

**PRAIRIE BAND POTAWATOMI NATION**  
Structured Compensation - Job Description  
**Firefighter/Paramedic or EMT**

Data Year: 2024

Effective Date: January 1, 2024

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Department:	Fire Department	Grade:	11
Reports To:	Shift Officer, Captain, Lieutenant	Classification:	Non-Exempt
Supervises Direct:	0	Tier:	1
Supervises Indirect:	0	Scheduled Hours:	24 hrs./shift
Approved By:	Doug Schreiner	Status:	Full Time
Funding:	Supplemental	Hours Per Week:	48 to 72 hrs./wk.

**Role:**

Under the direction of a shift officer, Captain, and/or Lieutenant, protect life and property through fire suppression, fire prevention, rescue, and emergency medical care. Perform work on a part-time basis in an hourly position. This position will require that the Firefighter/Paramedic or EMT work various shifts of 8 to 24 hours. The duty days and hours will vary based on the needs of the department and may change at the discretion of the Director of Emergency Services/Fire Chief.

**Essential Functions & Responsibilities:**

E	40%	Functions as a structural firefighter, wildland firefighter, HAZMAT responder, and emergency medical provider. Participates in emergency medical care up to level of certification including CPR, airway control, bleeding control, drug administration, and defibrillation. Directs the duties of other care providers as needed. Participates in fire suppression and extinguishment wears self-contained breathing apparatus, enters buildings partially involved in fire, manually suppress fires, performs interior search and rescue operations, raises and climbs ladders, uses fire extinguishers, tools, and other equipment.
E	20%	Responds to emergencies and calls for service. Operates ambulances, engines, tankers, ladders, and brush trucks. Performs rescue activities including technical, low angle, water, ice, extrication, and heavy rescue.
E	10%	Participates in continuing education and physical fitness programs.
E	10%	Prepares a variety of fire, medical, maintenance, and agency reports.
E	5%	Conducts fire prevention and hazard assessment inspections of public and private buildings to ensure compliance with fire codes, ordinances, laws, and regulations.
E	5%	Participates in maintenance: apparatus maintenance, testing, and inventory control.
E	5%	Provides emergency training to the public and to PBPB employees.
N	5%	Other duties as assigned.

**Performance Measurements:**

1. Ensuring safety protocols are followed and PPE is worn whenever needed. Effective use of proper tools, equipment, and PPE used in the job. Minimizing safety hazards and accidents annually.
2. Maintains department equipment and vehicles according to policy.
3. Communicates effectively with supervisors and all Nation department representatives.
4. Attends professional trainings, development workshops, and organizational meetings.
5. Arrives at work on time and submits leave requests in a timely manner.
6. Complies with the Nation's and the department's policies, procedures, and practices.
7. Maintains a high level of confidentiality.
8. Supports fire ground operations. Operates equipment and performs suppression activities effectively.
9. Manages emergency incidents as required: establishes command utilizing the National Incident Management System, directs on-scene and incoming resources. Determines the need for additional resources.
10. Takes charge and acts as the primary medical technician in the absence of higher trained personnel.
11. Manages multiple tasks, prioritizes, and manages job stressors well.
12. Responds to emergency calls in a timely manner and within departmental expectations.

## **Position Requirements:**

To qualify for this position, applicants must meet all minimum requirements as indicated by the asterisk (\*) by the closing date of this announcement.

### **Experience\***

#### **MINIMUM:**

- 6+ months of related experience.
- Must obtain a class B non-commercial license within 6 months of hire.
- A record of satisfactory attendance and performance in all prior and current employment.

#### **PREFERRED:**

- 3+ year of related experience.

### **Education\***

#### **MINIMUM:**

- High school Diploma or GED.
- **EMT** - Must possess current Kansas Emergency Medical Technician (EMT) or higher certification.
- **Paramedic** - Kansas certified Paramedic (EMT-P) or obtain Kansas Paramedic certification within 6 months of hire if not already certified with a National Certification or another State Certification. If currently active in a Paramedic training program must have a current certification as a Kansas EMT or above and obtain Kansas Paramedic certification or higher, within 6 months of hire.
- Must be willing to obtain Firefighter I certification within 24 months of hire if not already certified.
- Must certify at the HAZMAT Operations level within 24 months of hire.
- Must successfully complete National Incident Management System (NIMS) IS-100, 200, 700, & 800 certifications within 2 months of hire.

