



**PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 007-25

OPENING DATE: 01/09/2025

CLOSING DATE: 01/17/2025

POSTED: WITHIN ONLY

POSITION: Fire Lieutenant
PAY GRADE: E6 (\$28.94/hr. - \$40.51/hr.)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Fire Department
REPORTS TO: Fire Chief
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Manages field operations and the daily operations of the Isleta Fire Department to maintain a safe community for residents of the Pueblo of Isleta.

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:

- Assists the Fire Chief in the administration of the Isleta Fire Department.
- Plans, organizes, assigns, supervises, reviews and evaluates the work of professional, technical support and operational staff; recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Develops and implements goals, objectives, policies, procedures and work standards for the department; acts as a good steward of the Pueblo's resources.
- Responds to requests for Emergency Medical Services.
- Ensures effective and efficient operation of emergency functions and services; reviews medical records, ambulance run reports and other documentation to determine completeness and compliance with regulations, protocols and established procedures.
- Coordinates the planning and preparedness activities of the tribe and maintenance of the Emergency Operations Plan.

- Receives and investigates complaints regarding emergency services; interviews patients, physicians and others, searches records and prepares reports of findings and recommendations.
- Coordinates departmental emergency training; reviews training materials, maintains training records and ensures that staff are certified and recertified as required; may provide direct training to staff or administer certification tests.
- Creates policies and procedures for staff to ensure consistency and adherence to emergency management goals.
- Ensures equipment, apparatus, and materials needed for emergency response are clean, stored properly, and are operational at all times.
- Conducts training classes and drills.
- 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.
- Coordinates emergency scenes with other public safety, local groups/organizations, or agencies.
- Maintains technical knowledge by attending training classes and seminars on emergency scene methods, techniques, safety, first aide, and related activity.
- Communicates with local, state, regional and outside agencies and assists as needed.
- Maintains appropriate documentation on incidents as required by policies and procedures.
- Prepares emergency plans and pre-incident planning for Governor's Feast and other special Pueblo events.
- Prepares mandatory monthly reports and stats for NFIRS concerning the activities and performance of the Isleta Fire Department.
- Performs fire apparatus inspections.
- Obtains price quotes for fire apparatus repairs and maintenance; meets with vendors as needed.
- Conducts internal investigations and prepares investigative reports for fire personnel involved in fleet crashes in accordance with POI policies and procedures.
- Assists in developing action plans for fire personnel during special events or activities.
- Supervises and oversees the Field Training Program for newly hired firefighters.
- Researches new developments in fire and EMS and revises departmental rules and regulations; communicates updates as needed.
- Keeps leadership and other departments informed of status of department activities by attending meetings and submitting reports.
- Assists citizen groups, tribal programs, and other programs serving the Pueblo of Isleta to implement fire prevention or public awareness/public safety programs through presentations at community meetings, departmental meetings or with public and private groups.
- Hosts regular staff meetings to ensure communication among staff regarding program-related activities.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Supervises firefighters; provides coaching, counseling, training and feedback to employees; assigns, reviews, and delegates work and job responsibilities to designated staff.
- Assists in hiring, evaluating, disciplining, and developing professional staff.
- Prepares duty rosters and ensures field coverage; assigns fire personnel for special events.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Associates Degree in Fire Science or related field.
- Must be 21 years of age.
- Must have current EMT-B license.
- Must have Firefighter I and II certification.
- Completion of Fire Officer 1 (within one year) required.
- Five or more years of continuous recent fire department work experience.
- Must be able to pass a physical examination.
- 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.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

PREFERRED QUALIFICATIONS:

- Ability to speak Tiwa.
- Paramedic certification.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- 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 supervising, training, and evaluating assigned staff.
- 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 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 communicate effectively, both verbally and in writing.
- 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 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 requires frequent lifting of 50 lbs.

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.