



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
Mkeo@spiritlakenation.com

Job Title:	Firefighter	Open Date	June 28, 2024
SLT Program:	Fire Management	Close Date:	July 12, 2024

Position Objective: This position is responsible for completing assigned tasks as a firefighter at various emergency scenes including structure fires, wildland fires, car accidents, search and rescue operations and other emergency type calls. Work is performed and duties are carried out in accordance with established policies and procedures.

Major Duties & Responsibilities:

- Responds to various emergencies and calls for service, including fires, motor vehicle accidents, medical emergencies, rescues, public service assists, etc.
- Under direct supervision functions at the task level to accomplish tactical objectives.
- Pulls and advances attack hose lines.
- Conducts searches for victims in burning buildings.
- Performs ventilation, forcible entry, property conservation, and other assigned tasks on fire and emergency scenes.
- Assist on fire inspections of daycare facilities, medical facilities, schools, homes and other businesses.
- Inspects and cares for assigned personal protective equipment, fire apparatus and associated equipment.
- Maintain all Fire Department inventory including radios, gear, supplies and equipment.
- Check-in/out all property and equipment to employees.
- Maintains fire stations for cleanliness and readiness.
- Inspects, maintains, cleans, stocks and loads a variety of firefighting, rescue and EMS related tools, equipment and supplies.
- Renders emergency medical assistance to level of certification.
- Wears and maintains various types of personal protective equipment and clothing.
- Participates and assists in training classes and drills.
- Cleans, maintains and performs minor repairs to fire station and grounds.
- Operates hose lines, fire streams, forcible entry tools, ventilation fans/blowers, salvage and overhaul equipment, hand tools, power tools and other equipment.
- Tests and inventories hoses.
- Participates in fire prevention and community education activities; perform fire training and fire prevention activities for community members and employees of the Spirit Lake Tribe and Tribal entities.
- Completes NFIRS fire reporting.

- Performs to the operations level at hazmat incidents.
- Performs related duties.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of pertinent federal, state and local laws, codes and regulations.
- Knowledge of fire prevention, fire suppression, and rescue principles, practices, techniques, and procedures, including the operation and maintenance requirements of the various types of fire, rescue, and hazardous materials apparatus and equipment.
- Knowledge of structure program requirements, suppression tactics, methods and procedures and skill in the use of firefighting tools, radios, pumps, hoses, extrication, engines and other equipment needed when performing job duties.
- Knowledge of fire behavior, fire hazards and hazardous materials.
- Knowledge of engine operations, breathing apparatus use and maintenance.
- Knowledge of Auto Extrication Equipment and equipment maintenance
- Knowledge of the hazardous materials response principles.
- Knowledge of recent developments, current literature, and sources of information related to fire prevention, fire suppression, fire training, hazardous materials response, and emergency medical services.
- Knowledge of safe driving principles and practices.
- Knowledge of the Incident Command System.
- Ability to operate four-wheel drive pickup trucks and fire engines.
- Ability to operate various firefighting and emergency response tools and equipment, including communications equipment.
- Skill in the efficient, effective and safe operation of assigned fire apparatus/equipment.
- Skill in the use of modern office equipment and computers.
- Skill in the safe operation of firefighting and emergency response tools and equipment, including communications equipment.
- Skill in preparing clear and precise reports.
- Skill in oral and written communication.
- Skill in interpersonal relations.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The work involves rigorous fieldwork requiring above average physical performance, endurance and superior conditioning. Work required prolonged standing, walking over uneven ground and recurring bending, reaching, lifting and carrying of items weighing over 50 pounds and shared lifting and carrying of heavier items, and similar strenuous activities requiring at least average agility and dexterity. Duties include demands for strenuous activities in emergencies under adverse environmental conditions and over extended periods of time. Operation of some specialized fire equipment can place extended physical stress on incumbent during fire activities.

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress that require a range of safety and other.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has no supervisory responsibility or authority.

Qualifications, Experience and Education required:

- High school diploma or equivalent.
- Possession of North Dakota Fire Association Firefighter 1 certification.
- Wildland fire qualified.
- Auto Extrication Qualified
- Possession or ability to readily obtain a valid driver’s license issued by the State of North Dakota is preferred, with a clean driving record.
- Must be insurable under the Spirit Lake Tribe driving policy.
- Must successfully pass a criminal and background check, and a pre-employment drug screen.

NATIVE AMERICAN/AMERICAN INDIAN PREFERENCE IN HIRING WILL BE APPLIED AS DEFINED IN TITLE 25 USC 44-46 AND 474.

Employment is contingent upon the outcome of all required criminal background checks and pre-employment drug screen.

Job Role:	Firefighter	Supervision:	WFOS/Fire Chief
Grade:	10	Manages others:	No
Employment Status:	Full-time	Supervision	Woodlake District Rep.
Number of Vacancies:	1	Classification: Exempt/Non-exempt	Non-exempt

Please Send Application to:

Name:	Spirit Lake Human Resource Dept	Email:	mkeo@spiritlakenation.com or tr.littlewind@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	701-766-1272

Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver’s license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran’s preference must include Form DD214/Authorization signature will be required for background check and drug testing.
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