



Poarch Band of Creek Indians

Tribal Government – Job Announcement

5811 Jack Springs Rd. ♦ Atmore, AL 36502

Tribal Offices: 251.368.9136 ♦ www.pci-nsn.gov



	Job Announcement: HR2021:101
Position Title: Firefighter	Advertising: Publicly
Department: Tribal Emergency Management	Division: Public Safety
Immediate Supervisor: Fire Captain	Department Director: Tribal Emergency Services Director
Employment Status: Non-Exempt	Position Type: Regular Full-Time
Mandatory Reporter: Yes	Background Check Required: Yes (child-sensitive)**
Opening Date: Wednesday, October 6, 2021	Closing Date: Wednesday, October 20, 2021 by 5:00 p.m.
Preference shall be given in accordance with the Title 33 (Tribal Employment Rights) of the Tribal Code/DFWP.	
Overall Objectives of Position	
The Firefighter provides protection of life and property through firefighting activities, often performed under conditions which require strenuous exertion. This job description is not an all-inclusive list of duties and responsibilities of this position. The Firefighter is expected to perform all duties and responsibilities necessary to meet the goals and objectives of applicable programs.	
The Firefighter is expected to live the Purpose and Values of the Poarch Band of Creek Indians and will go beyond the call of duty.	
Primary Responsibilities of the Firefighter	
<ul style="list-style-type: none"> • Responds to emergency calls, extinguishes fires, rescues victims, provides emergency treatment to victims, and ensures that the emergency scene is left in proper condition. • At the scene of fires, lays and connects hose(s), holds nozzles and directs water streams. • Raises and climbs ladders and uses fire extinguishers, bars, hooks, lines and other equipment. • Performs salvage operations, such as throwing salvage covers over furniture and removing excess water and debris. • Administers first-aid to injured persons. • Studies and administers the latest techniques in fire suppression and fire prevention. • Assists in rescue operations at fires and other situations. • Performs other duties as assigned by the appropriate person. 	
Day-to-day Responsibilities	
<ul style="list-style-type: none"> • Tests fire hose(s) and plugs. • Participates in professional training and development classes. • Performs general maintenance work in the upkeep of the Fire Department property such as hanging and drying hose(s), cleaning and polishing the apparatus and making minor repairs to equipment. • Ensures that the Fire Station, grounds, and personal living quarters are clean and orderly. • Inspects buildings and premises for compliance with fire codes. • Investigates complaints and aids in investigations when assigned to fire prevention activities. • Inspects buildings in order to detect fire and safety hazards and to become familiar with structures within assigned areas. 	
Education/License/Certification and Experience Requirements	
<ul style="list-style-type: none"> • High School diploma or equivalent required. • Must possess and maintain State of Alabama certifications (Firefighter I/II) and have passed the CPAT (Candidate Physical Ability Test). • Must possess and maintain, at a minimum, a current EMT-Advanced License issued through the State of Alabama and a current NREMT. • Two (2) years employment experience as a Firefighter required. • Must possess "Mandatory Reporter Certification" or obtain within the first week of employment. 	
Skills Required	
<ul style="list-style-type: none"> • Absolute confidentiality. • Knowledge of up-to-date firefighting and fire prevention techniques. • Skilled in the use of firefighting equipment and apparatus to include hoses, nozzles, generators, k-12 saws, pumpers, hydraulic rescue tools, smoke ejectors, extraction tools and related equipment. • Ability to understand and follow oral and written instructions. • Must possess character that earns the confidence of program participants and community, and minimizes public criticism or complaints. • Ability to establish and maintain effective working relationships with other employees and the general public. • Must be people oriented and possess a high level of maturity and sensitivity in employee and public relations. • Must work well independently and as a team with demonstrated ability to establish workload priorities and balance diverse projects. • Must be in good physical condition and pass an annual NFPA Physical. 	
Additional Requirements	
<ul style="list-style-type: none"> • Ability to work odd and irregular hours, as needed. • Ability to obtain/renew Tribal Gaming License as required by Gaming Commission. • Must successfully pass the required criminal and character background check. • Must possess a valid state driver's license and an insurable driving record according to Tribal insurance guidelines. • Ability to travel and participate in required training, leadership development, and other events. • Ability to adequately and successfully perform all duties and responsibilities of this position. 	
Every applicant must complete an <u>online application</u> available at the Poarch Creek Indians' website – www.pci-nsn.gov . A resume will not be accepted in the place of an application. Complaints about the recruitment or selection process for employment should be directed in writing to the Human Resources Director of PCI Tribal Government. **Please note ALL individuals selected for employment are required to complete a background investigation. Individuals being placed in positions designed as child-sensitive or data-sensitive must successfully complete a background check prior to employment.	