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64236 Second Avenue  
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64236 Second Avenue  
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Fax: (530) 493-5364

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

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## Vacancy Announcement

**Title:** Wildland Fire Operations Specialist

**Reports To:** Unit Fire Program Manager or designee

**Supervises:** Captain and Technician positions as assigned

**Assigned Office Location:** Orleans, CA

**Location:** Department of Natural Resources

**Classification:** Nonexempt, Full-time, Regular

**Salary/Wage:** \$34.76-\$45.19 to start, DOE

**Summary:** The position serves in a key fire management position as a Wildland Fire Operations Specialist (WFOS) in a low, moderate, or high complexity program. The primary responsibilities of the position are developing training plans, coordinating training activities, coordinating field work and certifying project inspections and remaining available for fire response as needed. The WFOS also maintains supply and equipment inventories, tracks implementation funding and reporting schedules in a well-established collaborative framework. This is a programmatic leadership position in a multi-organizational partnership having a mission of restoring historic fire regimes. Position is dependent on support funding and will require acquisition of continued, additional and subsequent funding.

### **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 and Alcohol Policy apply. If selected, applicants must Successfully pass a drug screening 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 at: Telephone: (530) 493-1600 ext. 2038 or ext. 2038, Fax: (855) 437-7888, or Email at [humanresources@karuk.us](mailto:humanresources@karuk.us)

## POSITION DESCRIPTION

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### Responsibilities:

1. Maintains home unit workforce oversight to ensure professional conduct throughout all fire response assignments.
2. Assists in the leadership and development of the Karuk Tribe Integrated Wildland Fire Management Program.
3. Assists in development of prescribed fire, initial attack incident management strategies and tactics to meet the stated resource objectives.
4. Assists in the conduct of readiness and safety inspections to assess unit's ability to conduct wildland fire management activities.
5. Assists in the development, implementation and evaluation of program goals and objectives in support of mission accomplishment.
6. Assists in the development, implementation, tracking, and evaluation of Integrated Wildland Fire Program budgets.
7. Assists in the supervision and development of employees and implement career development/corrective actions as appropriate.
8. Assists in the development of plans compliant with environmental laws, regulations and policies including the National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA).

9. Assists in resolving problem situations encountered when performing a wide variety of fire planning assignments.
10. Oversees the implementation of grant agreements, contracts, and compacts, actions and activities as assigned.
11. Oversees fire management reviews, proficiency checks and drills, safety sessions, and after-action reviews.
12. Performs quality assurance record checks regarding maintenance of Program vehicles and mechanical equipment.
13. Maintains fire equipment/supplies inventory, identifies replacement needs, and drafts purchase/replacement documentation for submission to administrative operations personnel for processing.
14. Supports wildland fire preparedness, fire prevention, and fuels reduction activities as appropriate.
15. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions.
16. Shall be polite and maintain a priority system in accepting other position related duties as assigned.

**Qualifications:**

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Displays 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:**

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.

**Education and/or experience:**

1. Commensurate with GS-11 level; Interagency Fire Program Management (IFPM) requirements for position –high complexity, which includes Primary Core Requirements of a DIVS, with ICT3 or RXB2 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.
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 be effective, efficient, productive and timely in producing and delegating assigned work products while working in a remote environment as needed while maintaining data security at all times.
5. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
6. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.
7. Must adhere to the policies and procedures of the Karuk Tribe and DNR Department.

**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 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.

**Committee Approved:** December 11, 2024

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