

**PUEBLO OF LAGUNA  
JOB ANNOUNCEMENT NO. 2017-43**

**OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS**

<b>POSITION:</b>	<b>Firefighter/EMT-Intermediate</b>
<b>OPENING DATE:</b>	<b>August 8, 2017</b>
<b>CLOSING DATE:</b>	<b>Open Until Filled</b>
<b>DEPARTMENT:</b>	<b>Public Safety/Fire Protection Program</b>
<b>SALARY RANGE:</b>	<b>NE-9; \$27,373 - \$41,059</b>

**Position Summary:**

Under direct supervision of the Fire Lieutenant, the Firefighter/EMT-Intermediate protects the life, property, and natural resources of the Pueblo of Laguna. Responds to a variety of emergencies, such as structure and wild-land fires, medical and trauma emergencies, hazardous materials incidents, or rescue and extrication emergencies. Consistently applies Core Values supporting Workforce Excellence. Employee must maintain confidentiality of all privileged information.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

**Essential Duties & Responsibilities:**

- Works within a Paramilitary Rank structure environment and adheres to and follows the chain of command.
- Responds to fire alarms, emergency medical services (EMS), and all other emergencies when dispatched.
- Locates, rescues, and removes victims from dangerous or potentially dangerous situations.
- Creates openings in buildings for cross-ventilation or roof ventilation as well as for entry.
- Controls property loss created by fire by removing occupants and belongings, diminishing water damage, and conducting proper salvage and overhaul techniques.
- Provides emergency care to injured persons and those overcome by fire, smoke or other life-threatening emergency, evaluates signs and symptoms of patients, and provides prompt and efficient treatment including advanced life support, invasive care, artificial respiration, extrication, and preparation for transport.
- Transports patients to appropriate medical facility and reports to medical facility personnel on condition and care of patients.
- Transports bodies of deceased persons to mortuaries and / or homes.
- Handles large diameter fire hose used for fire suppression and containment of fire.
- Communicates with superior officers or Medical Control Emergency Physician (MCEP) during emergencies utilizing portable two-way radios or face to face communications.
- Inspects buildings for fire hazards and compliance with fire prevention ordinances.
- Maintains apparatus, living quarters, fire station, equipment, and grounds, in good condition.
- Participates in EMS fire drills, equipment demonstrations, and training courses, such as hydraulics, pump operations, and firefighting tactics and strategies.
- Maintains positive relations with community members and agencies by educating and informing on fire prevention and related issues.
- Drives firefighting apparatus such as an ambulance, tanker, pumper, rescue and brush trucks, and operates equipment effectively.
- Assists Lieutenant and Captain with medical records, drug logs and inspection, and quality assurance/quality improvement when directed.
- Maintains technical knowledge by attending training classes and seminars on firefighting/EMS methods, techniques, safety, and related fire prevention activity.
- Communicates with local, state, regional and outside agencies and assists as needed.
- Maintains appropriate documentation on incidences as required by policies and procedures.
- Contributes to overall team goals and performs designated duties and responsibilities with short and long term goals as focus.
- Coordinates emergency scenes with other public safety, local groups/organizations, or agencies utilizing the National Incident Management System (NIMS) and Incident Command System (ICS) as required by Homeland Security.

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- Contributes to a team effort towards accomplishing tasks and achieving results as required.
- Applies the Pueblo's Core Values and Workforce Values supporting Workforce Excellence.
- Performs other duties as assigned.

### **Minimum Qualifications:**

High School Diploma or GED required. New Mexico EMT-Intermediate License required. Firefighter I certification required. Must participate in the LFPP's physical fitness agility test. ACLS-Advanced Cardiac Life Support Certification and PALS-Advanced Life Support preferred. Firefighter II Certification must be obtained within three (3) years of hire. Fluency in the Laguna language preferred.

### **Background Investigation Requirements:**

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Firefighter/EMT-Intermediate is designated at a High Risk Public Trust (HRT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Vehicle	X
Other: Physical Fitness Agility	X

### **Knowledge, Abilities, and Skills:**

- Knowledge of applicable federal, state, county, and local laws, regulations, and requirements.
- Knowledge of equipment used in firefighting.
- Knowledge of fire behavior and fire suppression principles, methods, techniques, and practices.
- Knowledge of hazardous materials handling and safety and wild land fire techniques and operations.
- Knowledge of the Pueblo's geography and road locations.
- Knowledge in working within a Paramilitary Rank Structure; fundamental understanding of the National Incident Management System (NIMS), and Incident Command System (ICS).
- Knowledge of, ability/skill in use of IV pumps.
- Knowledge of basic computer skills, and data entry.
- Ability and skill to safely and effectively utilize a variety of ladders.
- Ability to understand the difference between utilization of water or high-expansion foam and how to apply effectively.
- Ability to communicate effectively, both verbally and in writing. Fluency in the Laguna language highly preferred.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to give and receive orders, and to follow instructions in verbal and written format
- Ability to work as a team member in a structured working environment.
- Ability to maintain confidentiality.
- Ability to demonstrate moral character when dealing with people.
- Ability to prepare accurate reports and present accurate, and objective oral presentations.
- Ability to safely operate tools, apparatus, vehicles, and equipment used in fire suppression, rescue, and medical assistance operations.
- Ability to work extended hours and various work schedules.
- Ability to integrate training, experience, and common sense to identify potentially dangerous situations, make effective and logical decisions, and exercise the appropriate measure of tact or force to resolve the situation with minimum injury to self or other persons as well as minimum damage to property.

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- Ability to accept the dangers and stresses, regimentation, discipline, and time demands of firefighting.
- Ability to maintain physical condition to perform essential duties.
- Skill in safely operating tools, apparatus, vehicles, and equipment used in fire suppression, rescue, and medical assistance operations.
- Skill in computer use, including Word, Excel and other data entry software specific to program.

### **Application Instructions:**

- Go to [www.lagunapueblo-nsn.gov](http://www.lagunapueblo-nsn.gov) and click on Employment Opportunities for application instructions and application form. ***Read instructions prior to completing application form; incomplete applications will not be considered.*** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
  1. E-mail to [POEmployment@lagunapueblo-nsn.gov](mailto:POEmployment@lagunapueblo-nsn.gov);
  2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
  3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
  4. Fax to (505) 552-9675
- For more information, contact Johanna Wade, at (505) 552-5785 or by e-mail at the above address.

**LAGUNA TRIBAL MEMBER PREFERENCE APPLIES**