



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
**PHONE: (505) 869-7584 FAX: (505) 869-7579**  
**EMAIL: [poiemployment@isletapueblo.com](mailto:poiemployment@isletapueblo.com)**

**VACANCY ANNOUNCEMENT**

**POSTING NO: 006-25**

**OPENING DATE: 01/07/2025**

**CLOSING DATE: 01/24/2025**

**POSTED: IN/OUT**

**POSITION:** Fire Cadet  
**PAY GRADE:** NE4 (\$18.78/hr. - \$25.35/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:** The Firefighter Cadet will be trained and educated by members of the Isleta Fire Department and the CNM Fire Academy so that the knowledge, skills, and abilities needed to perform the duties of a Firefighter and Emergency Medical Technician are acquired. Successful completion of the Fire Academy will provide the opportunity to serve the citizens of the Pueblo of Isleta as a Firefighter.

*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:**

- Prior to going to the CNM Fire Academy, cadet will shadow Isleta Fire Department personnel. Cadet will take direction in assisting only when a situation may allow for their help and only with the request from fire personnel.
- Cadet will learn the policies, procedures, guidelines, rules and regulations of both the Pueblo of Isleta and the Isleta Fire Department.
- Cadet will learn standard operating guidelines and protocols pertaining to suppression firefighting, wildland firefighting, delivery of emergency medical services, hazardous materials response, technical rescue response, incident command and safety.

- Cadet will meet all training expectations needed to complete the CNM Fire Academy as a Firefighter II certified by the State of New Mexico.
- Cadet will meet all academic and physical fitness standards established by the Isleta Fire Department

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- High School Diploma/GED.
- Must be 18 years of age.
- Must be able to pass a physical examination.
- Must pass the Isleta Fire Department Cadet Written Examination.
- Must pass the Structured Oral Interview
- Must pass the Pueblo of Isleta medical examination and drug screening.
- 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, with NO prior convictions of any felonies.
- Possession of, or the ability to obtain, a valid Class E New Mexico driver's license (within 30 days of graduation of the academy).
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies. Possession of, or the ability to obtain, a valid Class E New Mexico driver's license (within 30 days of graduation of the academy).
- Must successfully pass the CNM Fire Academy within 1 year.
- All cadets that do not hold an EMT License, will be provided EMT Basic License training and be required to successfully complete the course and obtain New Mexico State License.
- If applicants are not New Mexico Licensed but are Nationally Registered EMT and/or Paramedics and are selected as cadets, they will be required to complete the reciprocity process and acquire a State of New Mexico EMT license prior to graduation from the academy.

**PREFERRED QUALIFICATIONS**

- Ability to speak Tiwa.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge to demonstrate the ability to complete critical lifesaving tasks while maintaining discipline and composure during a stressful training environment.
- Knowledge of regulations and rules pertaining to Fire and EMS and the Pueblo of Isleta.
- Knowledge of current Fire and EMS principles, practices, methods, and techniques.
- Knowledge of the Pueblo reservation including paved and unpaved roads, highways, streets and locations.
- Knowledge of and sensitivity to tribal customs and beliefs.
- Skill in making effective decisions in emergency situations.
- Skill in the safe and effective operation and maintenance of fire department equipment.
- Skill in the safe operation and handling of motor vehicles.
- Ability to upholding the positive image of the Isleta Fire Department.
- Ability to demonstrate the ability to contribute as a productive member of a team.

- Ability to demonstrate the ability to take direction within the chain of command.
- Ability to be able to communicate well verbally and in writing.
- Ability to respect diversity and possess strong customer service skills.
- Ability to maintain confidentiality and use discretion when dealing with sensitive information.
- Ability to drive fire apparatus in all weather conditions.
- Ability to use Fire radio.
- Ability to work various duty shifts, including holidays, weekends, evenings, and overtime.
- Ability to quickly analyze data, draw logical conclusions and make sound decisions.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice and desire to help when dealing with people.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to accept the dangers and stresses, regimentation, discipline and time demands of fire department work.
- Ability to establish and maintain effective working relationships with associate personnel and the public.
- Ability to prepare accurate, complete and legible reports and present detailed, accurate and objective oral presentations and response to questions.
- Ability to meet the highest standards of professional conduct and ethics while on the job, and to maintain those same high standards when taking actions in their personal lives that could reflect on the Isleta Fire Department.

**PHYSICAL DEMANDS:**

- Work requires walking, running, lifting, climbing.
- Situations may 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 may be performed in a typical interior/office and outdoor environment or vehicle.
- Exposure to natural weather conditions and various dusts and mists may occur.
- Possible exposure to toxic or caustic chemicals, flames or burning items.
- Exposure to hazardous, uncontrollable and life threatening situations may occur.
- Evening, weekend, and/or holiday work will be required.
- 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.