
Karuk Community Health Clinic

64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270

Karuk Tribe**Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Karuk Dental Clinic

64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Vacancy Announcement (Internal)

- Title:** Prescribed Fire and Fuels Specialist
- Reports To:** AFMO Fuels Planner, or designee
- Location:** Department of Natural Resources, Orleans or Happy Camp, CA
- Salary:** \$17.06 - \$25.51 per hour, depending on experience
- Classification:** Full Time, Regular, Non-Exempt

Summary: The incumbent serves in a key fire management position as a Prescribed Fire/Fuels Technician. The primary responsibilities of the position are preparing and carrying out prescribed fire plans, fire effects, manual and mechanical hazardous fuels treatments, and smoke and wild land fire use monitoring. The incumbent also conducts field surveys to determine the location of hazardous fuel conditions. This is an administrative support position in an organization having a mission of restoring cultural and natural fire to the landscape, and is clearly in an established career path. This position serves in support of a higher level position in a high complexity program. This involves considering and evaluating factors such as fuel loading, ecosystem dynamics, fire history, fire situation and fire danger, resource availability, weather, smoke management issues, public safety, resources threatened, risk vs benefit, safety hazards, costs, monitoring, and after action review. The incumbent must identify, evaluate, and consider the inter-relationships of the fire and physical environment in order to select the most appropriate methods from among alternatives.

Application Deadline: Tuesday, June 30, 2020 by 5PM

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

Job descriptions are available online at: www.karuk.us/jobs/ or by contacting the Human Resource Director, Telephone (530) 493-1600 ext. 2041 Fax: (855) 437-7888, Email: vsimmons@karuk.us

POSITION DESCRIPTION

Title: Prescribed Fire and Fuels Specialist

Reports To: AFMO Fuels Planner, or designee

Location: Department of Natural Resources, Orleans or Happy Camp, California

Classification: Nonexempt, Full-time

Salary/Wage: \$17.06 to \$25.51 depending on education, experience, qualifications, time served in an equivalent capacity and funding availability

Summary: The incumbent serves in a key fire management position as a Prescribed Fire/Fuels Technician. The primary responsibilities of the position are preparing and carrying out prescribed fire plans, fire effects, manual and mechanical hazardous fuels treatments, and smoke and wild land fire use monitoring. The incumbent also conducts field surveys to determine the location of hazardous fuel conditions. This is an administrative support position in an organization having a mission of restoring cultural and natural fire to the landscape, and is clearly in an established career path. This position serves in support of a higher level position in a high complexity program. This involves considering and evaluating factors such as fuel loading, ecosystem dynamics, fire history, fire situation and fire danger, resource availability, weather, smoke management issues, public safety, resources threatened, risk vs benefit, safety hazards, costs, monitoring, and after action review. The incumbent must identify, evaluate, and consider the inter-relationships of the fire and physical environment in order to select the most appropriate methods from among alternatives.

Responsibilities:

1. Serves on prescribed fire and fuels projects in positions for which qualified.
2. Assists in conducting field reconnaissance of prescribed fire/fuels treatment units, summarizes field findings and make basic recommendations on appropriate prescriptive criteria for meeting program objectives.
3. Participate in the drafting of prescribed fire/fuels management plans
4. Implements and administers prescribed fire activities, wild land fire use, and mechanical activities.
5. Ensures own and others welfare and safety in all aspects of project implementation.
6. Participates in fuels management reviews, proficiency checks and drills, safety sessions, and after action reviews.
7. May serve as a Project Inspector (PI) on fuel management contracts and may be asked to assist in the preparation of contract specification and performance measures.

8. Responsible for record keeping and maintenance of fuels vehicles and mechanical equipment.
9. Maintains Fuels equipment/supplies inventories, identifies replacement needs, and drafts purchase/replacement documentation for submission to administrative operations personnel for processing.
10. Assist in the leadership for the Karuk Tribe fuels management program.
11. Supports wild land fire suppression, fire prevention, and fire education activities.
12. Assist in resolving problem situations encountered when performing a wide variety of fire planning assignments.
13. Reviews project plans and makes recommendations on appropriate levels of monitoring.
14. Provides basic assistance in establishing study plot to assess fire and fire suppression impacts on the ecosystem.
15. Participates in the development and refinement of plot characteristics, frequency of visits, subject to be measured, and data storage and analysis techniques.
16. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
17. Provide project specific field data to interdisciplinary teams to assist in the planning, developing, and implementing fuels management projects. Provides input and recommends strategies for fuels management.
18. Conducts routine project assessments which determine the presence or absence of hazardous wild land fuels.
19. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Has displayed the ability to establish and maintain harmonious working relationships with other employees and the public.
3. Demonstrates the ability to understand and follow oral and written instructions.

4. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.

Requirements:

Primary responsibilities of the position are preparing and carrying out prescribed fireplans, fire effects, manual and mechanical hazardous fuels treatments, and smoke and wild land fire use monitoring. The incumbent also conducts field surveys to determine the location of hazardous fuel conditions.

The National Wildfire Coordinating Group (NWCG) incident management qualifications and additional required training specified in the Interagency Fire Program Management (IFPM) Qualifications Standards and Guide apply to all equivalent grade levels of this position description.

Prior wild land firefighting experience on the fire line is a mandatory requirement. This position requires a valid state driver's license.

1. Education and/or experience
 - a. Commensurate with GS-8/9 level; Interagency Fire Program Management (IFPM) requirements for position – low to moderate complexity, which can include either a) one (1) year of specialized experience equivalent to the next lower grade level and an adequate proposed training plan bringing applicant to moderate complexity qualification within 2 years. Graduate education may be substituted for specialized experience only when it is directly related to the work of the position or b) Bachelor's degree or experience equivalency and at least 1 year credible specialized wild land fire management experience.
 - b. Commensurate with GS-7 level; Interagency Fire Program Management (IFPM) requirements for position - low complexity, which includes 1 year of specialized experience equivalent to the next lower grade level and an adequate proposed training plan bringing applicant to moderate complexity qualification within 2 years. Graduate education may be substituted for specialized experience only when it is directly related to the work of the position or b) Bachelor's degree or experience equivalency and at least 1 year credible specialized wild land fire management experience.
 - c. Commensurate with GS-6 level; which includes 1 year of specialized experience equivalent to the next lower grade level and an adequate proposed training plan bringing applicant to low complexity qualification within 2 years.
2. Must possess High School Diploma or Equivalent (GED).
3. Must pass the annual Work Capacity Test at the arduous level (Pack Test)
4. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
5. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

6. Must be responsible for using safe work practices, for following directives, guidelines and procedures and for assisting in maintaining a safe and secure work environment.
7. Must attend specified training and class requirements for Incident Command System (ICS) set forth in Attachment H of the Personnel Policy.
8. Must adhere to confidentiality and Health Insurance Portability and Accountability Act HIPAA policies.
9. Must adhere to the policies and procedures of the Karuk Tribe

Physical and Environmental Requirements: Duties involve rigorous fieldwork requiring above average physical performance, endurance and superior conditioning. Work requires prolonged standing, walking over uneven ground, and recurring bending, reaching, lifting and carrying of items weighing over 50 pounds and shared lifting and carrying of heavier items, and similar strenuous activities requiring at least average agility and dexterity. Duties also include demands for strenuous activities in emergencies under adverse environmental conditions and over extended periods of time. Operation of some specialized fire equipment can place extended physical stress on incumbent during fire activities.

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

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Council Approved: February 4, 2016 updated July 13, 2017

Chairman's Signature: _____

Employee's Signature: _____