

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2019-01

OPEN TO IN-HOUSE and EXTERNAL APPLICANTS

POSITION:	Firefighter/EMT-Paramedic
OPENING DATE:	February 6, 2019
CLOSING DATE:	Open Until Filled
DEPARTMENT:	Public Safety / Fire Protection
SALARY RANGE:	NE-11; \$32,261 - \$48,381

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, evaluates signs and symptoms of injured person rescues, and removes victims from dangerous or potentially dangerous situations.
- 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.
- Coordinates emergency scenes with other public safety entities utilizing the National Incident Management System (NIMS).
- Communicates with superior officer or Medical Control Emergency Physician (MCEP) during emergency incidences.
- Develops and maintains positive relations with the community; provides educational and prevention activities.
- 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.
- Maintains required certification and licensures; maintains/enhances technical knowledge by attending relevant training and workshops.
- Complies with federal and state mandated physicals and drug/alcohol screening requirements including random testing.
- Contributes to overall team effort to accomplish tasks and achieve results including long and short-term goals.
- Performs other duties as assigned.

Minimum Qualifications:

New Mexico EMT-Paramedic License required. Firefighter I Certification required. New Mexico Driver's License required. 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 (HRPT) position.

Type of Background Check/Pre-Employment Requirements	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: Must pass OSHA/DOT Physicals and Drug Tests	X

Knowledge, Abilities, Skills, and Certifications:

- 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 of fundamental understanding of the National Incident Management System (NIMS), Incident Command System (ICS) and relevant client privacy protection laws.
- Knowledge of and skill in the use of IV pumps and other medical equipment used in emergency situations.
- relevant client privacy protection laws.
- 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 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 to work extended hours and various work schedules.
- 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.
- Skill in computer use, including Word, Excel, Outlook, and software unique to program.

Application Instructions:

- Go to 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;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Road; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Clarice Chavez, at (505) 552-5785 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES