

# SAN CARLOS APACHE TRIBE

PERSONNEL DEPARTMENT

P.O. Box 0

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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
#24-013	October 2, 2023	Open Continuous
POSITION TITLE AND DEPARTMENT	SALARY	
Fire Fighter I –II /EMT Emergency Medical Services-Fire	DOE	

APPLICATIONS ARE AVAILABLE AT THE TRIBAL PERSONNEL OFFICE  
(Applications must be received in the Personnel Office by close of business on the closing date)

### CONDITIONS OF EMPLOYMENT:

- 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 a Defensive Driving Course 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.
- Work requirements: Applicant must attend the required hours of annual training required to maintain certifications of an Emergency Medical Technician (EMT).
- 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.
- Employment as an Emergency Medical Technician (EMT) is contingent upon approval of the Medical Director and/or the Emergency Medical Services Coordinator.
- 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.

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#### **DUTIES AND RESPONSIBILITIES:**

As a FF/EMT, under the supervision of the Shift Supervisor and general supervision of EMS/Fire Program Manager, will provide fire and medical services, to protect life and property of the community. The FF/EMT will assure safety for Fire and EMS scenes, must have basic knowledge of Incident Command. Respond to calls for fire, hazmat, rescue operations, performs Basic Life Support (BLS) procedures as per protocol, under the direction of the Medical Control Physician, and other incidents. On fire scenes, the incumbent will lay hose lines, operates nozzles, pump hydrants. Raises and climbs ladders, uses power tools, chain saw, ventilation fans, etc. Fire encounters include structure protection, brush fires, and wildland fires. The FF/EMT will use extrication power tools to remove trapped patients, airbags to stabilize vehicles, at a motor vehicle accident scene. Required to transfer, lift, and move patients while employing appropriate safety and lifting techniques. Responds to hazardous materials incidents at an awareness level and responds to other calls for assistance as requested by the public. The FF/EMT will also set up landing zones for incoming flights. The incumbent is responsible for fire incident reports and patient care reports, which must be complete and submitted at end of shift. Completes emergency vehicle "check list" at the beginning of each shift to make sure necessary supplies and equipment are all aboard. Stock emergency vehicles with needed supplies and keeps it clean. Inspect assigned emergency response vehicles and equipment daily to ensure efficient operating conditions for readiness. Cleans, maintains, and test all equipment after completion of emergency response operations. Performs minor repairs of apparatus and equipment. Prepare and maintain activity records, providing pertinent information to oncoming field personnel during shift change, review activity reports from previous shift and confer with personnel. Attends in-service/trainings to ensure minimum standards are met. Participate in public education programs with the community to promote public safety and health. Attends mandatory program meetings, participates in accomplishing organizational goals and objectives. Completes appropriate continuing education courses in a timely fashion. Exhibits a professional service orientation towards customers and maintains productive working relationships. Use emergency radio or telephone, does heavy patient lifting, works long hours and variable shifts at assigned stations, including duty station rotations. Perform minor maintenance on department building and station grounds. Perform other duties as assigned.

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#### **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.

Certification: Candidates must have a valid Arizona State Certification or International Fire Service Accreditation Congress (IFSAAC) as a Firefighter I & II, Arizona State Certification as a Basic Emergency Medical Technician, a Health Care Provider Certification, and a Basic Life Support (BLS) Certification. **NOTE: Applicants must submit a copy of a valid certification as required.**

In addition to meeting the basic requirements above, candidates must have had one year of specialized experience.

Specialized experience is experience working as a Firefighter I-II/Emergency Medical Technician (EMT). **Examples of the type of experience that will be credited are shown above under "Duties and Responsibilities".**

**Physical Requirement:**

This position requires significant physical strength and dexterity and the ability to function in very adverse environments with exposure to numerous safety risks typically found at emergency situations and scenes. While performing the duties of this job, the employee is regularly required to stand, walk, sit; reach with hands and arms; lift and carry; hold and grasp; climb or balance; bend, stoop, kneel, crouch, crawl, and stretch in confined space. Able to maintain balance and strength in awkward positions. The most physical demanding tasks include moving equipment up and down stairs while wearing bunker gear in a building, breaking through roof while on a ladder, using a pike pole to pull down a ceiling, and dragging a charged hoses for prolonged periods to enter a structure or complete a rescue operation.

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**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 fire suppression and control.
2. Knowledge of First Aid procedures and Basic Life Support (BLS) procedures
3. Knowledge and incompliance in HIPAA regulations
4. Ability to recognize potential life threatening situations of patients.
5. Ability to handle high levels of stress and maintain composure under a variety of adverse conditions.
6. Ability to use independent judgment in performing in an emergency situation.
7. Ability to drive, maneuver and position various programmatic emergency vehicles.
8. Ability to follow written and verbal instructions; ability to communicate legibly in a written and verbal manner.

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**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 Personnel 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.

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**HUMAN RESOURCES OFFICE CLEARANCE:**

/s/Johanna Nosie  
Human Resource Specialist

October 2, 2023  
Date