

## Vacancy Announcement

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

### **Crew Boss/Project Coordinator (CRWB)**

**Reports To:** Fire/Fuels Program Coordinator (or designee)

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

**Salary:** \$15.00 to \$18.00 per hour, depending on experience and qualifications

**Summary:** This position is established as a Crew 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 Fire Management Activities, cooperate with numerous agencies and oversee up to 20 person crew performing this work with the number one priority being the safety of all personnel. Overall, responsibility of the Crew Boss is total care and coordination of the crew and their activities.

**Classification:** Temporary/Seasonal Non-Exempt, On-Call, Non-Entry

Please see the position description below for a list of position requirements. Additionally, an application checklist has also been provided to assist you with presenting a complete and successful application.

### **Application Deadline: March 19, 2018**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us/jobs/](http://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](http://www.karuk.us) or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2010, Fax: (530) 493-1611, Email: [tparry@karuk.us](mailto:tparry@karuk.us)

## Karuk Tribe Application Checklist

To ensure that your application will be properly considered for employment with the Karuk Tribe, you **MUST** attach documentation for the information that is requested on the employment application form and background authorization form. The Tribe's Human Resources department is not responsible for ensuring your application is complete upon submission.

- ✓ **Enrollment Documentation** – to be considered for Tribal Preference you **must** attach documentation of your enrollment with a federally recognized tribe. The Tribe's Enrollment department is not allowed to submit your documentation for you.
- ✓ **Veterans Preference** – You **must** attach a copy of your DD-214 to be considered for Veterans Preference. Without this documentation you will not be given Veteran's Preference.
- ✓ **Employment History** – You should completely fill out your employment history even if you attach a resume with your application. It is important to include all information that is requested in this section.
- ✓ **Education** – You **must** attach copies of your educational achievements including certifications, special training certificates, degrees, vocational certifications or other types of education that you have to document that you meet specific job description requirements.
- ✓ **Driver's License** – You must provide the state and number of your Driver's License on your application. 99% of jobs at the Karuk Tribe require a Driver's License. Your application will be withdrawn from consideration without this information. If you do not have a Driver's License but expect to have one in the near future you should write down when you expect to have it.
- ✓ **References** – You **must** include at least three (3) references on your application including their contact information.
- ✓ **Signature** – You must sign your application or it will be withdrawn from consideration for employment with the Karuk Tribe.
- ✓ **Resume** – while not required, it is a good practice to include a resume with your application.
- ✓ **Cover letter** – while not required, it could prove beneficial to include a short cover letter with your application.
- ✓ **Reference Letters** – while not required, it could prove beneficial to submit reference letters from former employers, associates or other individuals who you have worked with.

**For further job opportunity referrals be sure to complete the TERO Skills Bank application!**  
**Contact the TERO Department or go online to [www.karuk.us](http://www.karuk.us) and click on the TERO page**

**POSITION DESCRIPTION**

- Title:** Crew Boss/Project Coordinator (CRWB)
- Reports to:** Fire/Fuels Program Coordinator (or designee)
- Location:** Department of Natural Resources, Orleans
- Salary:** \$15 to \$18 per hour, depending on experience and qualifications
- Classification:** Temporary/Seasonal Non-Exempt, On-Call, Non-Entry
- Summary:** This position is established as a Crew 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 Fire Management Activities, cooperate with numerous agencies and oversee up to 20 person crew performing this work with the number one priority being the safety of all personnel. Overall, responsibility of the Crew Boss is total care and coordination of the crew and their activities.

**Responsibilities:**

1. Maintain professional conduct throughout all assignments while representing the Tribal workforce assigned.
2. Communicate with supervisors and partners to receive orders and decide how the crew/squad(s)/module(s) can best accomplish the assigned task(s).
3. Be responsible for assuring the quality and quantity of work that the crew completes.
4. Assure appropriate communication link between Karuk Tribe, Karuk Community Development Corporation, agency personnel and crewmembers.
5. Report all information back to the home base, and assure required paperwork is complete and submitted in a timely manner.
6. Be responsible for setting the standard by which other crewmembers 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 Bosses to abide by and strictly enforce all rules, policies and procedures, including but not limited to the appropriate code of conduct.
8. Attend fire briefings; maintain communications with crew, adjoining forces and supervisors.
9. Be willing to travel on work assignments.

10. Submit all Crew Time Reports (CTR's), Time Cards, and Project Tracker Forms, accurately with all appropriate hours, pay rates, crewmembers, equipment, and approved miscellaneous costs correctly listed.
11. Review all relevant financial documentation at de-mobilization and at end of pay period for accuracy comparing the copies of project trackers, CTR's and/or equipment shift tickets to red dogs and/or time cards.
12. Ensure all CTR's, Project Trackers and/or other documentation will be signed by appropriate personnel to ensure proper reporting to BIA.
13. Review record and timekeeping processes prior to dispatch or assignment, upon return all copies will be turned in to the office.
14. Ensure that the medics and/or appropriate persons have filled out the necessary forms in the event of an injury or illness.
15. Be responsible for all purchases made while on assignment and ensure receipts are turned in with appropriate paper work upon return (can be delegated to squad bosses for project work, but limited to costs associated with the daily operation of project personnel).
16. Organize trainings, maintain crew qualification requirements and facilitate crew organization and development.
17. Monitor crew conditions and travel schedule to ensure adequate work rest and driving safety, this includes notification to dispatch of availability following appropriate rest periods based on the current physical and mental condition of crew personnel.

**Qualifications:**

1. Demonstrates the ability to work effectively with Tribal people and Agency personnel in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain harmonious working relationships with other employees, agency personnel, and the public.
4. Demonstrates the ability to understand and follow oral and written instructions.

**Requirements:**

1. Must meet qualification standards identified by NWCG, USDA Red book, DOI Blue Book, or other approved qualification standard(s) and maintain currency for this position as relating to the type of work assigned.
2. Must pass the annual Work Capacity Test (Pack Test) and/or other approved/required procedures for determining physical ability to perform job duties.
3. Must satisfactorily complete annual safety refresher and shelter deployment training.
4. Must possess valid driver's license 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.

**Tribal Preference Policy:** In accordance with 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.

**Board/Council Approved: July 13, 2017**

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