

The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION

P.O. Box 306
Fort Hall, ID 83203



HUMAN RESOURCE DEPARTMENT

Phone: (208) 478-3856/(208) 478-3857
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TITLE: STRUCTURAL FIREFIGHTER / EMT /ADVANCED EMT / DRIVER
(PUMP) – OPERATOR / LIEUTENANT / CAPTAIN

DEPARTMENT: FORT HALL FIRE & EMS (FHFD)

SALARY: \$13.71 FIRE 9 – S1

OPENS: November 7, 2022

CLOSES: UNTIL FILLED

CAREER STATUS: NON-EXEMPT – CONDITIONAL UPON SUCCESSFUL TWELVE
(12) MONTH ADMIN PROBATIONARY PERIOD, WITH
BENEFITS STARTING AFTER 90 DAY EVALUATION &
BUDGET APPROPRIATIONS.

Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify eligibility for job qualifications and preference. **INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.**

GENERAL STATEMENT

Protects life, property, and the environment through timely and effective response to Fire, EMS and other types of emergencies.

SUPERVISION

Under general supervision through the chain of command (*Fire Chief, Assistant Chief, Captain, Lieutenant, Driver (Pump) Operator*), provides direct services, individually and as a member of a team in response to fire, rescue, hazmat and other incidents.

DUTIES AND RESPONSIBILITIES:

The essential duties/functions of this position will include but will not be limited to the following:

- Must be a team builder.
- Adheres to FHFD chain of command.
- Adhere to all FHFD & Tribal policies and guidelines
- Must be able to work a 56-hour work week
- Ability to establish, develop and maintain cooperative working relationships within the organization.

STRUCTURAL FIREFIGHTER / EMT / ADVANCED EMT / DRIVER (PUMP) –OPERATOR /LIEUTENANT / CAPTAIN

Reviewed 5/31/22 DA3296

- Have the ability to communicate effectively with the membership, departments and agencies.
- Project credibility and integrity that enhances community pride and respect for FHFD and the Tribes.
- Perform a thorough, daily inspection of the apparatus, insures the inventory of supplies and equipment is complete; assures that apparatus, equipment and records are maintained and in good order.
- Participates in drills and training evolutions as directed.
- Responds to all alarms as assigned; protect life, property and environment through prevention, extinguishment of fires, provide medical care, hazard materials mitigation as well as assisting in the preservation of evidence.
- Cleans and performs general maintenance of fire equipment and fire stations.
- Drives fire apparatus to emergency and non-emergency scenes and operates efficiently and effectively for the situation.
- Lays hose lines, operates nozzles, pumps and hydrants; fire extinguishers and performs other actions to suppress fire; operates hydraulic, pneumatic, manual and power tools.
- Participates in salvage operation and post fire operations; uses salvage covers, floor runners and other related equipment to reduce property damage from heat, smoke, fire, gases and water.
- Operates heavy extrication equipment such as air bags, hydraulically powered cutters and spreaders, pneumatic cutters and special saws and other rescue equipment as required.
- Participates in daily physical training.
- Participates in public education programs in schools, civic groups and other locations as requested.
- Participates in fire and life safety inspections of commercial and residential properties; checks operating condition of hydrants.
- Utilizes FHFD computer system for patient care documentation, record keeping, and other job-related functions.
- Performs related duties as assigned
- Responds to the station for emergency duty (*callbacks*).

Note: Further Duties & Responsibilities for Captain, Lieutenant and Driver (Pump) – Operator shall be assigned by Chief Officers.

Note: Any one position may not include all of the duties listed, nor do the listed examples include all duties, which may be found in positions of this class.

QUALIFICATIONS

Education

- High School diploma or GED
- IFSTA Certification as Firefighter I NFPA 1001 and Haz-Mat Operations NFPA 742 no later than twelve (12) months or enrolled in a certification program.
- State of Idaho Emergency Medical Technician Licensure no later than twelve (12) months of completing Firefighter 1 & Haz-Mat course or enrolled in a program.
- Must maintain required Firefighter/EMT certifications throughout employment to retain position grand assignment and / or employment.

General Qualifications

- Must be a minimum of 18 years of age.
- Must have a valid Idaho driver's license and be insurable through the Tribe's insurance throughout employment.

- Must pass a criminal and character background check to demonstrate eligibility and suitability for Fire & EMS service. Background checks will be conducted prior to an offer of employment.
- No felony convictions or disqualifying misdemeanors, which will preclude applicant and or employee from required certifications or licensures.
- Must be able to pass a pre-employment drug and alcohol test prior to employment and random testing throughout employment.
- Must pass a pre-employment and annual physical fitness and agility test.
- Must be dependable, honest, self-motivated and be able to work independently under extremely stressful situations which shall be verified through employment and reference checks.
- Computer proficiency and mechanical experience are highly desirable.
- Must demonstrate excellent communication skills (*verbal and written*).

CAREER ADVANCEMENT

Opportunity for career advancement will be contingent upon the goals and needs of the department. Proof of Certification and/or licensure along with satisfactory employee performance evaluations will be required for consideration.

Members of the FHFD shall have the first opportunity to apply for open position(s) within the FHFD as long as they meet all prerequisites for the open position(s). If there are no qualified members of the FHFD then the open position(s) shall be advertised.

Advancements for the positions of Captain, Lieutenant and Driver (Pump) Operator are competitive. The position must be vacant and the candidate shall be the criteria for the said position.

Firefighter 1 – F9:

- IFSTA Certification as Firefighter I NFPA 1001 and Haz-Mat Operations NFPA 742 no later than twelve (12) months or enrolled in a certification program.

