

# Vacancy Announcement

The Karuk Tribe is now accepting applications for the position of:

**Title:** Squad Boss/Project Leader FFT1, RXB3

**Reports To:** Crew Boss/Project Coordinator

**Location:** Department of Natural Resources, Orleans

**Salary:** \$14.00 to \$17.00 per hour, depending on experience and qualifications

**Summary:** This position is established as a Squad Boss for The Karuk Fire/Fuels Program. This position includes Type 2, Type 2 IA and project work.. Chief responsibilities of this position are to perform Wildland Firefighting work, coordinate activities of up to 5 crew people performing this work, with the number one priority being the safety of all personnel. Overall, responsibility of the Squad Boss is implementation of work assignments through coordination of the squad and their activities.

**Classification:** Temporary/Seasonal Non-Exempt, or Full-time Non Exempt

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us/jobs/](http://www.karuk.us/jobs/)  
If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check. The Karuk Tribe's **(TERO) Preference, Drug & Alcohol Policy**.

Individuals interested in applying for this position must submit an employment application to the Happy Camp Human Resources Office no later than **5pm, March 9, 2017.**

Please mail employment applications to Karuk Tribe, PO Box 1016, Happy Camp, CA 96039, ATTN: Human Resource Director; fax them to (530) 493-1611; or email to [dlbernal@karuk.us](mailto:dlbernal@karuk.us) by the deadline listed.

## POSITION DESCRIPTION

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### Responsibilities:

1. Maintain professional conduct throughout all assignments and while coordinating the Tribal workforce assigned.
2. Communicate with supervisor, receive orders and coordinate how the Squad/Module will best implement the assigned task(s).
3. Be responsible for the assuring the quality and quantity of work that the Squad implements.
4. Assure appropriate communication link between Karuk Tribe, Karuk Community Development Corporation, Crew Boss and squad members.
5. Report all information back to the Crew Boss, and assure required paperwork is complete and submitted in a timely manner.
6. Be responsible for setting the standard by which other squad members will abide; the rules will be in direct correlation to Karuk Tribe and KCDC policies, procedures and management principals/practices.
7. Work closely with squad members to abide by and strictly enforce all rules, policies, and procedures, including but not limited to the appropriate code of conduct.

### Qualifications:

1. Must meet qualification standards identified by NWCG 310-1, USDA Red book, DOI Blue Book, or other approved qualification standard and maintain currency for this position as relating to the type of work assigned.
2. Have the ability to work effectively with Tribal people and Agency personnel in culturally diverse environments.
3. Have the ability to manage time well and work under stressful conditions with an even temperament.
4. Have the ability to establish and maintain harmonious working relationships with other employees, agency personnel, and the public.

5. Must pass the annual Work Capacity Test (pack test) and/or other approved/required procedures for determining physical ability to perform job duties.
6. Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.

**Requirements:**

1. Must attend briefings and maintain communications with crew, adjoining forces, and supervisor.
2. Must be willing to travel on work assignments.
3. Must submit all Project Tracker Forms, accurately with all appropriate hours, pay rates, crewmembers, equipment, approved miscellaneous costs and accomplishments correctly listed.
4. Must ensure all project accomplishments, time cards, and/or other documentation will be received by crew boss in a timely manner.
5. Must review record and timekeeping processes prior to project assignment, and assure all copies will be turned in to the office in a timely manner.
6. Must immediately notify supervisor in the event of an injury or illness so it can be assured that medics and/or appropriate persons fill out the necessary forms.
7. Must be responsible, (if delegated) for appropriate operational purchases made while on project assignment and ensure receipts are turned in regularly.
8. Must maintain qualification requirements and assist in the facilitation of crew organization and development.
9. Must monitor squad conditions and travel schedule to ensure adequate work rest and driving safety, report any irreconcilable practices or behavior to supervisor.

**Indian Preference Policy:** In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), and the TERO Ordinance 93-0-01, Indian Preference will be observed in hiring.

**Council Approved:** \_\_\_\_\_

**Chairman's Signature:** \_\_\_\_\_