



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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VACANCY ANNOUNCEMENT

POSTING NO: 015-24

OPENING DATE: 02/29/2024

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Firefighter
PAY GRADE: NE7 (\$25.00/hr. - \$33.75/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Fire Department
REPORTS TO: Fire Chief
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Protects the life, property and natural resources of the Pueblo of Isleta by responding to emergency, fire, medical, accident and rescue situations.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found or assigned to this position.

JOB DUTIES:

- Station coverage to maintain duty logs on vehicle inspections, training, reports, meetings.
- Responds to fire alarms and other emergency calls.
- Selects hose nozzle, depending on type of fire, and directs stream of water or chemicals onto fire.
- Positions and climbs ladders to gain access to upper levels of buildings or to assist individuals from burning structures.
- Locates, rescues, and removes victims from dangerous or potentially dangerous situations.
- Creates openings in buildings for ventilation or entrance.
- Controls quantity of loss created by fire by: moving occupants and belongings, diminishing water damage, placing salvage covers over belongings.
- Provides emergency medical care, administers first aid and artificial respiration to injured persons and those overcome by fire, smoke or other life-threatening emergency.

- Communicates with superior during fire by portable two-way radio.
- Inspects buildings for fire hazards and compliance with fire prevention ordinances.
- Maintains apparatus, quarters, buildings, equipment, grounds, and hydrants.
- Participates in drills, demonstrations, and courses in hydraulics, pump operation and maintenance, and firefighting techniques.
- Maintains positive relations with community members and agencies by educating and informing on fire prevention and related issues.
- Drives and operates firefighting vehicles and equipment.
- Maintains technical knowledge by attending training classes and seminars on firefighting methods, techniques, safety, first aide, 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 a team effort and accomplishes related results as required.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma/GED.
- Must be 18 years of age.
- Firefighter I and II certification or able to complete within one (1) year.
- Must be able to pass a physical examination.
- EMT Basic (or able to obtain within one (1) year), CPR certification.
- Ability to speak Tiwa preferred.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must be able to pass background check.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must have fingerprinting completed prior to employment.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of relevant laws, regulations and rules pertaining to law enforcement and the Pueblo of Isleta.
- Knowledge of the Pueblo, reservation including all roads, highways, streets and locations.
- Knowledge of and sensitivity to tribal customs and beliefs.
- Knowledge of fire behavior and fire suppression principles, methods, techniques and practices.
- Skill in administering first aid and CPR.
- Ability to safely operate tools, apparatus, vehicles and equipment used in fire suppression, rescue and medical assistance operations.
- Ability to analyze and react to emergency situations quickly, calmly and effectively.
- Ability to assess situations and take appropriate course of actions under extremely stressful and hazardous circumstances.
- Ability to work independently and meet strict time lines.

- Ability to work extended hours and various work schedules.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to maintain confidentiality and use discretion when dealing with sensitive information.
- Ability to work various duty shifts, including holidays, weekends, evenings, and overtime.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice and desire to help when dealing with people.
- Ability to accept the dangers and stresses, regimentation, discipline and time demands of fire work.
- Ability to establish and maintain effective working relationships with associate personnel and the public.

PHYSICAL DEMANDS:

- Walking, running, lifting and climbing during efforts to suppress fires.
- Situations will occur where prolonged sitting, driving, walking, or waiting is required.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.
- Position must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 150 pounds.

WORK ENVIRONMENT:

- Work is performed in a typical interior and outdoor environment or vehicle.
- Exposure to outside weather conditions; extreme heat, risk of electrical shock and vibration.
- Exposure to moving mechanical parts.
- Exposure to toxic or caustic chemicals, flames or burning items.
- Exposure to hazardous, uncontrollable and life threatening situations will occur.
- Regularly exposed to high, precarious places; fumes or airborne particles.
- Evening, weekend, and holiday work will be required and must be on call for emergencies.
- Noise level is usually moderate to high.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.