



# Los Alamos County

## Job Description and Classification

LOS ALAMOS

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**JOB TITLE:** Fire Technology Specialist /Sr. Fire Technology Specialist  
**JOB CODE:** 484, 488  
**CLASSIFICATION:** Non-Exempt  
**DEPARTMENT/DIVISION:** Fire/Administrative Services  
**SUPERVISOR:** Fire Technology Manager

### **Position Summary:**

Under the general supervision of the Fire Technology Manager, designs, maintains, analyzes, updates, and assures accuracy of the Pre-Incident Plan (PIP) program; oversees installation, provides training and troubleshooting. Maintains, updates, and generates reports of the records within fire-department specific records management system (RMS) databases. Manages and maintains department's Access Control Program and intra/internet; designs and maintains various graphics projects supporting departmental needs. Maintains confidentiality of all privileged information.

*The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification. Duties, responsibilities, and activities may change at any time.*

### **Essential Duties and Responsibilities - Fire Technology Specialist:**

- Maintains, analyzes, and updates LAFD and LANL PIP and RMS databases.
- Performs quality assurance audits on PIPs; coordinates the communication of and documentation of adjustments to PIPs; assists in analyzing the impact of adjustments to PIPs.
- Develops, maintains, and assigns the PIPs review schedule to the appropriate field crews.
- Develops, maintains, and assigns the fire hydrant testing schedule; develops technical report for submittal for the County and LANL.
- Provides training and technical support to staff related to the use of mobile computers.
- Manages and maintains various department programs such as Access Control System and Identification Program, intranet, and internet websites content.
- Serves as primary contact for access control and hydrant programs, as well as the customer service contact for other fire and life safety programs.
- Translates project sketches and field data into electronic documents utilizing Geographic Information Systems (GIS). Publishes project documents to fire-department specific database. Regularly review and update as necessary project documents.
- Conceptualizes, designs, and produces departmental educational materials for the public, including but not limited to brochures, newsletters, annual reports, charts, and graphs, utilizing various graphic/illustration software. Prepares documents such as internal memorandums, business cards, certificates, etc.
- Takes photographs of fire department routine activities, special events, incidents, and training modules for internal and external use. Extracts still photographs from security camera footage.
- Provides support with Mobile Computing, GIS, EMS Electronic Patient Care records and other projects as needed.

- Administers the department's intranet site and public website. Manages websites, updates, research, and develops new and innovative ways to share and collaborate on information and documents.
- Interfaces with LANL staff in the necessary collection of data and deliverables required for the Cooperative Agreement.
- Attends technical training and conferences to stay abreast of technology updates and improvements.
- Generates operational reports as required.
- Maintains confidentiality of all information.
- Contributes to a team effort and accomplishes related results as required.
- Serves as back to team members and program specialists.
- Performs other duties as assigned.

**Essential Duties and Responsibilities – Sr. Fire Technology Specialist**

- Assists with technical support for research and development initiatives for the implementation of new technologies.
- Advise on the purchase of new AV equipment; assist with installation.
- Maintains a broad knowledge of state-of-the-art technology, equipment, and/or systems; participates in professional development activities.
- Serves as team member for research and development initiatives for the implementation of new fire technologies.
- Reviews, evaluates, and recommends solutions for hardware and software acquisitions as requested.
- Tag or label AV equipment owned by the organization; periodically audit inventories to mitigate risk of damage or theft.
- May serve as lead on assigned projects, such as hardware and software procurement, training, research and implementation projects related to PIP and fire and life safety administration.
- Oversees department's mobile computer inventory and serves as a liaison between IT and field crews; ensures that updates occur, as necessary; may serve as the initial point of contact for troubleshooting. Maintains various internal department programs such as Access Control System and Identification Program, intranet, and internet websites content.

**Minimum Qualifications – Fire Technology Specialist**

- Associate's degree from an accredited college or university, or equivalent combination of education and related work experience.
- Two years of experience in any combination of the following fields: desktop hardware and software support or GIS data management or database management or network administration or data analysis.
- Must be a United States Citizen.
- Must successfully complete a thorough background investigation, including FBI fingerprint check.
- Must not have been convicted of a felony or any other crime involving moral turpitude.
- Must possess or must make application for a DOE Q clearance within thirty days of employment with ability to obtain, and must maintain a DOE Q clearance, and is subject to additional federal background investigation. Prior to issuance of the Q clearance, must always be eligible to be escorted into secured areas until such time as the initial investigation period has expired and a Q clearance is issued. Subsequently, should Q access authorization be under review, but not

suspended or revoked, and employee may remain eligible to be escorted into a secured area, a reasonable time for reinstatement shall be allowed.

- Must possess a valid driver's license.

**Additional Minimum Qualifications – Sr. Fire Technology Specialist:**

- Additional two years' experience in desktop hardware and software support which includes support of remote locations.

**Knowledge, Skills, and Abilities – Fire Technology Specialist**

- Knowledge or ability to gain knowledge of DOE/NNSA security/classification ratings and requirements related to pre-fire planning.
- Knowledge of GIS programs and other operational software.
- Knowledge of intranet and internet website layout principles.
- Skill in project management.
- Skill in reading and understanding maps, orders, pre-incident plans, and related materials.
- Skill in operating various word processing, spreadsheets, and database software programs in a Windows environment.
- Skill in graphics design, using Adobe or similar based programs.
- Skill in the use of GIS to draw schematic floor plans, with ability to simplify existing architectural floor plans, adjust maps, and print plans and maps as needed.
- Ability to communicate effectively, both orally and in writing.
- Ability to analyze graphic and technical information and create interpretive illustrations.
- Ability to analyze and effectively solve problems.
- Ability to use independent judgment and to manage and impart confidential information.
- Ability to gather data, compile information and prepare reports.
- Ability to analyze and solve problems.
- Ability to meet strict timelines.

**Additional Knowledge, Skills, and Abilities – Sr. Fire Technology Specialist**

- Ability to integrate emerging technologies into the current environment.
- Ability to implement computer systems and applications.
- Ability to provide technical guidance and instruction to other technical positions.
- Ability to review technical support queue and ensure response as appropriate.
- Skill in project management.
- Skill in drawing schematic floor plans, adjust maps, and print plans and maps as needed.
- Ability to analyze graphic and technical information and create interpretive illustrations.
- Ability to analyze and effectively solve problems.

**Physical Demands:**

While performing the duties of this job, the employee routinely sits, stands, walks, talks, and hears. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee may occasionally lift and/or move up to 25 pounds.

**Work Environment:**

Work is performed in a professional office environment with a moderate noise level. This position routinely uses standard office equipment such as computers, phones, and photocopiers. Evening,

holiday, and weekend work outside of normal business hours may be required. Some site and field inspections at LANL, DOE and town site locations may be required.

This position requires mandatory and random drug and alcohol testing and screening; therefore, all applicable federal/state regulations or laws and county rules and policies covering random, post-accident, pre-hire, and return to duty testing will be conducted prior to and during employment.

Every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance.
- Satisfactorily complete and maintain compliance with all required training.
- Work well with others and participate fully in a team-oriented environment.
- Interface with other employees and customers in a courteous and respectful manner.
- Project positive support of their department and all county organizations.
- Maintain and enhance the county's commitment to customer service excellence.

**Approvals:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

Human Resources Manager: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

Reviewed: 3/20/2015

Revised: 12/1/2018, 3/10/2023; 01/11/2024, 2/13/2024, 03/20/2025