

SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT
P.O. Box 0
San Carlos, Arizona 85550
(928) 475-1760 ❖ Fax (928) 475-2296

Terry Rambler
Tribal Chairman



Tao Etpison
Tribal Vice-Chairman

AMENDMENT NO. 1

The amendment is issued to amend the Conditions of Employment, all other information remains the same.

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
#24-011	October 2, 2023	Open Continuous
POSITION TITLE AND DEPARTMENT	SALARY	
Firefighter I-II Emergency Medical Services	DOE	

APPLICATIONS ARE AVAILABLE AT THE TRIBAL HUMAN RESOURCES OFFICE
(Applications must be received in the Human Resources Office by close of business on the closing date)

CONDITIONS OF EMPLOYMENT:

- **NUMBER OF VACANCIES:** This is an open continuous vacancy announcement and applications will be referred when vacancies occur. The open continuous vacancy announcement allows this office to accept applications on a year round basis and eligible qualified applicants are placed in the Applicant Supply File (ASF). Applications that are complete in accordance with the outlined application procedures will be referred to fill any current and/or future vacancies.
- Regular Full-Time or Temporary Full-time and Part-time Position(s). (non-exempt)
- Applicant must be at least eighteen (18) years of age.
- Applicant must have a valid driver's license. Applicant must have a safe driving record. Safe driving record is defined as no more than three (3) serious moving violations and no convictions for DUI within the past five (5) years. Applicant will subject to a five (5) year motor vehicle records check. **Failure to reveal driving records may be grounds for not hiring or termination after hire.**
- Applicant must pass a Motor Vehicle Division Medical and Vision Screening within ninety (90) days of employment.
- Applicant must successfully complete Customer Service Training within ninety (90) days of employment.
- Applicant must successfully complete a National Incident Management System (NIMS) Certification IC-700, 800, 100, and 200 within ninety (90) days of hire.
- Applicant must complete a Health Improvement Patient Portability Act (HIPPA) training within thirty (30) days of employment.
- Applicant must possess a current Health Care Provider/BLS Provider Certifications. **NOTE: Applicant must submit a copy of valid licensure/certification as required.**
- Work requirements: Applicant must attend the required hours of annual training required to maintain certifications of a Firefighter.
- Work Schedule Requirements: Applicant is required to work rotating shifts, weekends, holidays and overtime if necessary. Must be able to work at assigned stations, including duty station rotations. Work schedule will vary and will require applicant to work up to twenty-four (24) hours per shift.
- Work Requirements: Applicant is required to wear self-contained breathing apparatus and personal protective equipment (PPE) weighing up to 100 pounds (dry weight) while performing firefighter duties which also include handling and grasping of fire hoses and ladders. PPE's may

weight may increase during wet conditions, particularly if the protective clothing ensemble is wet. Applicant will be required to work in unstable environments, crawling in hot, smoky buildings to search for victims, climbing ladders in varies weather conditions.

- Physical Fitness Level for Arduous duty: Arduous duties involve fieldwork requiring high levels of upper and lower body physical strength, endurance, stamina and superior conditioning. The duties will include demand for extraordinarily strenuous activities with the ability to lift, carry and balance at least 100 pounds (250 pounds with assistance) and the ability to push and pull objects that weigh more than 100 pounds. Requirements include repeatedly walking, standing, stooping, balancing, reaching, feeling, handling, grasping, running, climbing, hiking, jumping, twisting, bending, lifting and kneeling in uncomfortable positions throughout their shift work. Duties also include lifting, carrying and pulling hose up to 15 meters in length and up to 4 lengths which may or may not be charged (full of water).
- Motor Skills required for duty: Skills involve fieldwork requiring the ability to perform the precise work the job involves such as but not limited to making small movements with their fingers, holding their arms and hands steady. Good eyesight for driving and for visually monitoring patients, checking pupils, and reading medication labels. Duties also include good coordination to climb stairs, retrieve equipment and carry patients. The ability to move around and perform tasks in small areas such as an ambulance. The duties will also include good hearing is crucial to listen for monitor alarms, emergency signals, and radio transmission.
- Strong Mental and Critical Thinking skills required for duty: Requires possessing good memory which enables the applicant to remember treatment protocols and how they worked on specific cases. Duties include the ability to focus without interruption for an hour or more, particularly in surroundings with many distractions. Critical thinking skills such as logic, judgment and reasoning are essential, must know how to apply proper care procedures to treat various medical problems.
- Must not have had any Disciplinary Measures with any Base Hospital and/or Arizona Department of Health Services – Bureau of EMS within the past three (3) years.
- Applicant will be subject to and must pass a background investigation with a favorable determination. The results of a background check shall only be used for the purpose of determining an individual’s suitability for employment. Applicants who provide false or misleading information in their application or authorization may be eliminated from any further consideration. **Note: Applicants must meet this requirement by completing Item No. 15, on the Application for Employment.**
- Applicant **must** complete a "Child Care & Indian Child Care Worker Position" form to determine your suitability for tribal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment with the San Carlos Apache Tribe. **If you make a false statement in any part of your application, you may not be hired or you may be terminated after you begin work.**
- In accordance with the San Carlos Apache Tribe Drug and Alcohol Policy, all potential employees will be tested for the presence of controlled substances as part of the pre-employment selection process. Applicants who fail to pass the drug test will be ineligible for employment and may not reapply for twelve (12) months thereafter. This policy has been adopted to provide drug-free work sites and to prohibit working while under the influence of alcohol.

