



**PUEBLO OF ISLETA  
HUMAN RESOURCES DEPARTMENT  
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**VACANCY ANNOUNCEMENT**

**POSTING NO:** 109-19

**OPENING DATE:** 06/19/2019

**CLOSING DATE:** UNTIL FILLED

**POSTED:** IN & OUT

**POSITION:** Fire Chief  
**PAY GRADE:** E9 (Min-\$55,161 Max-\$79,984)  
**FLSA STATUS:** Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI Funded  
**DEPARTMENT:** Fire Department  
**REPORTS TO:** Governor  
**BACKGROUND LEVEL:** Public Trust

**JOB PURPOSE:** Accomplishes the Fire Departments strategic objectives by planning, organizing and directing all functions required to operate and maintain departmental activities and services.

*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:**

- Develops a strategic plan for providing effective and efficient fire protection services to the Pueblo of Isleta.
- Establishes implements and communicates goals, objectives, policies and procedures in accordance with strategic plan.
- Directs fire suppression, emergency medical services and rescue activities.
- Communicates and reports on operational activities by attending administrative meetings.
- Ensures safety, security and usability of equipment, materials, vehicles, and facilities used by personnel.
- Prepares and maintains annual budgets, presents budget proposal and modifications to appropriate councils. Identifies funding sources for equipment, services, training or programs required to serve the Nation in fire prevention.
- Directs the development and implementation of community relations and fire prevention, fire safety programs and other educational programs.
- Researches and implements new developments and technologies in accordance with strategic objectives.

- Conduct periodic inspections of business and residential structures and new construction to ensure compliance with codes and regulations.
- Coordinates activities among departments; other federal, state, local law enforcement agencies; or outside medical, educational, social services, or community agencies.
- Participates in field activities as required.
- Maintains positive relations with community members and agencies by educating and informing on fire prevention and safety.
- Maintains appropriate documentation on incidences as required by policies and procedures. Generates reports as needed.
- 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.
- Communicates with local, state, regional and outside agencies and associations; acts as representative of the Pueblo of Isleta.
- Contribute to the organization's effectiveness by offering information and opinion as a member of senior management team; integrating objectives with other functions; accomplishing related results as needed.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:**

- Manages fire department personnel; provides coaching, counseling, training and feedback to employees; assigns, reviews, and delegates work and job responsibilities to designated staff.
- Hires, evaluates, disciplines and develops staff.
- Coordinates training, orientations and continuing education of staff.

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

**PLEASE BE SPECIFIC REGARDING QUALIFICATIONS, AND INCLUDE DOCUMENTS THAT CONFER THE HIGHEST LEVEL OF EDUCATION, CERTIFICATION AND LICENSES.**

- Required to possess a Bachelor's Degree in Public Administration, Business Administration or related field required.
- Ten years' experience in firefighting, EMS, fire prevention, emergency management and/or fire department administration. Five years of which must include field supervisor experience in a supervisory capacity.
- Must be 21 years of age.
- Completion of Firefighters certifications of at least Firefighter I and Firefighter II with the New Mexico State Fire Academy or equivalent.
- Must be able to pass a physical examination.
- EMT Intermediate and 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, with NO prior convictions of any felonies.
- 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 controlling laws, codes, and applicable standards.
- 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.
- Knowledge of emergency incident command procedures.
- Knowledge of departmental policies, procedures rules, and regulations.
- Knowledge of the federal, state, county and tribal agencies.
- Skill in administering first aid and CPR.
- Skill in effective supervision and application of strong leadership abilities.
- Ability to command subordinates and to direct their activities in a manner, which provides for efficiency of operations, and stresses professionalism in the workplace.
- Ability to safely operate tools, apparatus, vehicles and equipment used in fire suppression, rescue and medical assistance operations.
- Ability to integrate training, experience and common sense sufficient to identify potential dangerous situations, make effective logical decisions and exercise the appropriate measure of tact or force to resolve the situation with minimum injury to self or other persons or minimum damage to property involved.
- Ability to accept the dangers and stresses, regimentation, discipline and time demands of work.
- Ability to prepare accurate, complete and legible reports and present detailed, accurate and objective oral presentations and response to questions.
- Ability to rapidly adjust to varying work schedules and psychological physical stress of work.
- Ability to develop productive working relationships with other members to maintain a cooperative and meaningful rapport within the department.
- Ability to supervise and lead the work of others.
- 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 understand and effectively communicate, through both oral and written means, all operational and administrative aspects of the department, programs and activities.
- 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 demonstrate moral character, honesty, tact, fairness, lack of prejudice and desire to help when dealing with people.
- 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 preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.