

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS12920217

DATE POSTED: 10/21/20

POSITION NO: 243570

CLOSING DATE: 11/10/20

POSITION TITLE: Firefighter Recruit

DEPARTMENT NAME / WORKSITE: FIRE and RESCUE SERVICES/Newcomb, NM

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: BC55A

WORK HOURS: 8 to 5 PART TIME: NO. OF HRS./WK.: _____ \$ 19,947.20 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 9.59 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Participates in drills, demonstrations, and classroom and practical training on rescue techniques, hazardous materials response, first aid, fire prevention, fire safety inspections and the use of various fire suppression tools and equipment; knowledge and become familiar with applicable policies and procedures, guidelines, codes and standards; performs preventive maintenance checks of vehicles and equipment; cleans vehicles and facilities; restocks fire apparatus and medical kits; assists in servicing vehicles and equipment; performs general clerical duties, such as answering calls, typing and filing.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED.

Special Requirements:

- A favorable background investigation
- Possess a valid state driver's license and pass a physical examination and a physical agility test as required by the National Fire Standard Form 1001.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit, a Cardiopulmonary Resuscitation Certificate (CPR) and a First Aid Certificate within 90 days of date of hire.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of the geography of the Navajo Nation and surrounding areas, including town, communities, highways and roads. Skill in care and maintenance of fire equipment. Skill to establishing and maintaining effective working relationships with others. Ability to read and comprehend material at a level appropriate for the class. Ability to communicate effectively both orally and in writing.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.