



Human Resource Division

Eileen T. Sedillo
Human Resource Supervisor

Rock G. Ulibarri
Chairman - District 1

Arthur J. Padilla
Vice-Chairman - District 3

Janice C. Varela
Commissioner - District 2

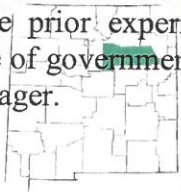
Maria L. Martinez
Commissioner - District 4

Chris A. Najer
Commissioner - District 5

Vidal Martinez, Ed.D.
County Manager

SAN MIGUEL COUNTY EMPLOYMENT OPPORTUNITY

San Miguel County is accepting applications for the position of Fire Marshal. This position is responsible for the management of the County Volunteer Fire Departments, County Fire Districts and County Department Equipment to perform safe, effective fire emergency response services throughout the county. Manages to provide support and equipment maintenance for all County Volunteer Fire Departments and works to plan and advance fire protection services in San Miguel County. Manages annual funding received from the New Mexico State Fire Marshal Office for various County Volunteer Fire Departments and insures submittal of annual budgets to the state and county, toward the operational and administrative costs for the (12) Volunteer Fire Departments with the County. Must have prior experience in governmental procuring and receiving of items procured through the use of governmental funds. The position is an exempt at will position and reports to the County Manager.



RANGE III

Salary: \$35,000.00 - \$47,000.00

Status: Exempt At-will Position

FLSA: Exempt

Opened until filled with the first cutoff date of Friday, January 12, 2018 at 3:00 p.m.

Applications and a detailed job description may be picked up from the San Miguel County Human Resource Office located at 500 West National, Suite 202. You may also obtain an application and a job description by logging on to San Miguel County's Web Site at www.co.sanmiguel.nm.us. San Miguel County is an Equal Opportunity and Affirmative Action Employer. The county reserves the right to reject any and all applications.


Vidal Martinez, Ed.D., County Manager


Date
1/4/18
1.4.18

Eileen Sedillo, Human Resource Supervisor

Date

Published _____, 2018



San Miguel County

FIRE SERVICES DIVISION FIRE MARSHAL JOB DESCRIPTION

RANGE III

Salary: \$35,000.00- \$47,000.00
Status: Exempt At-will Position
FLSA: Exempt

DEFINITION:

This position is responsible to manage County Volunteer Fire Departments, County Fire Districts and County Department Equipment to perform safe, effective fire emergency response services throughout the county. Accomplished by interacting with all volunteers, officers, elected officials, the general public and other State and Federal agencies. Manages to provide support and equipment maintenance for all County Volunteer Fire Departments and works to plan and advance fire protection services in San Miguel County. The Fire Marshal reports to the County Manager.

RESPONSIBILITIES AND DESCRIPTION OF WORK PERFORMED:

Manages annual funding received from the New Mexico State Fire Marshal Office for various County Volunteer Fire Departments and insures submittal of annual budgets to the state and county , toward the operational and administrative costs for the (12) Volunteer Fire Departments within the county.

Supervises the submittal of written reports toward emergency response operations throughout the county in order to inform the county, state and federal government agencies when required and shall meet all deadlines as required.

Manages and insures compliance with state procurement regulations, administers procurement processes (documents) working with state and federal contracts, invitation for bids, request for bids and obtaining written quotes toward the purchase of equipment and construction needs for the (12) volunteer fire departments and coordinates process with the County Fire Chief organization, and individual volunteer Fire Chiefs.

Plan, develop and conduct fire investigations, inspection, prevention and education activities as needed.

Create and maintain an electronic and hard copy file for each of the (12) Volunteer Fire Departments property inventory, facilities and assets as identified through the San Miguel County Finance and operating budget records. Maintain Fire Departments assets inventories for all Volunteer Fire Departments and retain records for maintenance/use of said assets.

Develop and maintain a County Emergency Response personnel listing and training program and insure proper identification of all members are in good standing.

Develop and maintain a countywide communication system infrastructure toward the development of radio communications on behalf of all county emergency response agencies.

Develop a training program to instruct emergency response personnel in areas related to but not limited to management, life safety techniques, emergency response, codes, regulations and policy that are required to maintain certification levels.

Develop policies toward emergency response, fire ordinances toward restrictions and prevention, mutual aid agreements with county and city agencies that will be taken to the County Commission for approval.

Supervises the (12) Volunteer Fire Departments in the development of their fire districts, property acquisition, district boundaries, buildings and/or equipment purchases in an effort to reduce ISO ratings. These efforts will be reported to the Board of County Commissioners, County Manager, and Volunteer Fire Chiefs.

Sets and attends the Volunteer Fire Chief's monthly meetings and provide leadership, direction, policy and support to insure efficient operations of the Volunteer Fire Departments.

Attend various meetings toward the planning and training needs within the county for fire emergency response capabilities.

Is required to handle and document internal investigations within the (12) Volunteer Fire Departments and recommend discipline as directed.

Will be required to conduct inspections of facilities and equipment annually within the (12) Volunteer Fire Departments of San Miguel County.

Qualifications:

High school diploma or GED equivalent required. Minimum of 5 years of experience in fire operations background/experience preferred. Minimum of 5 years of experience in financial and/or administrative background/experience toward emergency response services.

Must possess a valid New Mexico driver's license and a good driving record at all times while employed as a Fire Marshal.

Must have prior experience in governmental procuring and receiving of items procured through the use of governmental funds.

This position is safety sensitive and is subject to drug testing.

Special Skills or Requirements:

Must be able to communicate verbally and in writing on a daily basis.

Must be knowledgeable and productive in the use of computers and software in completing assignments. Examples of software utilized include Microsoft Word, Excel, Power Point, etc.

Must have a working knowledge of radio communications.

Must be able to manage problems and motivate volunteers to coordinate multi-agency activities, ability to meet and deal with government officials and the public, and to complete tasks under pressure and adverse conditions.

Must be able to respond to calls after hours and work in inclement working conditions. As well as attend meetings during and after hours.

Must be able to address groups of 15 or more individuals on issues involving planning, coordinating and implementation of emergency situations.

May be required to travel in and out of State for training and/ or educational purpose.

Physical Requirements:

Mobility Factor: Walk 30%, Sit 30%, Run 5%
Primary Work Position: Stand 20%, Kneel 10%, Squat 5%

Special Movements:

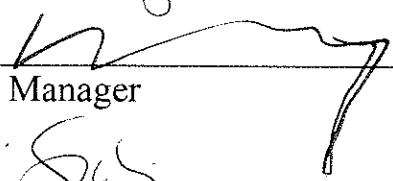
Back: Bends regularly, stands regularly, sits and squats regularly

Arms: Reaches 2-4 feet, lifts and carries regularly from 1 to 50 lbs. a maximum distance of 100 feet. Lifts from floor to waist a maximum of 50 lbs.

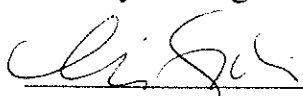
Legs: Bends, walks, kneels, squats often, and climbs often.

Hands: Gross dexterity- regularly, grasps/manipulates- frequently, speed required- often, bilateral coordination- frequently, continuous eye/hand coordination.

JOB DESCRIPTION APPROVED BY THE SAN MIGUEL COUNTY BOARD OF COMMISSIONERS
ON January 9, 2018



County Manager Date 1/9/18



Human Resource Supervisor Date 1.9.18

Employee Date