Vacancy Announcement

Operations – Public Safety – Fire & Rescue

Pueblo of Acoma Human Resources Department P.O. Box 348, Acoma, NM 87034 ▪ 505-552-6728 ▪ www.puebloofacoma.org

JOB TITLE: EMT-Intermediate/IFSAC Fire Fighter-II (Full-Time w/Benefits) PAY RATE: $DOE

OPENING DATE: January 23, 2026 **CLOSING DATE: Open Until Filled**

POSITION PURPOSE

Under the direct supervision of the Shift Fire Lieutenant, protects the life, property, and natural resources of the Pueblo of Acoma by responding to fire and medical emergencies including rescue situations in accordance with applicable law, regulations and policies.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Respond to fire and/or medical emergency and non-emergency calls in a calm and prompt manner.
2. Administer basic and restricted advanced life support to patients at the scene and enroute to the hospital.
3. Administer intravenous fluids and some medication.
4. Assess the nature and extent of injury or illness to establish and prioritize medical procedures to be followed.
5. Locate, rescue, and remove victims from dangerous or potentially dangerous situations, sudden illness or entrapment using proper rescue and medical techniques.
6. Communicates with professional medical personnel and treatment facilities to obtain instructions regarding further treatments and/or to arrange reception of patients to the appropriate medical facility.
7. Treats patients at the scene, in route to the hospital, and in a pre-hospital setting.
8. Completes patient care forms, insurance forms, evaluation forms, and all other forms in timely fashion.
9. Select appropriate hose nozzle depending on type of fire and directs stream of water or chemical onto fire.
10. Position and climb ladders to gain access to upper levels of building(s) or to assist individuals from burning structures.
11. Create openings in buildings for ventilation, entrance, or egress
12. Controls quantity of loss created by fire by moving occupants and belongings, diminishing water damage, placing salvage covers over belongings.
13. Provide emergency medical care, administer first aid and artificial respiration to injured persons and those overcome by fire, smoke, or other life-threatening emergencies.
14. Communicate with superiors during emergency situations using two- way radio.
15. Apply HAZMAT and tribal safety practices and requirements to ensure protection of self, co-workers, victims, and community.
16. Inspect building(s) for fire hazards and compliance with fire prevention ordinances.
17. Service and operate all equipment and apparatus.
18. Ensure all fire trucks and ambulances are clean, organized and stocked with supplies after each transport.
19. Operate fire trucks and emergency vehicles and equipment.
20. Maintain positive relations with community members and agencies by educating and informing on fire prevention and related issues.
21. Perform necessary maintenance, testing and care of fire hoses, trucks, ladders, and auxiliary equipment and apparatus.
22. Prevent waste and damage of materials, supplies, and equipment.
23. Perform general maintenance and minor repairs to station facilities; perform assigned janitorial activities and minor maintenance and painting.
24. Perform community service activities including stand-by service at public events.
25. Maintain necessary records and reports, incident forms, and daily shift operation logs, including computer data entry.
26. Updates technical knowledge by attending training classes and seminars on emergency and non-emergency services, firefighting methods, techniques, safety, first aide, and related emergency activity.

MINIMUM QUALIFICATIONS

Experience:	• Six – twelve months relevant experience
	AND
Education:	• High school Diploma or GED
	AND
Other:	• Must be 18 years of age or older • Current New Mexico Emergency Medical Technician (EMT) Intermediate – License • Current New Mexico IFSAC Fire Fighter - II certification or ability to obtain with one (1) year of hire or Associate degree in Fire Science • Current CPR and AED certification • Must possess a valid New Mexico Driver's License – Class E or obtain within 3 months of hire • ICS 100, 200, 700 and 800 certifications (or obtain with 6 months of hire)

PREFERRED QUALIFICATIONS

- Keres speaking

KNOWLEDGE, SKILLS, AND ABILITIES

- A record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers
- Knowledge of applicable federal, state, county, and local laws, regulations, and requirements
- Knowledge of local geography, which includes physical addresses
- Knowledge of applicable standards of care, including equipment functions and uses
- Knowledge of equipment used in fire fighting
- Knowledge of fire behavior and fire suppression principles, method, techniques, and practices
- Skill in administrating first aid and CPR
- Ability to promptly respond to instructions from a dispatcher while driving and operating emergency vehicles to specified locations at a safe and controlled speed
- Ability to deal with stress and maintain composure when encountering serious injuries or illnesses
- Ability to communicate with patients and others with empathy and respect
- Ability to protect the privacy of all patient information in accordance with policy and general principles of professionalism as a health care provider
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels
- Ability to give and receive orders, and follow instructions in verbal and written format
- Ability to analyze and react to emergency situations quickly, calmly, and effectively
- Ability to demonstrate excellence in everything, and continually seek improvement in results
- Ability to prepare accurate, complete, and legible reports and present detailed, accurate, and objective oral presentations
- Ability to safely operate tools, apparatus, vehicles, and equipment used in fire suppression, rescue, and medical assistance operations
- Ability to assess situations and take appropriate course of actions under extremely stressful and hazardous circumstances
- Ability to work extended hours and various work schedules
- Ability to integrate training, experience, and common sense to identify potentially 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 run one- and one-half miles
- Ability to perform other duties as assigned

PREFERENCES IN EMPLOYMENT

It is the policy of the Pueblo of Acoma to give preference to any qualified Acoma tribal member, members of other federally recognized tribes/nations, and veterans.

The application of Employment Preference is not automatic. Applicants requesting consideration for Preference must provide valid Tribal enrollment documents of official verifying document from federally recognized Indian tribe/nation of Certificate of Release or Discharge from Active Duty – Form DD214.

Aside from employment preference as provided in this section, the Pueblo of Acoma shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation.

OTHER

Confidentiality:	All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information, and a breach of these principles will be grounds for immediate termination. An employee will be asked to sign a confidentiality statement upon hire.
Background investigation:	This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
Driver Check:	Current valid New Mexico Driver's License– Class D and be able to upgrade to Class E within six months of hire and must be insurable through Tribal Automotive Insurance Carrier.
Drug/Alcohol screening:	All applicants must successfully pass a pre-employment drug/alcohol screening prior to beginning employment and may be subject to random drug/alcohol testing.

To apply, applications are available in the Acoma Human Resource (HR) Office or on-line at www.puebloofacoma.org. All applications must be submitted to the Acoma HR Office for consideration by the closing date of the announcement. All applicants will be given consideration; however, not all applicants will necessarily be contacted or interviewed.

VA0182026 *Pueblo of Acoma is a Drug and Alcohol Free Workplace.*