



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

Post Office Box 1477 • Temecula, CA 92593
Telephone (951) 770-6000 Fax (951) 695-1778

Tribal Chairman:
Mark Macarro

Council Members:
Raymond J. Basquez Jr.
Louise Burke
Catalina R. Chacon
Marc Luker
Joseph Murphy
Michael A. Vasquez

Tribal Secretary:
Nichole Vasquez-Sutter

Tribal Treasurer:
Amy Minniear

JOB DESCRIPTION

POSITION: Firefighter Reserve
STATUS: Non-Exempt
CLASSIFICATION: Part Time
DEPARTMENT: Pechanga Fire Department
REPORTS TO: Fire Captain
POSITION CATEGORY: B
RATE OF PAY: DOE

SUMMARY:

Under varying levels of supervision, participates in all phases of emergency operations during an assigned shift to protect life, property, and the environment; participates in all suppression, basic life support medical care, and hazardous materials abatement; performs fire prevention inspections; participates in and presents public education programs; participates in training activities; performs station and equipment maintenance, and cleans and maintains station quarters and grounds; performs related work as required.

CLASS CHARACTERISTICS:

Firefighter reserve is a multi-incumbent safety class with duties related specifically to the protection of life and property under emergency situations.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

- Responds as a team member on an assigned company for emergency and non-emergency operations.
- Performs firefighting activities to include laying hose, setting ladders, rescue work, ventilation and fire combat/containment/extinguishment tasks.
- Familiarizes oneself with the rules and regulations of the department, and follow the instructions of the captain or supervisor-in-charge or standard procedures while performing all duties.
- Participates in all aspects of fire department activities to include fire suppression, hose evolutions, laddering, use of special equipment, hazardous materials abatement, and fire prevention duties.
- Assists in the planning of and participates in drills and other training activities to learn and improve firefighting tactics.
- Participates in routine non-emergency activities to include fire prevention inspections, code enforcement and drills/training, PR events, EMS stand by services, and wellness checks.
- Participates in and presents educational and public relations programs to the community on safety, fire prevention and other topics.
- Performs salvage operations to include sweeping water and removing debris. Operates a variety of hand and power tools.
- Performs in-station activities to include cleaning and washing walls and floors, maintaining living areas, caring for station grounds, making minor repairs to the station, and requisitioning supplies.
- Washes, cleans, polishes, maintains and tests apparatus and equipment, makes minor repairs to apparatus/equipment and documents and submits repair requests.
- Assigned to drive utility vehicles and operate equipment.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. **At-Will Employment:** Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. **Drug Testing:** The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. **Background Investigation:** All candidates and employees may be subject to a background investigation.

- Lifts and moves objects weighing 75 pounds or less on a regular basis, performs strenuous physical activities and in an emergency drags or carries victims.
- Provides emergency medical care as a firefighter of an engine company.
- Performs any and all duties of the quality customer service program or as otherwise specified by the fire chief.
- Is responsible for keeping his/her contact information updated with REMSA. In addition, changes in address, phone number, employment, and any other contact information must be reported to REMSA within thirty (30) days of occurrence. Failure to maintain updated information with either or both agencies can result in an individual's failure to receive or respond to notices, practice updates, and formal (licensure/accreditation) actions.
- Performs all duties and responsibilities in a safe and responsible manner.
- Must adhere to all policies and procedures of the Pechanga Tribal Government.

The list of duties and responsibilities above is not an exhaustive list. In addition to the duties and responsibilities listed above, the employee will be required to perform other job-related duties, as assigned, that are consistent with the employee's job position and qualifications.

QUALIFICATIONS, EDUCATION & EXPERIENCE:

- High School diploma or CHSPE certificate required.
- Must be eighteen (18) years of age at time of application.
- Must possess a valid driver's license.
- Valid CPR, AHA Basic Life Support for Healthcare providers (BLS) certification at time of employment and throughout employment in this position required.
- Valid State of California approved Emergency Medical Technician (EMT) I or EMT Fire Service Certificate at time of application and throughout employment in this position required.
- Completion of a California State Accredited Firefighter Academy or California State Fire Marshal Firefighter I Certification required.
- Possession of Hazardous Materials First Responder Operational Certificate (HAZ-MAT FRO) required.
- Possession of Confined Space Rescue Awareness Certificate required.
- Must be willing to work a minimum of 2 twenty-four hour shifts per month.
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing, post-accident or injury, and random testing.
- Must pass an application review, pre-employment assessment test and interview, and medical and background investigation.
- Valid CPAT (Candidate Physical Abilities Test) or PAT (Biddle) issued within the last twelve (12) months, or the completion of a state of California approved fire academy within the last six (6) months required. Candidates obtaining a CPAT or PAT certification after the application filing date will be required to submit valid certification upon arrival at their scheduled interview.
- Must pass the annual breathing apparatus respiratory protection plan medical questionnaire for unrestricted use of respiratory protective devices.
- Must pass department annual fit for duty standard.
- Must pass quarterly evaluation period.

KNOWLEDGE, SKILLS AND ABILITIES:

- Basic firefighting principles and other principles and practices taught during a Firefighter I Training.
- Read, write and have the ability for the proper use and grammar of the English language.
- Understand and carry out oral and written instructions. Communicate effectively orally and in writing.
- Establish and maintain effective relationships with those contacted in the course of work and live cooperatively with peers and supervisors.

<p><u>Hiring Preference:</u> The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. <u>At-Will Employment:</u> Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. <u>Drug Testing:</u> The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. <u>Background Investigation:</u> All candidates and employees may be subject to a background investigation.</p>
--

- Exercise self-control and good judgment in emergency/hazardous situations.
- Meet the public with courtesy and tact.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk or stand on uneven ground; climb ladders, stairs, structures and/or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift weight in excess of 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions.

The employee works around heavy equipment and/or machinery, mechanical parts, electrical current and has exposure to vibrating movements to the extremities and/or the entire body. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals; and explosives. In this role the employee may be exposed to conditions that affect the respiratory system or the skin, i.e. fumes, air particles, odors, heat, smoke inhalation, hazardous waste material, etc.

Additional exposure may also include bio hazards such as blood borne pathogens, sewage and rarely hospital waste. The noise level in the work environment is usually loud and is sufficient to cause the employee to shout in order to be heard.

ESSENTIAL AND MARGINAL JOB FUNCTION ANALYSIS:

Employee must be able to perform the essential functions; meet the required physical, knowledge, skill, and ability requirements; and have the ability to meet all other requirements for the position as indicated in the Essential and Marginal Job Function Analysis document.

Employee's acknowledgement: I acknowledge by my signature below, that the duties listed on this job description represent those tasks falling within my immediate responsibility. I understand that the Pechanga Tribal Council has the right to change this job description at any time with or without prior notice. I further understand and agree that my employment relationship with the Pechanga Tribal Government is a consensual commercial relationship taking place on tribal land within the Pechanga Indian Reservation and, as such, is subject to the jurisdiction and sovereign laws of the Pechanga Band of Indians.

Signature of Employee	Date	Print name of employee
Signature of Employee's Manager	Date	Print name of employee's manager

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. **At-Will Employment:** Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. **Drug Testing:** The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. **Background Investigation:** All candidates and employees may be subject to a background investigation.