TOHONO O'ODHAM NATION

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JOB DESCRIPTION			
Job Title:	Firefighter	Job Class Assignment:	377
Department:	Public Safety Administration	Eligible for Overtime:	Yes
Division:	Fire Suppression Services	Pay Grade:	38

Position Summary:

Under close supervision, protects life and property of the Tohono O'odham Nation and its residents through Firefighting, Hazardous Material Handling, Emergency Medical Services (EMS) and other rescue activities often performed under conditions that require strenuous physical exertion. Major elements of work are supervised drills and training in Firefighting, Hazardous Materials Handling and EMS skills. Firefighters are assigned to work on special assignments which call for special abilities and knowledge attained through experience and training.

The work is normally reviewed in progress and upon completion of each assignment to ensure accuracy, timeliness, and conformance to established standards; most aspects of the work tasks are covered by detailed instructions or procedures.

Essential Duties and Responsibilities:

- Responds to residential and commercial fire and emergency medical and rescue calls.
- Selects, lays and/or connects, and operates hose lines to extinguish fires.
- Raises and climbs ladders and uses other tools such as fire extinguishers, power tools, forcible entry tools and ropes.
- Locates, rescues, and removes victims from dangerous or potentially dangerous situations.
- Creates openings in buildings for ventilation and performs forcible entry.
- Limits losses created by fire by: moving occupants and belongings, minimizing water damage and placing salvage covers to protect building contents.
- Communicates effectively and professionally using two-way radios and other established procedures.
- Assists in, and/or performs building inspections while maintaining a positive image of the Fire Department.
- Maintains and inspects apparatus, facilities, grounds and equipment.
- Participates in regular company drills relating to firefighting, hazardous materials response, emergency medical calls, and other rescue situations.
- Maintains positive community relations by educating and informing through fire prevention and public relations activities.
- Drives and operates firefighting vehicles and equipment.
- Maintains technical knowledge by attending training, conferences and continuing education sessions related to the position.
- Maintains appropriate documentation relating to calls as required by policies and procedures.
- Relieves, occasionally, an Officer of higher rank and when so assigned are responsible for the management of all company activities and the supervision of assigned fire companies and equipment until relieved of command by an Officer of higher rank.
- Performs special and routine maintenance of equipment, apparatus facilities and grounds as well as public education activities.
- Performs interior/exterior building maintenance, cleaning fire station quarters, and other fire station activities.
- Performs other job related duties as assigned and contributes to a team effort.

- Ability to travel within the interior/exterior boundaries of the Tohono O'odham Nation.

Knowledge, Skills, and Abilities:

- Knowledge of the Tohono O'odham culture, customs, and traditions.
- Knowledge of applicable federal, state, tribal laws, regulations and requirements.
- Knowledge of fire behavior and fire suppression, first responder methods, practices, and techniques.
- Skill in administering emergency medical care and Cardio Pulmonary Resuscitation (CPR).
- Skill in providing superior customer service to external and internal customers.
- 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 establish and maintain positive and effective working relationships with other employees and the general public.
- Ability to maintain privileged confidential information.
- Ability to travel within the interior/exterior boundaries of the Tohono O'odham Nation.

Minimum Qualifications:

High School Diploma or General Education Diploma.

Licenses, Certifications, Special Requirements:

- Must be certified as a Firefighter II (NFPA 1001 Standards)/EMT-B or higher.
- Must have a valid Healthcare Provider or equivalent Cardio Pulmonary Resuscitation (CPR) certification.
- Must pass a medical examination.
- External Applicant: Must pass a physical agility test, medical examination, and a written examination with a score of 70% or higher, based on the IFSTA Essentials of Firefighting 4th Edition Study Guide.
- Upon recommendation for hire, a criminal background check is required to determine suitability for hire, including a 39-month Motor Vehicle Record.
- May require possessing and maintaining a valid driver's license, (no DUIs or major traffic citations within the last three years).
- If required, must meet the Tohono O'odham Nation tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

Physical Demands:

While performing the duties of this job, the employee is regularly required to stand; walk; handle, or feel; reach with hands and arms; climb or balance; stop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must regularly lift and/or move 10 to 100 pounds and occasionally exert and/or move over 100 pounds. Specific vision abilities required by this job include distance vision, peripheral vision, and ability to adjust focus. The employee is regularly exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme heat; risk of electrical shock; and vibration. The employee is occasionally exposed to moving mechanical parts.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.