DUTIES AND RESPONSIBILITIES:

As a Firefighter under the supervision of the shift supervisor and management of EMS Program Manager, the Firefighter performs emergency response work to protect life and property through firefighting and EMS activities performed under conditions which require strenuous physical exertion. Participate in code enforcement activities performed by fire companies, supervised drills, fire inspections and training in firefighting and EMS skills. At fire scene, lay/connect hose, directs nozzles and water streams, raises-climbs ladders, uses power tools, chain saw, ventilation fans, etc. Respond to and assist in security-evacuating, mitigating and terminating incidents involving hazardous materials. At MVA scene, help render basic life support, use extrication power tools to remove trapped patients, airbags to stabilize vehicles, set up landing zones for incoming flights. Fire encounters include structure, wildland, time, mileage, equipment used and vehicle information on MVA’s. Maintain facilities inside and outside, clean cooking area, keep yard clean of weeds, grass trimmed and watered as needed. Maintain equipment and apparatus and routine care of buildings as well as public education activities. Work at the fire station and scene of fire is normally performed under close supervision in accordance with well-defined procedures and may be inspected in process. Firefighters may be assigned to work on special assignments. The Firefighter is responsible for the safe operation of emergency apparatus in responding to alarms to ensure timely and safe delivery of equipment and personnel in emergency response situations, including firefighting, emergency rescue and hazardous material response. Participate in accomplishing organizational, departmental and workgroup goals and objectives. Exhibits a professional and service orientation towards customers and maintain productive working relationships. Ride on fire truck or emergency vehicle apparatus to the emergency response scene, ensuring that warning devices are in operation when necessary. Operate and monitor equipment and apparatus, such as pumps, hoses, gauges, air compressors, ladders, emergency medical equipment, etc., at emergency response scenes. Make forced entry into structures, deploy attack and coverage hose lines, extinguish fires, rescue trapped and/or injured persons, assist fire victims, ventilate structures, secure fire scenes and perform salvage and overhaul operations. Respond to calls for emergency medical services, provide services during emergency and/or rescue operations in accordance with protocols established by base hospital, evaluate injuries and mental status, dress wounds, immobilize fractures, take vital signs, obtain medical history, treat patients at scene and/or stabilize and prepare patients for transport to medical facilities, communicate information to hospital, triage multiple patients, and assure safety for EMS scenes. Inspect assigned emergency response apparatus and equipment daily to ensure efficient operating conditions and readiness, clean and maintain equipment after completion of emergency response operations, perform minor repairs of apparatus and equipment and test equipment as necessary and appropriate. Prepare and maintain activity records, providing pertinent information to departmental personnel on following shift, review activity reports from previous shift and confer with personnel and when necessary, organize and maintain departmental files. Inspect and maintain fire hydrants and calculate fire flow data and flow testing data. Shall perform other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Basic Requirements:

High School Graduation or Equivalent. High school graduation or equivalent means the applicant has received a high school diploma, General Education Development (GED) equivalency certificate or proficiency certificate from a State or territorial-level Board of Department of Education.

In addition to meeting the basic requirements above, candidates must possess Certification as a Firefighter I & II (AZ or IFSAC).

Physical Requirement: Must be in good physical condition to lift up to fifty (50) pounds without assistance and two hundred (200) pounds with assistance.

EVALUATION METHOD AND RANKING FACTORS: Evaluation will be made of the extent to which experience, education, training, self-development, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-Knowledge, Skills and Abilities (KSA) described below.

1. Knowledge of First Aid procedures.
2. Ability to recognize potential life threatening situations of patients.
3. Ability to work well and perform care under stressful conditions.
4. Ability to use independent judgment in performing first aid and other medical assistance.
5. Ability to drive vehicles with automatic and standard transmission.
6. Ability to drive, maneuver and position various programmatic vehicles.

OTHER IMPORTANT INFORMATION:

- Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.
- All material submitted for consideration under this announcement becomes the property of Human Resources Office and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for tribal employment.
- Additional or alternate selections may be made from the eligibility list within 30 days from the date the selection list was issued. The positions to be filled must have the same title and have the same qualification requirements. However, if there are no Indian preference candidates left on the certificate, the vacancy must be re-announced.
- **INDIAN PREFERENCE:** It is the goal of the San Carlos Apache Tribe to employ as many tribal members as possible in tribal positions. Therefore, all other qualifications being equal, tribal members will receive hiring preference over other Indian Preference eligible and non-Indian Preference eligible. Preference for employment will be granted to qualified individuals, in the following order:
 1. Enrolled member of the San Carlos Apache Tribe with Veteran's Preference
 2. Enrolled member of the San Carlos Apache Tribe
 3. Native American spouse of an enrolled tribal member or Native American parent of enrolled tribal member
 4. Other Native American
 5. Non-Indian spouse or Non-Indian parent of enrolled tribal member
 6. Non-Indian

It is also the goal of the San Carlos Apache Tribe to provide the best services possible to tribal members. In furthering the Tribe's efforts to insure retention of tribal members and to provide job opportunities to tribal members, non-tribal member employees upon hiring shall, as part of the hiring agreement, agree to provide training and development to tribal members to allow them to become qualified for jobs which non-tribal member employees hold. The Indian Preference policy applies to hiring, placement, and promotion, transfer or lay off, treatment during employment, and selection for training.

- **VETERANS PREFERENCE AND INDIAN PREFERENCE:** Preference in filling vacancies may be given to honorably discharged veterans who are enrolled members of the San Carlos Apache Tribe.
- **EQUAL EMPLOYMENT OPPORTUNITY:** Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

HUMAN RESOURCES OFFICE CLEARANCE:

/s/Johanna Nosie
Human Resource Specialist

October 2, 2023
Date