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**Karuk Community Health Clinic**

64236 Second Avenue  
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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**

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Happy Camp, CA 96039  
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**Vacancy Announcement**

- Title:** Prescribed Fire and Fuels Specialist
- Reports To:** Unit Fire Program Manager, or designee
- Supervises:** Captain and Technician positions as assigned
- Location:** Department of Natural Resources, Orleans and/or Somes Bar, California
- Classification:** Nonexempt, Full-time, Regular
- Salary/Wage:** \$22.33 to \$33.04 to start depending on education, experience, qualifications, and funding availability.
- Summary:** The incumbent serves in a key fire management position as a Prescribed Fire/Fuels Specialist (PFFS) in a low, moderate, or high complexity program. The primary responsibilities of the position are preparing and carrying out prescribed fire burn plans, monitoring fire effects, coordinating manual and mechanical hazardous fuels treatments, smoke management, and remaining available for fire response as needed. The PFFS also assists with project planning within a well-established collaborative framework. This is a programmatic leadership position in a multi-organizational partnership having a mission of restoring historic fire regimes.

**Application Deadline: Open Until Filled**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us)

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. 2038, Fax: (855) 437-7888, Email: [humanresources@karuk.us](mailto:humanresources@karuk.us)

## **POSITION DESCRIPTION**

- Title:** Prescribed Fire and Fuels Specialist
- Reports To:** Unit Fire Program Manager, or designee
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- Summary:** The incumbent serves in a key fire management position as a Prescribed Fire/Fuels Specialist (PFFS) in a low, moderate, or high complexity program. The primary responsibilities of the position are preparing and carrying out prescribed fire burn plans, monitoring fire effects, coordinating manual and mechanical hazardous fuels treatments, smoke management, and remaining available for fire response as needed. The PFFS also assists with project planning within a well-established collaborative framework. This is a programmatic leadership position in a multi-organizational partnership having a mission of restoring historic fire regimes.

### **Responsibilities:**

1. 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.
2. Participate in the drafting and/or technical review of prescribed fire/fuels management plans.
3. Plans, coordinates, implements and supervises fuels reduction activities.
4. Ensures a high standard of safety in all aspects of program/project implementation.
5. Participates in fuels management reviews, proficiency checks and drills, safety sessions, personnel evaluations and after-action reviews.
6. 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.
7. Responsible for overseeing the record keeping and maintenance of vehicle pool and mechanical equipment assigned.
8. Maintains fuels equipment/supplies inventories, identifies replacement needs, and drafts purchase/replacement documentation for submission to administrative support personnel for processing.

9. Assist in the leadership and development of the Karuk Tribe Integrated Wildland Fire Management Program.
10. Supports preparedness, prevention, and fuels program activities as assigned.
11. Assists in robust capacity building efforts, including building support for cultural burning.
12. Reviews project plans and makes recommendations on appropriate levels of research/monitoring.
13. Ensure all program/project reports are drafted, reviewed, and submitted on time.
14. 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.
15. 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.
16. 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:**

**1. Education and Experience**

- a. Commensurate with GS-11 level; Interagency Fire Program Management (IFPM) requirements for position –high complexity, which includes Primary Core Requirements of a RXB2, with ICT3 or TFLD, or HEBM while meeting the requirements outlined for DOI Bureaus: Refer to PB#: 07-13, December 04, 2007, Qualification Requirements for GS-0401 Fire Program Management. Applicant meeting primary core requirements but not 401 series may still qualify for starting at level commensurate with GS-10 service. A training plan to achieve the minimum applicable standard must be negotiated and approved in the first 6 months of employment.
- b. Commensurate with GS-9 level; Interagency Fire Program Management (IFPM) requirements for position –moderate complexity, which includes Primary Core Requirements of a RXB2 with ENGB, or CRWB, or HMGB while meeting the requirements outlined for DOI Bureaus: Refer to PB#: 07-13, December 04, 2007, Qualification Requirements for GS-0401 Fire Program Management. Applicant meeting primary core requirements but not 401 series may still qualify for starting at level commensurate with GS-

8 service. A training plan to achieve the minimum applicable standard must be negotiated and approved in the first 6 months of employment.

- c. 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. Must Meet Primary Core Requirements of an ENGB, or CRWB, or FIRB, and ICT4. Applicant that meets requirements outlined for DOI Bureaus: Refer to PB#: 07-13, December 04, 2007, Qualification Requirements for GS-0401 Fire Program Management may start at level commensurate with GS-8 service.
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. A minimum of 800 hours a year working on fuels projects must be met in this position.
7. 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

**Review Committee Approved:** December 7, 2021

**Employee's Signature:** \_\_\_\_\_