

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2025-57

OPEN TO IN-HOUSE & EXTERNAL APPLICANTS

POSITION: Fire Chief
OPENING DATE: August 27, 2025
CLOSING DATE: September 5, 2025
DEPARTMENT: Fire & Rescue / PSD
SALARY RANGE: EX17; \$82,018 - \$123,027

Position Summary:

Under general direction of the Director, Public Safety, provides direction and leadership to fire suppression and emergency medical personnel. Protects the life, property, and natural resources of the Pueblo by ensuring the delivery of professional and quality medical, fire, and rescue services. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Works within a Paramilitary Rank structure and enforces the chain of command throughout the organization to ensure effective communication and mitigation of emergency situations.
- Directs Program's administrative processes, fleet management, supplies, equipment, and services procurement, staff training, billing of services, SOP physical fitness program, and community involvement activities.
- Supervises personnel in emergency medical services, rescue activities, and in non-emergency activities related to community involvement.
- Reviews operations to determine impact and effectiveness; provides recommendations for expansion, and/or improvements in services. Ensures the implementation of changes.
- Assists in developing and updating standard operating procedures and department rules and regulations to ensure safe/effective practices.
- Develops and updates standard operations procedures (SOP) and/or standard operations guidelines (SOG) and department rules and regulations to ensure safe and effective practices.
- Develops and administers annual budgets; ensures compliance with established financial policies and procedures and/or funding requirements.
- Manages and coordinates Federal, State, tribal and grant funds the Pueblo receives for Fire & EMS program, and ensures budget administration adheres to funding policies and requirements.
- Processes and maintains current knowledge of all State, County, and tribal related Intergovernmental Agreements (IGA) and mutual aid agreements; and ensures the program adheres to the requirements of the agreements.
- Prepares required statistical and narrative reports.
- Ensures training classes and drills are conducted in accordance with SOPs and State Fire Marshal requirements.
- Responds to fire alarms, emergency medical services requests, and other emergencies, performing full range of subordinate staff work as required.
- Maintains comprehensive documentation on incidents as required by regulations, policies and procedures.
- Ensures the confidentiality of patient/client information in accordance with relevant patient privacy protection laws.
- Directs fire prevention inspections for commercial and residential structure; ensures testing of fire hydrants.
- Coordinates emergency scenes with other public safety entities utilizing the NIMS Incident Command System.
- Develops and maintains positive relations with the community; provides educational and other activities on fire and injury prevention and related issues.
- Coordinates and formulates plans to comply with Insurance Service Office (ISO) and other applicable federal, state statutes, and regulations.
- Communicates Program policies, procedures, regulations, guidelines, goals, objectives and program activities through regular staff meetings.

- Manages staff relations by celebrating, coaching, counseling, and disciplining employees. Encourages feedback from staff for continual management improvement.
- Evaluates staff performance in a timely manner. Promotes self-responsibility and accountability. Addresses staff changes and/or reassignments.
- Develops and implements training plans to support, develop, and expand the capacity of staff.
- Participates in EMS and fire drills, equipment demonstrations, and training courses in hydraulics, pump operations, and firefighting tactics and strategies.
- Participates in physical fitness/agility tests per Standard Operating Procedures.
- Maintains required certifications and licensures; maintains/enhances professional and technical knowledge by conducting research, attending relevant training and workshops, and establishing networks with like programs.
- Complies with state and federal mandated physicals and drug/alcohol screening requirements including random testing.
- Assists, as directed The Pueblo's Emergency Management Program and its response to public emergency incidents.
- Contributes to overall team effort with a focus on long/short term team goals and objectives.
- Performs other duties as assigned and/or required.

Minimum Qualifications:

- Bachelor's Degree in Fire Science, Public Administration, or Business Administration required. Any combination of education, professional certification or previous work experience of not less than fifteen (15) years that demonstrates the ability to perform the essential duties of the position may be considered.
- New Mexico EMT Basic, Intermediate, or Paramedic License required.
- Completion of Firefighter I/II Certification required.
- Fifteen (15) years of Firefighter/EMT experience, including ten (10) years of supervisory or leadership experience at Lieutenant level or higher, required.
- 10 years of administrative experience within Fire and EMS field required.
- Valid New Mexico Driver's License required.
- Class E Driver's license preferred; must obtain within six (6) months of hire.
- ICS 100, 200, 300, 400, 700, 800 Certification required.
- IFSAC Fire Instructor I Certification required
- IFSAC Fire Officer I, II, III required.
- Fluency in the Laguna language preferred.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Fire Chief is designated as a High-Risk Public Trust (HRPT) position.

