



# MESCALERO APACHE TRIBE

## Position Description

### JOB ANNOUNCEMENT

<b>Position Title:</b>	<b>Fire Chief</b>	
<b>Department:</b>	<b>Fire &amp; Rescue</b>	
<b>Employment Status:</b>	<b>Exempt</b>	<b>Grade: E4</b>
<b>Opening date: August 30, 2019</b>		<b>open until filled</b>

#### Job Summary

Provides administrative direction and leadership for all Fire Department functions, operations and personnel through the supervision of staff and a review of their activities. Oversees the training and development of personnel in modern firefighting, emergency medical services, and fire prevention methods.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

#### Duties and Responsibilities

- Improves staff effectiveness by hiring, counseling, training and recommending disciplinary action for employees; planning, delegating, monitoring, and appraising job tasks and results in a timely manner.
- Ensures appropriate departmental staffing levels based on efficiency and cost effectiveness; yet, maintaining operational requirements as dictated by internal controls and management.
- Oversees procurement and disposition activities; prepares bid offerings as appropriate; opens and analyzes bids and recommends acceptance.
- Establishes, implements, and communicates goals, objectives, policies, and procedures in accordance with strategic plan.
- Maintains positive relations with community members and agencies.
- Achieves financial objectives by preparing and administering the annual budget, inclusive of operational plans and objectives, homeowner invoicing, and recommends staffing and expenditures.
- Plans, administers and directs all Fire Department activities, including fire prevention, firefighting, inspections, emergency medical service, rescue work, evacuation of personnel, training, enforcement of regulations and the design of fire protection systems.
- Coordinates, monitors and evaluates all technical and administrative aspects of the paramedics and other EMS activities.
- Coordinates assigned activities with other departments and outside agencies.
- Plans, organizes and directs a progressive public fire department.
- Analyzes and resolves operational and procedural problems.
- Analyzes fire service needs, as well as the availability of resources, existing programs and other related factors in developing department programs to meet those procedures applicable to administrative functions.
- Plans for departmental and community responses to catastrophic and hazardous materials emergencies.
- Reviews operations and adjusts staffing as necessary. Plans for accomplishment of special assignments and peak workloads. Adjusts staffing to meet special situations.
- Performs public relation activities and acts as a representative for the department and the county.
- Manages training and development of Fire Department staff.

- Ensures all equipment, materials, and work conditions are adequately maintained to prevent accidents.
- Keeps abreast of developments in the field of fire prevention, fire protection and emergency medical services, of laws, ordinances and policies and directs changes in accordance with new developments; operates emergency and/or non-emergency Fire Department vehicles as may be required.
- Maintains confidentiality of all information.
- Performs other duties as assigned.

### **Minimum Qualifications**

- Bachelor's Degree in Fire Science, Fire Technology, EMS or related field.
- Five years management of a fire department experience.
- Must be eighteen years of age.
- Emergency Medical Technician Basic and IFSAC Firefighter and Hazmat Certification required.
- Successful completion of an examination by a licensed physician and be free of any physical condition as listed in the Tribes Medical Standards.
- Be free of any mental or emotional condition, which might adversely affect performance. May be required to be examined by a licensed psychologist or psychiatrist.
- Successful completion of the physical agility standard requirements (fire and wildland) at an arduous duty level and annually thereafter.
- Must have a valid NM CDL-E Driver's License.
- Must maintain instructor certification training level I.
- Must reside within the 50 miles radius of the Mescalero Apache Indian Reservation.
- Must be willing to work any schedule.
- Must have a felony-free criminal history and driving record.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

*Tribal preference and Native American Indian preference shall apply to all positions.*

### **Knowledge, Skills and Abilities**

- Knowledge of and experience with sophisticated incident command systems and practices.
- Knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment.
- Knowledge of first aid and resuscitation techniques and their application.
- Knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
- Knowledge of resources available for disaster relief and other emergencies.
- Knowledge of basic firefighting theory and specialized firefighting techniques of the operation of fire communications equipment.
- Knowledge of and proficiency in performing advanced techniques of modern fire protection and suppression, water distribution and fire sprinkler systems, various types of fire detection and alarm systems.
- Skill in analyzing situations quickly and objectively, and determining the proper course of action.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in budget preparation and administration.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.
- Ability to lead and guide the work of others.
- Ability to safely operate tools, apparatus, vehicles and equipment used in fire suppression, rescue and medical assistance operations.
- Ability to prepare, present and provide trainings.

- Ability to assess situations and take appropriate course of actions under extremely stressful and hazardous circumstances employing a situational aware mindset.
- Ability to accurately relay critical incident information.
- Ability to use good judgment in emergency or critical situations.
- Ability to communicate effectively, both orally and in writing, as well as by radio.
- Ability to be reached by telephone at all times.
- Ability to maintain confidentiality.
- Ability to write clear, concise and complete reports.
- Ability to function as a member of a team.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to work independently and meet strict time lines.

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to touch, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 150 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.

### **Work Environment**

Work is performed in an office environment and outdoors setting with the potential of high noise level. Work involves potential exposure to radiation, high explosives, high voltages, toxic and exotic chemicals, fluid borne pathogens, smoke, heat, rugged terrain, and human tragedy, under all weather conditions at any time of the day or night. Wildland Urban Interface firefighting and aircraft rescue firefighting conditions may also be experienced. Travel, attendance at various meetings, on duty status, call out for emergency and non-emergency situations and work outside of the normal business hours may be required.