
Karuk Community Health Clinic
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Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270



Karuk Dental Clinic
64236 Second Avenue
Post Office Box 1016
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Phone: (530) 493-2201
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Administrative Office
Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Vacancy Announcement

(Internal Posting)

Title: Natural Resources Technician III - Forestry

Reports to: Collaborative Stewardship Program Manager, or designee

Location: Department of Natural Resources, Orleans, California

Supervises: Natural Resources Technician I and II, volunteers and youth as needed

Classification: Nonexempt, Full-time

Salary: \$20.72 to \$26.01 per hour, depending on education, experience, qualifications, time served in an equivalent capacity and funding availability

Summary: The Natural Resources Technician III is a grant-funded full-time position that shall work under the supervision of the Collaborative Stewardship Program Manager, or other DNR supervisory staff as assigned, to carry out grant-related technical duties. The Natural Resources Technician III shall work with WKRP partners, contractors and volunteers to achieve synergy between the Karuk Department of Natural Resources' and partner organization's obligations. This position may serve in the capacity of Field Crew Supervisor as long as supervisory control and efficiencies in operations can be maintained, or in other DNR divisions as Natural Resources Technician III/Cultural Resources Technician III, if qualified. Position is dependent on support funding and will require acquisition of continued, additional and subsequent funding.

Application Deadline: September 29, 2022 by 5:00 pm

Applications are available at all Tribal Offices or on the Internet at 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 or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: vsimmons@karuk.us

POSITION DESCRIPTION

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- Reports to:** Collaborative Stewardship Program Manager, or designee
- Location:** Department of Natural Resources, Orleans, California
- Supervises:** Natural Resources Technician I and II, volunteers and youth as needed
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Responsibilities:

1. Shall be responsible for the fulfillment of Technician duties associated with the grant deliverables funding the position.
2. Shall attend all required meetings, trainings, and functions as requested.
3. Shall actively transfer technical knowledge and expertise as appropriate to those they supervise or whom otherwise engage in field-based activities.
4. Shall take GSA Vehicle Trainings and coordinate with staff/partners to provide transportation in regard to grant-related tasks/deliverables when in accordance with current DNR and Karuk Tribal health and safety protocols.
5. Shall work productively, assist with related outreach activities, and actively participate in a team-based environment.
6. Shall acquire and teach data collection skills and techniques as required, and implement these into a daily programmatic work routine, as well as assist Technicians I and II with completing these tasks.
7. Shall work with technical service providers such as the GIS staff to collect, organize and interpret field data for data management and reporting purposes.
8. Shall maintain necessary documentation of work performed and accurately convey/assist in grant related report preparation as required.
9. Shall document notable change in knowledge, behavior, and condition as required for departmental and project-related reporting.
10. Shall track professional development skills/needs for those they supervise and perform annual employee evaluations, and training plans.
11. Shall be responsible for the safety, conduct, and communications between field personnel under their supervision and appropriate Coordination/Management personnel.

12. Shall be available for local and out of the area travel as required.
13. Shall attend all required meetings and functions as requested.
14. Shall be polite and maintain a priority system in accepting other position-related job duties as assigned.

Qualifications:

1. Demonstrated ability to manage time well and work under stressful conditions with an even temperament.
2. Demonstrated ability to recognize pertinent information and take detailed field notes and complete documentation forms to track progress and conditions in the field.
3. Shows understanding of activity procedures and demonstrates ability to organize and delegate tasks to facilitate the safety and well-being of Staff/partners/participants under their charge.
4. Must have demonstrated ability to learn, share, practice, and impart traditional and contemporary knowledge relating to the management, procurement, and processing of a wide variety of forest and natural resources.
5. Must have demonstrated abilities to respond effectively to unforeseeable complications in the performance of assigned duties.
6. Must have demonstrated abilities to build partnerships with stakeholders across multiple organizations, and work well with crewmembers, participating tribal members and descendants.
7. Experience related to traditional/contemporary land management, with traditionally utilized resources preferred.
8. Demonstrated ability to work effectively with Native American people in culturally diverse environments.
9. Displayed ability to establish and maintain harmonious working relationships with other employees, youth and their parents, natural resource agencies, and the public.
10. Demonstrated ability to understand and follow oral and written instructions.

Requirements:

1. Experience and/or education:
 - a. Bachelor's degree in Forestry, Fire Ecology, Native American Studies or other Natural Resources/Forest Management field; or
 - b. At least two (2) years higher education in a Forestry, Fire Ecology, Native American Studies or other Natural Resources/Forest Management field with one (1) season experience as a field technician; or
 - c. An equivalent combination of education and related experience will be considered.
2. Must be willing to attend all required meetings and functions as requested, including those that occur outside the traditional 8-5 workday.
3. 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.
4. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
5. Must adhere to confidentiality policies.
6. Must adhere to the policies and procedures of the Karuk Tribe.
7. Must 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.

Council Approved: March 23, 2017

Revised: April 7, 2021

Chairman's Signature: _____

Employee's Signature: _____