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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



**Karuk Dental Clinic**  
64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
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:** Unit Fire Management Officer

**Reports to:** Director of Natural Resources and Environmental Policy (or designee)

**Location:** Orleans, California

**Wage:** \$20 to \$25 per hour, depending on experience and qualifications

**Classification:** Full Time, Regular, Non- Entry Level, Non Exempt

**Summary:** This position is established as a Unit Fire Management Officer for The Karuk Fire/Fuels Program. The Unit Fire Management Officer (FMO) is the primary contact for established inter-governmental relationships relating directly to the Tribe's fire management and fuels reduction efforts. The job of an FMO often includes tasks similar to that of a Wildland Fire Operations Specialist, but with some added areas of responsibility. These extra responsibilities may include helping develop and administer the unit's fire management budget; planning and administering project work; personnel management (hiring, orientation, training, resolving pay issues, progressive discipline, etc.); supervision of fire operation specialists and crew supervisors; fire cache management; reporting; and intra-governmental coordination (KCDC/Tribe, Tribe/Housing, etc.).

### **Application Deadline: 5pm Monday, March 31, 2014**

Job descriptions and applications are available online at: [www.karuk.us/jobs](http://www.karuk.us/jobs), or Human Resource Manager, Karuk Tribe, Post Office Box 1016, Happy Camp, California 96039.

- Telephone (530) 439-1600, ext: 2010
- Fax: (530) 493-1611, or (530) 493-5322
- Email: [icolegrove@karuk.us](mailto:icolegrove@karuk.us)

The Karuk Tribe's (TERO) **Preference, Drug & Alcohol Policy** apply. If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Applicant's must submit an employment application to the Karuk Tribe, Human Resource Department no later than the deadline listed

## POSITION DESCRIPTION

**Title:** Unit Fire Management Officer

**Reports to:** Director of Natural Resources and Environmental Policy (or designee)

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

**Salary:** \$41,600 to \$52,000, depending on experience and qualifications

**Classification:** Full Time Regular, Non- Entry Level, Exempt

**Summary:** This position is established as a Unit Fire Management Officer for The Karuk Fire/Fuels Program. The Unit Fire Management Officer (FMO) is the primary contact for established inter-governmental relationships relating directly to the Tribe's fire management and fuels reduction efforts. The job of an FMO often includes tasks similar to that of a Wildland Fire Operations Specialist, but with some added areas of responsibility. These extra responsibilities may include helping develop and administer the unit's fire management budget; planning and administering project work; personnel management (hiring, orientation, training, resolving pay issues, progressive discipline, etc.); supervision of fire operation specialists and crew supervisors; fire cache management; reporting; and intra-governmental coordination (KCDC/Tribe, Tribe/Housing, etc.).

### Responsibilities:

1. Lead in the implementation of prescribed fire or fire use plans to ensure resource objectives can be met from a fire management standpoint.
2. Develop initial attack incident management strategies and tactics to meet the stated resource objectives.
3. Maintain professional conduct throughout all assignments while representing the Tribal workforce assigned.
4. Develop, implement and evaluate program goals and objectives 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 the fire and fuels management program, develop workforce skills, and ensure tribal policies and procedures are implemented, monitored and adapted as needed.
7. Review tribal policies, procedures, and manuals; propose program specific revisions as needed.
8. Assist in development and maintenance of Cooperative Agreements, Memoranda of Understanding, and Memoranda of Agreement.
9. Identify research needs and apply new technologies; focus on progression of Traditional Ecological Knowledge into management practices.
10. Assist in development of plans compliant with environmental laws, regulations and policies. Knowledge of environmental laws, regulations, and policies including the National Environmental Policy Act.
11. Conduct readiness and safety inspections to assess unit's ability to conduct wildland fire management activities.
12. Manage fire and fuels management program.
13. 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.
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. 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 Karuk/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 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. Must meet qualification standards identified by IFPM, NWCG, USDA Red book, DOI Blue Book, or other approved qualification standard(s) and maintain currency for this position as relating to the type of work assigned (starting at IFPM Position - Unit Fire Program Manager – Low Complexity).
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 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. Must possess High School Diploma or Equivalent (GED).
7. Must adhere to confidentiality and/or HIPPA policies.
8. Must attend specified training and class requirements for Incident Command System (ICS) set forth in Attachment H of the Personnel Policy.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Board/Council Approved: March 6, 2014**

**Chairman's Signature:** \_\_\_\_\_