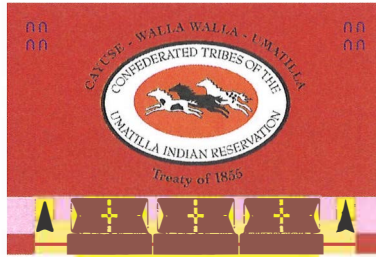


CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION  
46411 TIMINE WAY, PENDLETON, OR 97801  
(541) 276-3570 FAX (541) 276-9060



**READVERTISED**

**POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**

**POSITION TITLE:** Firefighter/Paramedic *{applicant must receive Oregon Paramedic Certification within two (2) years of hire date and kept current.}*

**SALARY:** Pay Range: 9  
\$52,071.48-\$72,794.40 annual  
DOE/DOQ

**DEPARTMENT:** Umatilla Tribal Fire Department – CTUIR  
Department of Public Safety

**LOCATION:** Umatilla Tribal Fire Department, Station 41- 73382 Confederated Way,  
Mission, Oregon, Confederated Tribes of the Umatilla Indian  
Reservation, Mission, OR.

**EMPLOYMENT STATUS:** Full Time with complete benefit package (48-hour shift work) 48 hrs. On  
96 hrs. Off year around (avg. 10 shifts per month)  
Safety Sensitive (All firefighters require random drug testing)  
Extensive Background check required  
Non-Exempt

**SUPERVISED BY:** CTUIR-Fire Chief, Captain or Officer in Charge (OIC)

**OPENING DATE:** July 30, 2024

**CLOSING DATE:** Open Until Filled

**CTUIR MISSION STATEMENT**

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of

all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

## GENERAL STATEMENT OF DUTIES

Individual will perform fire suppression and prevention activities and emergency medical services as part of the Advanced Life Support. Performs fire station and equipment maintenance and related work as required. Depending on qualifications employee may be responsible for fire station operations during an assigned shift. Work is performed under the direct supervision of the Fire Chief or Captain who reviews work for conformance with prescribed standards. This position will provide assistance to volunteer firefighters at fire scenes, emergency medical calls and drills.

## EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Responds to medical aid, fire calls and other emergency related incidents; may direct activities at the scene unless/until relieved by higher UTFD authority.
2. Maintains fire department equipment and grounds, including routine housekeeping and maintenance.
3. Provides assistance and training to volunteer firefighters.
4. Depending on qualifications and experience may teach department firefighting and medical classes as assigned.
5. Perform fire safety inspection; provides fire station tours and information to visitors and assists the public with questions and concerns.
6. Attends and participates in drills and training.
7. Drive fire apparatus and operate pumps at fire scene.
8. Enter buildings partially or totally involved with fire.
9. Prepare a variety of related fire and medical reports and equipment records as assigned.
10. Performs necessary testing and maintenance of fire hose, fire apparatus and other department equipment.
11. May be required to work overtime/split shifts.

SUPERVISORY AUTHORITY: Volunteer Firefighters

SIGNATORY AUTHORITY: On open PO's as assigned by Fire Chief

ACCESS TO SENSITIVE AREAS: Access to Narcotic lock box per EMT qualifications

**REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)**

1. Individual must have high school diploma or equivalent.
2. Valid driver's license, reliable transportation and meet Tribal insurance requirements.
3. Applicant must have current –Oregon EMT- Basic, Advance, or Intermediate Certification to be eligible for the position.
4. Applicant must receive Oregon Paramedic Certification within two (2) years of hire date and kept current.
5. Current or pending Oregon Department of Public Safety Standards and Training (DPSST) Basic Firefighter Certification within one (1) year of employment hire date and kept current.



6. Current or pending Oregon DPPST Drivers and Apparatus Operator 1 certification within one (1) year of employment hire date and kept current.
7. Individual must be able to pass a Candidate Physical Ability test and keep current.
8. Ability to carry out assigned duties/projects in an efficient and timely manner with minimal supervision and must be able to handle multiple projects and work within defined timelines.
9. Must have strong interpersonal and communication skills, including the ability to communicate effectively, orally and in writing, through concise reports, memoranda, directives, emails and letters. Must possess and demonstrate good writing, spelling, proofing, grammar and punctuation skills.
10. Must have the ability and interest to greet the public and handle difficult situations on the phone in a professional and courteous manner.
11. Must be able to secure sources of information relating to Tribal problems/concerns. Must become knowledgeable of the types of services provided by the Tribal Governmental programs.
12. Ability to write or type using standard computer programming such as Microsoft Office suite software, and patient care report writing/Image Trend, Knowledge of computers and other office technological equipment must be kept current by attending trainings as directed by supervisor.

**PHYSICAL DEMANDS:**

1. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook ,Image Trend)
2. Ability to stand and walk around for long periods of time.
3. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
4. Ability to lift up to 100 pounds
5. Ability to work in extreme weather conditions in sometimes hazardous environments wearing heavy protective clothing for long periods of time.

Pursuant to Tribal Worker’s Benefit Code, Section 4.02.A. “All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker’s ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code.”

**SELECTION PROCESS:**

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran’s Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.

3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

#### DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

#### APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

**It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.**

#### REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.
8. Copy of Current certifications or pending certifications (if applicable).

#### APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted

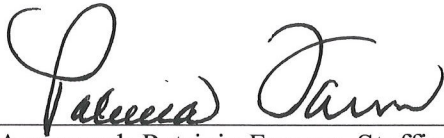


interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

**OBTAIN AND SUBMIT APPLICATION TO:**

Confederated Tribes of the Umatilla Indian Reservation  
Office of Human Resources  
Staffing and Onboarding  
46411 Timine Way  
Pendleton, OR. 97801  
Phone: (541) 276-3570 or Fax: (541)276-9060

**To be considered, application package must be post marked by the closing date.**



07/30/2024  
Date

Approved: Patricia Farrow, Staffing & Recruitment Specialist,  
Office of Human Resources

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**Employee Review and Acknowledgement**

I have read the updated/current position description and understand the requirements of the position for which I am employed. *(Original signature must be placed on file in the employee's personnel file.)*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