Type Of Background Check	Required
Pre-employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable).	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must be able to drive a Pueblo-issued vehicle	X
Other: Must Pass OSHA/DOT Physicals and Drug Tests	X

Knowledge, Skills, and Abilities:

- Knowledge of applicable laws, regulations, and requirements.
- Knowledge of the principles and practices of fire department administration, including budgeting, program planning and development, and employee supervision and training.
- Knowledge of processes, techniques, and equipment used in firefighting and in provision of emergency medical services.
- Knowledge of medical terminology sufficient to carry out essential duties.
- Knowledge in working within a Paramilitary Rank Structure; fundamental understanding of the National Incident Management System (NIMS), and Incident Command System (ICS).
- Knowledge of relevant patient/client privacy protection laws.
- Knowledge of Emergency Medical Services based on State guidelines, policies, and protocols.
- Knowledge of and skill in program and operations evaluation processes and procedures.
- Knowledge of fire behavior and fire suppression principles, methods, techniques and practices.
- Knowledge of equipment used in fire suppression and emergency medical services.
- Knowledge of third-party billing processes and procedures.
- Knowledge of proper spelling, grammar, punctuation, and math skills sufficient to carry out essential duties.
- Knowledge of basic FEMA policies, regulations, and processes regarding emergency incident response and management.
- Ability to communicate effectively, both verbally and in writing.
- Ability to coach, mentor and train personnel.
- Ability to establish and maintain positive working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality; to demonstrate high moral character, honesty, fairness, self-responsibility and accountability when performing job duties and in dealing with staff and people.
- Ability to work extended hours and various work schedules.
- Ability to assess situations, make effective decisions, and take appropriate actions in routine and emergency situations.
- Ability to prepare comprehensive reports and present detailed, accurate, and objective oral presentations.
- Ability to work independently and meet strict time lines and due dates.
- Ability to accept the dangers and stresses, regimentation, discipline, and time demands of fire and emergency medical services work.
- Ability and skill to safely operate tools, apparatus, vehicles, and equipment used in fire suppression, rescue, and medical assistance operations.
- Ability to work independently and meet strict time lines.
- Skill in computer use, including Word, Excel, Outlook, and software unique to program.
- Skill in supervising, training, and evaluating assigned staff.
- Skill in understanding, interpreting, and application of complex statutes, ordinances, regulations, and standards.
- Skill in third party billing and in resolution of issues.
- Ability to make sound judgments, especially in high-pressure situations during emergency incidents.
- Ability to analyze complex problems and develop effective solutions.
- Ability to meet the physical demands of the job, including responding to emergencies and participating in physical activities.

Physical Demands:

While performing the duties of this job, the employee is required to stand, walk, sit, use hands and fingers to handle or feel, reach with hands and arms, talk or hear. The employee occasionally is required to climb or balance, stoop, kneel, crouch, crawl, and taste or smell. The employee must occasionally lift/move 50+ pounds using proper lifting techniques and teamwork. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus. Participates in physical fitness/agility tests per Standard Operating Procedures.

Work Environment:

Work is generally performed in an office setting with a moderate noise level. Exposure to natural weather conditions and various dusts and mists will occur when outdoor work is performed. Exposure to fire, smoke, bodily fluids, and unsafe and hostile environment will occur. Prolonged standing and walking may be on uneven surfaces or unstable ground, in remote, steep, rugged, mountainous areas with unimproved dirt roads and trails. Evening, weekend, and/or holiday work is required. Employee is on call for emergencies. There is frequent interaction with the public. Travel is required for training, meetings, and other events.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to poemployment@pol-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 23 Rio San Jose Rd; Laguna, NM 87026
 4. Fax to (505) 552-9675
- For more information, contact Whitney Roughsurface, at (505) 552-5784 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES