

**\*Job Announcement\***

**Volunteer Firefighter/EMS**

**Organization:** Lac Courte Oreilles Tribal Government  
**Job Title:** Volunteer Firefighter/EMT  
**Posting Date:** September 15, 2016  
**Closing Date:** September 20, 2016  
**Supervision:** Fire Chief  
**Location:** Lac Courte Oreilles Fire Department

**Position Summary:**

This position is responsible to respond timely and effectively to fire and emergency related calls and to maintain job skills through training to ensure overall customer service. The Firefighter is under the direct supervision of the LCO Fire Chief.

**Qualifications:**

- Must possess a High School Diploma, GED, or equivalent.
- Mature Adult. Tribal preference applies.
- Must have a valid Wisconsin Driver's License.
- Must be able to pass a pre-employment physical agility test.
- No felony convictions or disqualifying misdemeanors which will preclude you from required certifications or licensure (an extensive background check will be conducted prior to an offer of employment)
- Must be dependable, honest, self-motivated, and be able to work independently under extremely stressful situations which shall be verified through employment reference checks.
- Computer proficiency and mechanical experience are highly desirable.

**Duties and Responsibilities:**

- Possesses and utilizes knowledge and experience to perform tasks required at emergency scenes.
- Maintains knowledge of current firefighting technique and theory, emergency medical and hazardous materials response. Required to attend and successfully complete Department sponsored training, classes presented by other agencies, conferences and seminars as directed.
- Individuals are expected to actively participate in community and public service activities as well as assist in promotion of tribal initiatives wherever requested.
- Strictly adheres to established safety policies, procedures, and practices.
- Attends and participates in mandatory staff meetings and training.
- Strictly adheres to the department chain of command.
- Maintain a clean and orderly work area.
- Operates and maintain Fire Department vehicles in a proficient and effective manner.
- Must maintain required certifications throughout employment.
- Maintains records, including but not limited to, vehicle maintenance, training, inspections, purchasing, personnel, etc.

**Competencies and performance standards shall include but not to be limited to:**

- Must be dependable, honest, self-motivated and be able to work independently under extremely stressful situations.
- Must demonstrate excellent communication skills (verbal and written).
- Attendance and punctuality.
- Integrity and honesty.
- Teamwork
- Adaptability.
- Professionalism.
- Department Training, safety requirements, certification and professional standards.
- Must maintain required Fire Fighter/EMT certifications throughout employment.
- Responds to the station for emergency duty (call back)
- Duties and responsibilities will include other activities and areas as needed/assigned to carry out department functions.
- MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC. A breach of confidentiality will be subject to appropriate disciplinary action, up to and including termination.
- Responsible in modeling high standards of honesty and integrity in all matters relating to employment with LCO Fire Department; and is required as a condition of employment to conduct themselves both on and off duty in a manner that brings credit to the Tribe.

**Application Procedure:**

Submit complete LCO Employment Application, Letter of Interest, Resume, at least three personal reference letters, and any supportive documentation. Submit to:

Lac Courte Oreilles Tribal Government  
Attn: Human Resource Department  
13394 W Trepania Road  
Hayward, WI 54843

Preference will be extended first to Lac Courte Oreilles Tribal Members, to other American Indians then all other qualified applicants who meet the minimum qualifications of the position. This is in accordance with the Lac Courte Oreilles Personnel Policy Manual.