#### **PREFERRED:**

- Associates Degree in Fire Science, Emergency Services Related, or Business Management.
- State of Kansas Paramedic Certification, valid Firefighter I certification.

### **Driving Requirements\***

Must possess a valid Kansas driver's license free of occupational restrictions, must be insurable with the Nation's insurance.

### **Interpersonal\* Skills**

Courtesy, tact, and diplomacy are essential elements of the job. Work involves much personal contact with others inside and outside the PBPN for the purposes of giving or obtaining information, building relationships, and soliciting cooperation.

### **Other Skills\* Knowledge:**

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar, with the ability to communicate both orally and in writing.

Knowledge of methods and techniques in firefighting; procedures and practices in fire rescue; fire prevention, and life safety codes.

Knowledge of current emergency medical techniques.

Knowledge of ambulance and fire apparatus, mechanical equipment, and routine preventative maintenance.

Knowledge of radio communications.

Knowledge of local and nearby streets and roads and direct routes to scenes.

Knowledge of PBPN Tribal laws, ordinances, and codes; State and Federal laws, ordinances, and codes.

#### **Skills:**

*Operational Skills:* Controlling operations of equipment or systems. Monitoring equipment use and troubleshooting issues. Watching and reading gauges, dials, or indicators to ensure a machine, tool, or piece of equipment is working properly.

*Interpersonal skills:* Remains open to others' ideas and exhibits a willingness to try new processes. Dependable-arrive to work on time, follows instructions, responds positively to direction and feedback.

*Organized:* Uses time efficiently and develops realistic action plans for assigned work orders. Accurate, thorough and monitors own work for quality and meets deadlines for all assignments with little to no errors.

*Critical Thinking:* Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

*Active Listening:* Giving full attention to what other people say, taking time to understand points being made, asking questions, and not interrupting at inappropriate times.

*Judgement and Decision Making:* Considering the relative cost and benefits of potential actions to choose the most appropriate one. Making good judgement calls and decisions quickly and sometimes in high stress situations.

**Abilities:**

Ability to work the assigned schedule and a flexible schedule to meet the demands of the position, which may include nights, weekends, holidays, and long working hours.

Ability to be reliable, punctual, and dependable to meet the needs of the department and Prairie Band Potawatomi Nation.

Ability to administer proper emergency care and take life saving measures.

Ability to safely drive fire apparatus and ambulance vehicles; operate a wide variety of equipment and tools.

Ability to communicate clearly and logically in written and oral form.

Ability to evaluate emergency situations quickly and accurately.

Ability to communicate effectively with coworkers, supervisors, and the general public.

Ability to work efficiently in a fast-paced, stressful, highly team-team oriented environment.

Ability to develop positive working relationships with others.

**Physical Requirements** Physical requirements are based on a 24-hour workday and may vary to meet the demands of the department. Job requires above-average agility, dexterity, and stamina.

Sitting for a period of 2 hours at one time with a total of 2 hours per day

Standing for a period of 2 hours at one time with a total of 3 hours per day

Walking for a period of 1 hours at one time with a total of 3 hours per day

Lifting: up to 100 lbs. frequently. Carrying: up to 100lbs frequently.

Repetitive Action: use of right and left hand for simple grasping, fine manipulating, and manual dexterity. Using feet for repetitive movements as in operational functions of a vehicle.

Bending, squatting, and reaching above shoulder level occasionally.

Driving automotive equipment.

Keyboarding: up to 2 hours per day

**Work Environment** The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress that require a range of safety and other precautions, e.g., working at great heights, under extreme outdoor weather conditions, while using PPE to minimize exposure to fire, products of combustion, hazardous materials, and infectious disease. Working in critical time-sensitive situations where conditions cannot be controlled.

**Background and Clearance Requirements** Background Investigation  
Pre-Employment Drug Screening  
Tuberculosis (TB) Screening  
Motor Vehicle Report

**Indian Preference** Indian preference exercised.

**Disclaimer:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The Prairie Band Potawatomi Nation (PBPB) reserves the right to revise this job description at any time. The PBPB may exercise its employment-at-will rights at any time.

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Printed Employee Name

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Date

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Employee Signature