge of:**

- City policies and procedures.



- Department Standard Operating Procedures, Code of Conduct, policies, and procedures.
- Federal, state, and City safety rules and regulations, and state and local building codes.
- City geography, traffic patterns, and the location of all streets, landmarks, and buildings.

**Skill in:**

- Learning to observe and follow safe firefighting practices.
- Following orders under stressful conditions.
- Learning to assess emergency medical needs, stabilize patient, and provide emergency medical care.
- Establishing and maintaining effective working relationships with co-workers.
- Operating and maintaining computer and communications equipment.
- Closely following verbal and written instructions and procedures.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

- A New Mexico State Driver’s License Class D is required.
- Must possess, or obtain within one (1) month of employment, and maintain a valid Class E driver’s license issued by the State of New Mexico and have a satisfactory driving record.
- Must maintain a telephone.
- Must possess within one (1) year of employment, and maintain a valid certification as an Emergency Medical Technician – Basic (EMT-B) issued by the State of New Mexico.
- Must possess and maintain good health and freedom from physical defects so as to be able to acquire the degree of physical strength and agility necessary to perform heavy manual tasks in emergency situations and under adverse conditions.
- Must successfully complete the Roswell Fire Department Fire Apparatus Operator minimum standard exam that includes completion of FAO Task Book, basic streets examination, and standard practical examination within two (2) years of employment. **Note: Completion of this process does not take the place of the FAO Promotional Exam.**

**NECESSARY SPECIAL REQUIREMENTS:**

- Must complete the “Willingness Questionnaire” form and submit along with the completed online application.
- Must pass a pre-employment physical fitness demonstration, written test and personal interview.
- Must successfully complete the Roswell Fire Department Recruit Academy. Maintaining a passing grade in all sections of this course is required.
- Must be able to pass a rigid background investigation including work history, criminal records, driving records and other records deemed necessary.
- Must pass a pre-employment drug screen administered by a City-designated facility.
- Must pass a pre-employment complete physical and respirator physical given by a City-designated physician.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard Fire Station environment, and in the field for on-scene response to emergency situations. Work requires climbing, lifting, carrying and transporting equipment and individuals. Functional vision and hearing to differentiate sounds (voice, horn) is required. Work may involve exposure to extreme heat, unstable structures, hazardous materials, emergency situations, body fluids, and infectious diseases and pathogens. Must maintain a level of physical fitness to meet Department standards.

**Note:** Firefighter Recruit – Non-EMT promotes to Firefighter Recruit – EMT classification upon completing requirements for and receiving an Emergency Medical Technician – Basic (EMT-B) license issued by the State of New Mexico.

**Pay:** Firefighter Recruit – EMT promotes to Firefighter upon satisfactory completion of the recruit academy and licensure as an EMT.