



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

**POSTING NO: 025-25**

**OPENING DATE: 02/06/2025**

**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.