Note: Supervised and evaluated by the Captain

Firefighter 1 – EMT F9: (S2)

- State of Idaho Emergency Medical Technician Licensure no later than twelve (12) months of completing meeting the intent of Firefighter 1 & Haz-Mat course or enrolled in a program. Certification is preferred.

Note: Supervised and evaluated by the Captain. Shall be assigned to the Driver (Pump) Operator position in the absence of the Driver (Pump) Operator.

Note: Must meet the intent of NFPA 1002 Prior to the assignment.

Firefighter 1 / Advanced EMT (optional) F10/S1:

- Maintain all previous certifications/qualifications
- Minimum of 2 years with the FHFD unless already certified.
- Must be in good standing with the department (*disciplinary actions, frequent response to callbacks, positive work ethic and attitude*).

- must have and maintain St of Idaho Adv. EMT license

Note: Supervised and evaluated by the Captain. Shall be assigned to the Driver (Pump) Operator position in the absence of the Driver (Pump) Operator.

Note: Must meet the intent of NFPA 1002 Prior to the assignment.

Driver (Pump) Operator F11/S1 (only when position is available)

- Maintain all Firefighter - EMT certifications/qualifications.
- Meet the intent of NFPA 1002 Driver Operator, prior to letter of interest. Certification is preferred.
- Minimum of three (3) years of service with FHFD.
- Shall complete a Driver (Pump) Operator(s) packet
- Shall pass written dept test w/minimum of 80%
- Shall pass practical dept test to meet the intent of NFPA 1002 Driver Operator on all skills
- Shall complete a recognized Apparatus & Pump Maintenance course.
- Must be in good standing with the department (*disciplinary actions, frequent response to callbacks, positive work ethic and attitude*).

Note: Supervised and evaluated by the Captain. Shall be assigned to the Lieutenant's position in the absence of the Lieutenant.

Lieutenant F12/S1 (only when position is available)

- Maintain all Firefighter - EMT certifications/qualifications
- Obtain NFPA FF 2 w/in 12 mos. of appt
- Leadership Courses within twelve (12) months of appointment
- Driver (Pump) – Operator prior to appointment
- Advanced EMT prior to appointment is preferred
- Fire Instructor within twelve (12) months after appointment
- Minimum of four (4) years of service with the FHFD.
- Shall pass written dept test w minimum of 80%
- Shall pass practical dept scenario based skills test
- Shall complete a Lieutenant(s) packet
- Interview will be held with a Chief Officer and two (2) independent people. The Chief shall interview and will appoint one (1) from the top three (3) candidates.
- Must be in good standing with the department (*disciplinary actions, frequent response to callbacks, positive work ethic and attitude*).

Note: Supervised and evaluated by the Captain. Shall be assigned to the Captain's position in the absence of the Captain.

Captain F13/S1 (only when position is available)

- Maintain all Firefighter 2, Advanced EMT is preferred and Lieutenant certification/qualifications
- Meet the intent of NFPA 1021 Company Officer 1 certifications within twelve (12) of appointment. Certification is preferred.
- Minimum of five (5) years of service with FHFD
- Shall pass written dept test w/minimum of 80%
- Shall pass practical dept test with PASS on all skills
- Shall complete a Captain(s) packet
- Interview will be held with a Chief Officer and two (2) independent people.
- The Chief Officers shall interview and will appoint one (1) from the top three (3) candidates.
- Must be in good standing with the department (*disciplinary actions, frequent response to callbacks, positive work ethic and attitude*).

Note: Supervised and evaluated by the Assistant Chief

MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC. A breach of confidentiality will be subject to appropriate disciplinary action, up to and including termination from employment.

Responsible for modeling high standards of honesty and integrity in all matters relating to employment with the Shoshone-Bannock Tribes; and is required as a condition of employment to conduct themselves both on and off the job in a manner that brings credit to the Tribes.

IMPORTANT APPLICATION CRITERIA

Applicants not living in the local area may submit a *cover* letter, resume, and supporting documents in lieu of an application as an initial statement of interest for a particular job announcement. However, the applicant must follow-up with an official tribal application.

A **completed** Tribal Employment application must be submitted to the Shoshone-Bannock Tribes, Human Resource Department, P.O. Box 306, Fort Hall, ID 83203, to be considered for any position within the organization. Applications are accepted until **5:00 P.M.** on the closing date.

Telephone calls are not accepted in place of an employment application or letter of interest.

When the position qualifications require a driver's license, education, or professional credentials, the applicant must submit copies of certificates, licenses, degrees and other supporting documentation. Applicants who do not provide supporting documents will be disqualified.

Applicants who have a current application on file are required to submit a letter of interest for each position in which they want to be considered for. The letter should address how they meet each qualification. Supporting documents must also be submitted.

Veterans who have met the minimum qualifications and who provide documentation of an honorable discharge from any branch of military service are entitled to receive preference points during the interview process.

To *verify* Indian Preference Shoshone-Bannock Tribal member applicants must provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood from their tribal enrollment office or from the Bureau of Indian Affairs.

Pre-employment applicants being considered for employment or a political appointment must submit to an alcohol and drug screening prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment with the Shoshone-Bannock Tribe. Applicants who test positive for alcohol or banned drugs will not be hired and will be ineligible for any type of employment with the Tribal Government for 90 days thereafter per the Shoshone-Bannock Tribes Substance Abuse Policy, Resolution PRSL-05-0732.

The Shoshone-Bannock Tribes will conduct a criminal and employment background check on new employees to ensure suitability for the position applied to.