

The logo for Karuk Community Development Corporation features the company name in white serif font on a blue background with a repeating geometric pattern of triangles.

**Karuk**

**Community**

**Development  
Corporation**

## **Vacancy Announcement**

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

### **Crewmember**

**Reports To:** Squad Boss/Project Leader

**Location:** DNR, Orleans

**Salary:** \$12.00 - \$17.00 per hour, depending on experience

**Summary:** This position is established as a Crewmember 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 and Project Work, with the number one priority being individual and collective safety. Overall, responsibility of the Crewmember is implementation of work assignments through teamwork and dedication.

**Classification:** Temporary/Seasonal Non-Exempt, or 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: August 13, 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**

The logo for Karuk Community Development Corporation features the company name in a bold, serif font, centered within a blue banner. The banner is flanked by stylized, symmetrical blue and white geometric shapes that resemble traditional Northwest Coast art patterns.

**Karuk**

**Community Development Corporation**

**Title:** Crewmember

**Reports to:** Squad Boss/Project Leader

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

**Salary:** \$12 to \$17 per hour, depending on experience and qualifications

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

**Summary:** This position is established as a Crewmember 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 and Project Work, with the number one priority being individual and collective safety. Overall, responsibility of the Crewmember is implementation of work assignments through teamwork and dedication.

**Responsibilities:**

1. Maintain professional conduct throughout all work assignments.
2. Communicate with supervisor, receive orders and implement assignments to the best of your abilities.
3. Be responsible for assuring the quality and quantity of work expected by your supervisor.
4. Assure appropriate communication link with supervisor(s) and other crewmembers.
5. Report all information back to the Squad Boss to assure work assignments are completed in a timely manner.
6. Be responsible for maintaining the standard by which other personnel should abide; the rules will be in direct correlation to Karuk Tribe and KCDC policies, procedures and management principals/practices.

7. Work closely with fellow crewmembers to exceed expectations in relation to work quality, quantity and the appropriate code of conduct.
8. Maintain assigned equipment such as PPE, chainsaws, and tools in good condition and working order, and report defective equipment to supervisor immediately.
9. Maintain communications with crew, adjoining forces, and supervisor.
10. Be willing to travel on work assignments.
11. Perform assignments to the best of your ability.
12. Ensure you completely fill out and sign all appropriate documents and timecards in an accurate and timely manner.
13. Complete required and requested training to build qualifications so as to perform a diverse range of assignments.
14. 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.
15. Maintain physical condition for performing work assignments on short notice.
16. Provide up to date contact information and organize appropriate means of transportation to pre-identified areas on short notice.
17. Perform duties associated with enhanced functionality, efficiency, and productivity as a working unit with the highest standards of teamwork and professionalism.
18. Maintain a clean and organized working environment including but not limited to ensuring no trash or litter is left behind, vehicles are free of clutter and or debris, and all PPE is appropriately maintained, utilized and readily accessible.

**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 a diverse range of assignments.
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 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:** \_\_\_\_\_