

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2015-65

OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS

POSITION: Lieutenant
OPENING DATE: October 22, 2015
CLOSING DATE: October 30, 2015
DEPARTMENT: Public Safety/Fire Protection Program
SALARY RANGE: NE-13; \$38,418 - \$57,637

Position Summary:

Under general direction of the Fire Captain, the Lieutenant provides supervisory guidance and leadership to fire suppression and medical personnel. Protects the life, property, and natural resources of the Pueblo of Laguna by directing personnel and responding with personnel to fire, medical, and rescue situations in a timely, professional, and effective manner. Consistently applies Core Values supporting Workforce Excellence. 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:

- Perform required duties of a Firefighter/EMT.
- Adheres to a Paramilitary Rank structure; abides and enforces the chain of command throughout the organization to ensure effective communication and mitigation of emergency situations.
- Inspects fire station, all fire and EMS apparatus, to ensure equipment is clean, stored properly, and fully operational at all times.
- Conducts training classes and drills including physical conditioning sessions for Firefighters/EMT's.
- Sets up and maintains schedule of on-duty crews; manages daily personnel roster activities of shift personnel.
- Assigns and supervises maintenance duties at fire station.
- Enforces and communicates approved department regulations, policies, procedures, goals and objectives to ensure safe and effective practices at all times.
- Responds to fire, emergency medical services, and rescue calls performing the full range of work of subordinate staff as appropriate, to ensure that services are being provided safely, efficiently, and timely.
- Prepares for and conducts fire prevention inspections for commercial and residential structures when requested.
- Assures and participates in hydrant inspections to ensure they are in working condition.
- Coordinates emergency scenes with other public safety, local groups, and organizations, or agencies.
- Maintains positive relations with community members and agencies by educating and informing.
- Coordination with Fire Captain to provide assistance with the preparation of annual budget and grant preparation along with other administrative responsibilities.
- Maintains inventory and orders supplies and equipment.
- Communicates with local, state, regional, and outside agencies and assists as needed.
- Maintains appropriate documentation on incidences as required by regulations, policies and procedures.
- Hosts regular staff meetings to ensure communication among personnel regarding departmental activities.
- Evaluates employee skills and performance levels to ensure that standards of operations are being met.
- Reviews, recommends changes, or approves performance evaluations of staff.
- Improves staff effectiveness by coaching, counseling, training and recommending disciplinary action for employees; planning, delegating, monitoring, and appraising job tasks and results in a timely manner.
- Maintains certifications and technical knowledge by attending training classes and seminars.
- Drives firefighting apparatus such as tanker, pumper, brush truck, and operates equipment effectively.
- Contributes to overall team effort to accomplish tasks and achieve results.
- Performs other duties as assigned.

Minimum Qualifications:

High School Diploma or GED required. NMEMT B, I, or P Certification required. Firefighter I and II Certification required. Five (5) years fire ground/operations experience required. 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 Fire Lieutenant 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 Issued Vehicle	X
Other: Physical Agility Test	X

Knowledge, Abilities, and Skills:

- Knowledge of applicable federal, state, county, and local laws, regulations, and requirements.
- Knowledge of the principles and practices of fire department administration.
- Knowledge in working within a Paramilitary Rank Structure and of the National Incident Management System (NIMS) Incident Command System (ICS).
- Knowledge of fire behavior and fire suppression principles, methods, techniques and practices. Knowledge of equipment used in fire suppression and emergency medical services.
- Knowledge of proper spelling, grammar, and punctuation, and basic arithmetic.
- Skill in providing leadership and supervision to assigned crew, administering proper training, and thorough evaluation.
- Skill in evaluating operations and programs to determine if they meet the Pueblo's needs.
- Ability to communicate effectively, both verbally and in writing. Fluency in the Laguna language preferred.
- Ability to establish and maintain excellent working relationships with other individuals of varying backgrounds.
- Ability to manage day-to-day operations of the Fire Department.
- Ability to maintain confidentiality and to demonstrate moral character.
- Ability to work extended hours and various work schedules. Ability to rapidly adjust to psychological and physical stress of work.
- Ability to make intelligent and effective decisions in routine and emergency situations at all times.
- Ability to assess situations and take appropriate course of action.
- Ability to prepare accurate reports and present detailed, accurate and objective oral presentations.
- Ability to safely operate tools, apparatus, vehicles and equipment.
- 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