

**PUEBLO OF LAGUNA  
JOB ANNOUNCEMENT NO. 2017-59**

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

<b>POSITION:</b>	<b>Firefighter/EMT - Paramedic</b>
<b>OPENING DATE:</b>	<b>December 4, 2017</b>
<b>CLOSING DATE:</b>	<b>Open Until Filled</b>
<b>DEPARTMENT:</b>	<b>Public Safety/Fire Protection</b>
<b>SALARY RANGE:</b>	<b>NE-11; \$32,261 - \$48,381</b>

**Position Summary:**

Under direct supervision of the Operations Lieutenant, the Firefighter/EMT–Paramedic protects the life, property, and natural resources of the Pueblo of Laguna by the delivery of quality medical, fire, and rescue services. Consistently applies the Pueblo’s Core Values in support of Workforce Excellence. Maintains 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 requests, and other emergencies as dispatched.
- Locates, rescues, and removes victims from dangerous or potentially dangerous situations.
- Evaluates signs and symptoms of injured person; provides prompt and efficient emergency medical care within scope of responsibility, including advanced life support, invasive care, artificial respiration, and extrication.
- Administers medication orally or by injection adhering to regulations, protocols, within scope of responsibility and licensure, and/or with medical guidance from physician.
- Transports patients to appropriate medical facility and reports condition/care of patients to medical facility personnel.
- Transports bodies of deceased persons to mortuaries and / or homes.
- Controls property loss created by fire by removing occupants and belongings, diminishing water damage, and conducting proper salvage and overhaul techniques.
- Creates openings in buildings for entry, cross-ventilation and/or roof ventilation.
- Handles large diameter fire hose used for fire suppression and containment of fire.
- Drives Program apparatus such as tankers, pumpers, rescue and brush trucks.
- Inspects buildings for fire hazards and compliance with fire prevention ordinances.
- Maintains appropriate documentation on incidences as required by regulations, policies and procedures. Assures follow-up.
- Develops required statistical and narrative reports.
- Completes medical records, drug logs and inspects medication assuring adherence to established protocol. Provides reports to the Lieutenant and/or Captain at the beginning and end of working shift.
- Ensures the confidentiality of client information in accordance with relevant patient privacy protection laws.
- Coordinates emergency scenes with other public safety entities utilizing the National Incident Management System (NIMS) and other relevant regulations.
- Communicates with superior officer or Medical Control Emergency Physician (MCEP) during utilizing portable two-way radios or face to face communications.
- Develops and maintains positive relations with the community; provides educational and prevention activities on fire and EMS related issues.
- Maintains apparatus, living quarters, fire station, equipment, and grounds, in good condition.
- Participates in EMS and Fire drills, equipment demonstrations, and training courses in hydraulics, pump operations, and firefighting tactics and strategies.
- Participates in physical fitness/agility tests per Standard Operating Procedures.
- Maintains required certification and licensures; maintains/enhances technical knowledge by attending relevant training and workshops.
- Complies with federally mandated physicals and drug/alcohol screening requirements including random testing.

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- Contributes to overall team effort to accomplish tasks and achieve results including long and short-term goals and objectives.
- Performs other duties as assigned.

**Minimum Qualifications:**

- New Mexico EMT-Paramedic License required.
- Firefighter I Certification required.
- Class E Driver’s License required.
- CPR Certification required.
- Successful completion of OSHA/DOT physicals, including drug testing, required.
- ACLS-Advanced Cardiac Life Support Certification and PALS-Advanced Life Support preferred.
- Firefighter II Certification preferred; must obtain within three 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–Paramedic is designated at a High Risk Public Trust (HRT) position.

<b>Type of Background Check/Requirements</b>	<b>Required</b>
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: Yearly Check of Driver’s License	X

**Knowledge, Abilities, and Skills:**

- Knowledge of applicable laws, regulations, and requirements.
- Knowledge of processes, techniques, and equipment used in firefighting and in provision of emergency medical services.
- Knowledge of medical terminology sufficient to carry out essential duties.
- 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 in working within a Paramilitary Rank Structure; fundamental understanding of the National Incident Management System (NIMS), and Incident Command System (ICS).
- Knowledge of and skill in the use of IV pumps and other medical equipment used in emergency situations.
- Knowledge of relevant client privacy protection laws.
- Ability to communicate effectively, both verbally and in writing.
- Knowledge of and skill in proper spelling, grammar, punctuation, and math skills sufficient to carry out essential duties.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to work as a team member in a structured working environment.
- Ability to maintain confidentiality of privileged information; to demonstrate high moral character and self-responsibility.
- Ability to prepare accurate reports and present accurate, and objective oral presentations.
- Ability and skill 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.

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- Ability and skill to assess situations and make intelligent and effective decisions in routine situations and/or under extremely stressful and hazardous circumstances.
- Ability to accept the dangers and stresses, regimentation, discipline, and time demands of fire and emergency medical services work.
- Ability to participate in physical fitness/agility tests per Standard Operating Procedures.
- Skill in the development of required statistical and narrative reports.
- Skill in computer use, including Word, Excel, Outlook, and software unique to program.

#### **Physical Demands:**

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands and fingers to handle or feel, reach with hands and arms, and talk or hear. The employee is required to climb or balance, stoop, kneel, crouch, crawl, and taste or smell. The employee must occasionally lift/move 50+ pounds using proper lifting techniques and teamwork. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus. Participates in physical fitness/agility tests per Standard Operating Procedures.

#### **Work Environment:**

Work is generally performed both indoors with a moderate noise level and in an outdoor setting with exposure to natural weather conditions and various dusts and mists. Exposure to fire, smoke, bodily fluids, and unsafe and hostile environment will occur. Prolonged standing and walking may be on uneven surfaces or unstable ground, in remote, rugged, mountainous areas with unimproved dirt roads and trails. Evening, weekend, and/or holiday work is required. Employee is on call for emergencies. There is frequent interaction with the public. Travel is required for training, meetings, and other events.

#### **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**