

**NORTHERN CHEYENNE TRIBE
FIRE PROTECTION
JOB ADVERTISEMENT
2017**

POSITION: Maintenance/Mechanic

SALARY: 12.00 Hr.

DEPARTMENT: Fire Protection

OPENING DATE: August 9th 2017

ACCOUNTABLE TO: Director

CLOSING DATE: August 18TH 2017

CLASSIFICATION: Regular, Full time, not to exceed 8 mos., Covered, Non-Exempt

SUMMARY OF WORK: Assists with improving the Northern Cheyenne Fire Protection Department's ability to provide fire service by maintaining all program equipment, District facilities and responding to fire emergencies.

HOW TO APPLY: Submit a completed application, **RESUME'**, three (3) letters of recommendation/references, Valid Montana Driver's License, college transcripts/High School transcript/Diploma/GED, training certificates, DD-214 Military Service Record (if claiming veterans preference), a Certificate of Indian Blood or Tribal Identification Copy (if claiming Tribal Preference) to the Human Resources Office, P.O. Box 128, Lame Deer, MT 59043.

JOB CHARACTERISTICS:

Nature of Work: Position will provide maintenance and minor mechanical services for fire dept. fire garages and apparatuses. Assures department has equipment ready to respond for Structure fire protection, Wildland urban interface and Vehicle Fires.

Personal Contacts: Position requires daily contact with Volunteer Firefighters, the general public and other departments.

Supervision Received: General supervision from Director.

Supervision exercised: Oversees the proper operation and usage of fire equipment and facilities. Occasionally oversee volunteer firefighters to ensure good public services and trainings are practiced.

Essential functions: Must observe all Tribal policies and rules/regulations of confidentiality.

Areas of accountability:

- Good judgment and decisions in times of crisis. Sensitive to needs of people serving and Volunteer Firefighters.
- Assist with upkeep of the fire garages and office.

- Assist with day-to-day operations of the fire department to including answering phones, filing, delivering messages, submittal of requisitions/payment vouchers, inventory and inspection of equipment and vehicle maintenance.
- Assist with fire emergencies, training and presentations.

Job Requirements:

Knowledge: This position requires basic knowledge in maintenance, construction and mechanical repair of fire equipment and buildings.

Skills: Must be able to perform basic maintenance and mechanics, leadership skills, handle stressful situations with good judgment and professionalism.

Abilities: The position requires the abilities to evaluate situations and apply correct mechanical and fire training principles to different situations. Must be able to handle stressful situations with the public and responders.

Education and Experience: The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- Previous experience in maintenance and mechanics.
- High school education and basic computer experience preferred.
- Montana's driver's license and a good driving record preferred.

Job Performance Standards: Evaluation of this position will be based primarily upon performance and duties. Examples of job performance criteria include, but are not limited to, the following:

- Minor mechanic experience
- Adheres to confidentiality.
- Punctual, and observes work hours.
- Practice good relations with fellow responders, public, and officials.
- Maintains a friendly and efficient office environment.
- Must be willing to upgrade office equipment and computer skills.
- Must agree to participate and attend all scheduled fire training.
- Must agree to and sign waiver for pre-employment drug testing.
- Indian Preference, with first preference given to qualified enrolled members of the Northern Cheyenne Tribe.
- Volunteer Firefighter Preference, preference given to Volunteer Firefighters who members of the Northern Cheyenne Tribe.
- Volunteer Firefighter Preference, preference given to individuals who are on the roster Fire Protection Dept.