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**Karuk Community Health Clinic**

64236 Second Avenue  
Post Office Box 316  
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**

64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

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## Vacancy Announcement

- Title:** Unit Fire Program Manager
- Reports to:** Director of Natural Resources and Environmental Policy or designee
- Location:** Department of Natural Resources, Orleans
- Supervises:** Integrated Wildland Fire Management Program Staff as assigned
- Salary:** Starting at \$54,727 to \$87,301, depending on experience, qualifications, and funding availability.
- Classification:** Full Time Regular, Non-Entry Level, Exempt

**Summary:** This position is established as a Unit Fire Program Manager (UFPM) for The Karuk Integrated Wildland Fire Management Program (Program) and may function at low, moderate, or high complexity. The UFPM serves as the primary contact as delegated for established inter-governmental relationships and other partnership activities relating to the Tribe's fire and fuels management efforts. The job of a UFPM includes responsibilities such as development and administration of the unit's fire management budget; planning and administering project work; training; personnel management; programmatic oversight, team building; reporting; Interagency Agreement development (federal and state), and intra-governmental/partnership coordination (WKRTP/Tribe, Tribe/Housing, etc.). Generally providing programmatic leadership in an inspirational and functional team-building environment is a critical factor for success

**Application Deadline: March 4, 2022 by 5:00 pm**

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. 2041, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## **POSITION DESCRIPTION**

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### **Responsibilities:**

1. Serve as Certifying Official under the Incident Qualifications and Certification System for tribal staff and partners as appropriate.
2. Co-develop and maintain grants, agreements, contracts and compacts as relevant to the Karuk Integrated Wildland Fire Management Program with Administrative Support Assistant.
3. Provide program oversight and delegate supervisory and organizational management duties to program staff as appropriate.
4. Develop, implement and evaluate program goals, objectives, and organizational structure in support of mission accomplishment. Implement corrective actions.
5. Develop, implement, track, and evaluate fire and fuels management budgets.
6. Provide oversight for and development of program, develop workforce skills, and ensure relevant tribal policies and procedures are implemented, monitored and proposed for adaptation as needed.
7. Assist in the identification of research needs and apply new technologies; focus on progression of Traditional Ecological Knowledge into management practices.
8. Assist in development of plans compliant with environmental laws, regulations and policies.

9. Maintain working knowledge of relevant environmental laws, regulations, and policies including the National Environmental Policy Act.
10. Conduct readiness and safety inspections to assess unit's ability to conduct wildland fire management activities.
11. Ensure workforce is knowledgeable in recognizing and mitigating a variety of hazards encountered within the wildland fire environment and other work environments; e.g., aviation, mechanized equipment, and hazardous materials. Oversee the evaluation of position competencies of program personnel.
12. Remain available for local and out of the area travel as required for job related training and other relevant duties. Attend additional meetings and functions as requested.
13. 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 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.
5. Must have wildland fire experience and an understanding of fire behavior relative to fuels, weather, and topography and how fire affects natural and cultural resources.
6. Has knowledge of agency and interagency mobilization policies, procedures, and guidelines.
7. Has knowledge of fire business management principles and practices.
8. Has knowledge of the Incident Command System component of National Incident Management System.
9. Has knowledge of prescribed fire organization, principles, practices, and techniques.
10. Has knowledge of the laws, policies and guidelines pertaining to safety such as the Code of Federal Regulations, national, tribal and agency policies and guidelines, Standard Firefighting Orders, Watch-Out Situations, and other related fire safety guidelines, including OSHA and NIMS/NWCG guidelines.
11. Is skilled in developing, implementing, and monitoring a wildland fire and fuels budget.
12. Has knowledge of cooperating agencies' missions, organization and operating procedures.

13. Demonstrates ability to identify and define fire management issues, and develop research recommendations if necessary.
14. Must possess knowledge of fuels management principles, practices, and techniques.

**Requirements:**

**1. Education and/or experience**

- a. Commensurate with GS-12 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-11 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-11 level; Interagency Fire Program Management (IFPM) requirements for position –moderate complexity, which includes Primary Core Requirements of a TFLD, with RXB2 or ICT3 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.
  - c. Commensurate with GS-9 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 HMGB, and ICT4 or RXB2.
2. Must meet medical standards prescribed by Department of Interior, and 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.
  5. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
  6. Must possess High School Diploma or Equivalent (GED).
  7. Must adhere to the policies and procedures of the Karuk Tribe

**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:** March 6, 2014 **Updated:** December 5, 2018  
**Review Committee Approved:** February 3, 2022

Employee Signature: \_\_\_\_\_