

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2015-69

OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS

POSITION: Firefighter/EMT-Basic
OPENING DATE: October 20, 2015
CLOSING DATE: Open Until Filled
DEPARTMENT: Public Safety/Fire Protection
SALARY RANGE: NE-6; \$29,426 - \$44,154

Position Summary:

Under direct supervision of the Fire Lieutenant, protects the life, property, and natural resources of the Pueblo of Laguna by responding 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; adheres to and follows the chain of command.
- Responds to fire alarms, emergency medical services, and other emergencies when dispatched.
- Locates, rescues, and removes victims from dangerous or potentially dangerous situations.
- 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 homes.
- Provides emergency medical care and transport of injured persons.
- Protects confidentiality of patient information.
- 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.
- Assists in inspecting 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 and fire drills, equipment demonstrations, and training courses as required or mandated.
- Drives firefighting apparatus such as an ambulance, tanker, pumper, brush truck.
- Maintains appropriate documentation on incidences as required by policies and procedures.
- 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.
- Communicates with superior officers as needed during emergencies.
- Communicates with Medical Control Emergency Physician (MCEP) during fire and EMS responses.
- Maintains positive relations with community members and agencies.
- Maintains technical knowledge by attending training classes and seminars.
- Contributes to overall team goals and performs designated duties and responsibilities as assigned with team goals in mind.
- Consistently applies Core Values supporting Workforce Excellence.
- Performs other duties as assigned.

Minimum Qualifications:

New Mexico EMT-B License, CPR Certification, and AED Certification required. Firefighter I Certification preferred; must be obtained within one year of hire. Firefighter II Certification preferred; must be obtained within two years of hire. Fluency in the Laguna language preferred.

Background Investigation Requirements:

Every position within the Pueblo of Laguna governmental operations must be designated at a position risk level commensurate with public trust responsibilities and attributes of the position. Each applicant will be subject to suitability determination by using a background investigation process. The level of review is based on the level of public trust associated with the job duties of the position. This position is considered a **High Risk Public Trust (HRT)** position. To obtain a copy of the Pueblo's Suitability policy, please see a POL Human Resources Representative.

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 Issued Vehicle	X
Other	

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 and understanding of the National Incident Management System (NIMS) and the Incident Command System (ICS).
- Ability to work within a Paramilitary Rank Structure and follow a chain of command. Knowledge of basic computer skills.
- Ability to communicate effectively, both verbally and in writing. Fluency in the Laguna language highly preferred.
- Ability to operate fire apparatus: pumper, tanker, ATV, ambulance, and heavy technical rescue apparatus.
- Knowledge of the difference between utilization of water or high-expansion foam and effective application thereof.
- Ability to give and receive orders, 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 and desire to help when dealing with people.
- Ability to prepare accurate, complete, and legible reports and present detailed, accurate, and objective oral presentations in response to questions.
- Ability to safely operate tools, apparatus, vehicles, and equipment.
- Ability to assess situations and take appropriate course of actions.
- Ability to work extended hours and various work schedules.
- Ability to accept the dangers/stresses/regimentation/discipline and time demands of emergency response.
- Ability to maintain physical condition to perform essential duties of the position.

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 POLemployment@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 Karen Chino, at (505) 552-5778 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES