



Human Resources Department Pueblo of Santo Domingo

JOB ANNOUNCEMENT

POSITION TITLE: Lieutenant

SALARY RANGE: \$18-20/hr., DOE

DEPARTMENT: EMS

POSITION STATUS: Full-time

PERIOD TO APPLY: Open until filled

FLSA STATUS: Non-Exempt

SUPERVISOR: EMS Director/Fire Chief

JOB POSTING ID: EMS-0002

Santo Domingo Tribe exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity.

BASIC PURPOSE:

Under general supervision, manages the daily operation and maintenance of assigned fire station to include personnel, apparatus, and equipment; supervises station crew. Supervises personnel and station apparatus dispatched to emergency scenes including fires, medical calls, auto accidents, hazardous materials incidents, etc. and may serve in the capacity of interim incident commander upon arrival at an emergency scene. Lieutenants are responsible for coordinating/instructing on-duty Fire and EMS trainings and for assuring that all assigned personnel are in compliance with the Health and Wellness Program.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Coordinate response to emergency alarms, ensure personnel and apparatus are properly equipped prior to departure; ensure apparatus is operated in the required manner; determine building location, safest route to scene and water supply locations, interpret information received from dispatch and assess fire/emergency situation while enroute; provide situation and status reports via radio enroute to emergency scene; identify appropriate location for spotting pumping apparatus and other vehicles.
- Assume command as the first company officer on the scene and conduct initial assessment of fire or emergency scene; determine proper protective gear, equipment, and extinguishing agents; assess effects of weather, wind, humidity, presence of hazardous chemicals, vulnerable utilities and other property; locate hydrants or other water sources and determine the adequacy of water supplies; determine adequacy of initial response and the need for additional personnel or resources; coordinate traffic control; report condition and status to superior officer/incident commander.
- Direct and Perform Rescue Operations: identify and deploy appropriate rescue methods, equipment, materials and personnel to ensure the safe rescue of victims, safety of fire fighter/EMS personnel and effective handling of the particular emergency situation. Perform emergency tasks and function in assigned positions with the Incident Management System.
- Direct, coordinate and perform all aspects of exposure protection, ventilation, ladder, hazardous chemical, and pumping and extinguishment operations; identify electrical and chemical hazards, determine exposure/hazards to life and property, evaluate potential for back draft, flashover, and avenues of fire spread prior to ventilation efforts, assess and direct optimum timing of fire scene activities, ensure personnel use appropriate personal protective

equipment, ensure the proper use of ventilation, detection and forcible entry equipment, assess and direct the proper handling of hazardous chemicals, order and direct evacuation from exposed structures.

- Supervises, plans, and coordinates station operations and maintenance functions in assigned area of responsibility, responds to and prioritizes a variety of emergency and impromptu work; and determines manpower, materials, and equipment needed for each assignment or emergency response.
- Ensures all equipment is safe, well maintained and fully operational; oversees maintenance of fire department facilities, vehicles, equipment, apparatus, tools, supplies and hydrants; inspects, tests evaluates and repairs equipment after use; notifies supervisors of equipment problems beyond the scope of authority or skills; inspects and ensures maintenance of personal protective equipment and assures that all firefighting is in a state of readiness and available for immediate use.
- Learns Pueblo geography, traffic patterns, streets, landmarks, and building locations, and special hazards of designated facilities, to assure that firefighting activities are accomplished in a fast, effective and safe manner.
- Prepares correspondence and comprehensive reports; reviews and ensures the preparation and maintenance of required departmental records.
- Assists with inspection of buildings for fire hazards and compliance with fire prevention ordinances; may assist with fire investigations.
- Plans, directs, coordinates, and reviews the work of the assigned staff; assigns tasks and coordinates schedules, projects, and programs; provides constructive feedback; reviews and evaluates work and makes effective suggestions and recommendations.
- Coaches, trains and motivates staff; coordinates and/or provides staff training; and manages employee relations; manages the workflow and prioritization of projects and measures the performance of the assigned unit/area and all related staff and takes appropriate corrective action when necessary; provides general advice and counsel to staff; develops or assists with developmental work plans for staff; assists with implementation and recommendation of corrective actions, discipline and termination procedures as appropriate/necessary.
- Conducts public education sessions for a wide variety of audiences; participates in fire prevention, pre-fire planning and safety programs; assists with training citizens and volunteer staff as signed.
- Attends training programs to continuously update work skills and knowledge.
- Performs other duties as assigned or required.

Required Knowledge of:

- Tribal policies and procedures
- Fire Department general orders, guidelines, policies and procedures
- Principles and practices of modern fire suppression and prevention
- Fire behavior, causes, and hazards, as well as fire chemistry and physics
- Relevant fire codes and ordinances.
- Principles and terminology associated with the Incident Management System
- Procedures and equipment used in modern firefighting and emergency medical response.
- The proper care, operating techniques and capabilities of various fire suppression apparatus and equipment.
- First responder management strategies for hazardous material incidents.
- Tribal geography, traffic patterns, and location of all streets, landmarks and buildings.
- Pertinent Federal, State, and local laws, codes and regulations governing fire safety.

Required Skill In:

- Providing firefighting, rescue, and emergency medical services under emergency conditions.
- Applying safety guidelines and regulations to specific emergency and non-emergency situations on the job.
- Performing the functions of an incident commander at emergency scenes, including fire, rescue, and other emergency scenes.
- Delivering and following orders under stressful conditions.
- Recognizing the construction, contents and occupancy of buildings to apply appropriate standard firefighting techniques.
- Assessing emergency medical needs, evaluating injuries, stabilizing patient, and providing emergency medical care.
- Providing Intermediate to Advanced Life Support, stabilizing victims, and providing transport to the appropriate hospital.
- Operating and maintaining fire suppression apparatus, tools and equipment.
- Operating and performing maintenance and repair of firefighting vehicles, apparatus, equipment and facilities.
- Applying knowledge of relevant fire codes and ordinances when inspecting structures, determining causes of fires and educating the public
- Maintaining physical condition required for the performance of assigned duties and responsibilities.
- Establishing and maintaining effective working relationships with co-workers and outside agencies.
- Operating and maintaining computer and communications equipment.
- Communicating clearly and concisely, both verbal and in writing.

Physical Demands/Work Environment:

- Work is performed outdoors and indoors at emergency incident sites, and in fire station facilities; requires strenuous physical efforts and ability to lift and move items weighing up to hundred (100) pounds; may be exposed to environmental allergens, gases, fumes, hazardous chemicals, communicable diseases and potential physical harm. Must be able to work in uniform during weekdays, weekends, and holidays on any assigned shift.
- Must maintain a level of physical fitness to meet Department standards.

REQUIRED COMPETENCIES

• **Integrity / Honesty**

All Santo Domingo Tribe employees must operate in an ethical manner by following all Santo Domingo Tribe policies and procedures relating to confidentiality, HIPAA, handling, tracking of reports, and proper behavior between staff and public. Incumbent must conduct oneself above the appearance of doing something wrong.

• **Teamwork**

All Santo Domingo Tribe employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up-to-date about tasks, progress, or projects.

• **Goal and Task Management**

Incumbent in this job needs to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.

• **Decisiveness**

Incumbent in this position must be able to successfully determine and initiate a course of action. Incumbent must require the consideration of multiple options, information sources, and development of contingency plans.

• **Oral Comprehension**

Must possess the ability to listen to and understand information and ideas presented through spoken words and sentences.

• **Oral Expression**

Incumbent must possess the ability to communicate information and ideas verbally and in writing so others will understand.

- **Physical Demands**

Duties are primarily active firefighting/EMT functions. The possibility of physical danger is quite present in field operations. The incumbent must be in, maintain and periodically demonstrate excellent physical condition. Incumbent must successfully pass an annual physical, agility test, weightlifting test, flexibility test and timed 1.5-mile run.

MINIMUM QUALIFICATIONS:

- Associate Degree in Fire Science and/or EMS; Bachelor's Degree is preferred; and five years of professional Fire and EMS experience OR equivalent combination of education and experience.

Required Licenses or Certifications:

- Valid Class E New Mexico driver's license
- Current Intermediate or Paramedic License
- IFSAC Firefighter I or IFSAC Firefighter II
- Basic Life Support CPR Certificate
- Fire Officer I preferred
- Fire Instructor I certificate preferred

Please submit complete application:

- By email: SDTHumanResources@kewa-nsn.us
 - o Subject line: **Lieutenant – [Your Name]**
- By mail: Santo Domingo Tribe Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 465-2043 attn: Human Resources
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Tribe Employment Application (**available at santodomingotribe.org/careers**)
- Applicable certifications and/or educational degrees