

Michelle Lujan Grisham
Governor

Cabinet Secretary

Dylan M. Fuge
Deputy Secretary

Laura McCarthy, State Forester
Forestry Division



JOB ANNOUNCEMENT – ADMINISTRATIVELY DETERMINED (AD) – EMERGENCY HIRES

JOB TITLE/S: Wildland Fire Fighter/Fire Dispatcher/Office Clerk /Technical Specialist (Administratively determined (AD))

HIRING AGENCY: Energy Minerals & Natural Resource Department- NM Forestry Division, Chama District Office

PAY RANGE: The District shall determine the rate of pay based on the position being performed and individual's qualification, using the United States Department of Agriculture-Administratively determined (AD) rates of pay (PMS-902).

Current fire season pay rates will start at \$18.88 and up depending on your qualified position. Basic Wildland Firefighter (Firefighter 2) starts at \$21.08.

POSITION INFORMATION: AD Emergency hiring is of an uncertain nature and of a temporary duration based on District, State, and National needs and preparedness levels. Individuals are subject to a Call-When-Needed (CWN) schedule.

DUTY LOCATION: Chama District- Located at the junction of NM 512 and U.S. 64-84 near Los Brazos, NM

WHO MAY APPLY: US Citizens; no prior experience is required. Must be at least 18 years of age before starting work.

JOB SUMMARY/ DUTIES:

WILDLAND FIRE FIGHTER: Performs wildfire suppression support as directed within training and physical capabilities and performs other duties as assigned. Duties listed are at the full performance level. Individuals agree to be hired by the Division as an emergency fire fighter/AD. The work is primarily outside and may be performed under stressful situations and conditions, in hazardous terrain and inclement weather. Emergency fire fighter/ADs shall promptly comply with their supervisor's instructions and orders.

Incident fire assignments may last 14 days or longer not to exceed 16 hours per day, but there is no guarantee that a fire will last that long. If an assignment lasts 14 days, appropriate work/rest guidelines will be adhered to during assignments. Once an emergency fire fighter/AD has accepted an assignment, he or she is required to remain until released. Traveling off district or out of state will occur based on local and national need/availability.

FIRE DISPATCHER/ OFFICE CLERK DUTIES: Serves as a radio dispatcher/AD, receiving, filing, and tracking resource requests for fire incidents. Follows established procedures to perform a variety of technical duties common to the dispatch of personnel, equipment, aircraft and/or supplies according to pre-defined plans or in response to resource orders from the field. Initiates requests for additional resources as needed. Maintains resource status and tracking systems and operates telecommunications systems. Collects, processes, collates, and submits incident information to support fire operations (e.g. fire reports, spot weather forecasts). Inputs data into fire-related computer databases (e.g., Fire Management System). Provides critical logistical support information to supervisor and makes recommendations concerning the efficient uses of available resources. Records and maintains communication logs.

The office clerk/AD may aid in answering phones and may also be working in dispatch if needed. Additional duties include preparing letters and memos, operating a variety of office equipment, answering telephones, and greeting visitors, disseminating information, providing information, etc.

QUALIFICATIONS: Position qualifications as determined by the National Wildfire Coordinating Group (NWCG) Standards for Wildland Fire Position Qualifications (<https://www.nwcg.gov/publications/pms310-1>)

FIRE/DISPATCH: Basic to advanced level qualifications are not required but are preferred for these positions.

OFFICE CLERK: Should be proficient with Microsoft word and Excel programs and Microsoft Operating system. Be able to communicate with others and manage multiple tasks daily.

WORK CAPACITY TEST (WCT) for Wildland Firefighters: This position participates in wildland firefighting activities. Based on the type of work performed, TAKING and PASSING the WCT at the ARDUOUS level is required to participate in Fireline/Fire Suppression activities. The Arduous fitness (Pack) test requires completing a three (3) mile hike within forty-five (45) minutes, while carrying a forty-five (45) pound pack. You are strongly encouraged to consult with your physician and begin training immediately if applying for this position.

Emergency fire fighters/and all ADs shall be a minimum of 18 years of age and in good physical health for fire line positions. Must possess and maintain a valid NM driver's license and may be required to take a National Safety Council Approved Defensive Driving Course for all positions being offered.

HOW YOU WILL BE EVALUATED: Bring resume, and relevant documentation as proof of qualifications, documented performance and Fire/Office and Dispatch experience to the District with the HIRE PACKET.

HOW TO APPLY: Please pick up the HIRE PACKET at the District office.

District contact info:

Pablo Montenegro, Fire Management Officer

Email: pablo.montenegro@emnrd.nm.gov **OFFICE:** 575-588-7831

**Required Training – Introduction to Wildland Firefighting
Available online!**

S-130



S-190



L-180



IS- 700



ICS- 100

