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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 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:** Captain/ Fuels (CRWB)/ RXB3) (CULS) (REAF)

**Reports to:** Unit Fire Program Manager, or designee

**Location:** Happy Camp, Orleans, Yreka

**Supervises:** Natural Resources Tech I and II, and Cultural Specialist on Wildland Fire Assignments., as assigned

**Salary:** \$20.72 to \$26.01 per hour, depending on experience and qualifications.

**Classification:** Full time, Non-Exempt, Regular, subject to funding availability

**Summary:** This position is established as a Captain/Fuels for The Karuk Integrated Wildland Fire Management Program. This position includes Fuels treatment /Fire Response activities as assigned. Chief responsibilities of this position are to perform Integrated Wildland Fire Management Program activities (fuels reduction, prescribed fire, training, general program support, Cultural Specialist coordination on wildland fire events, etc.), collaborate with numerous agencies and oversee project personnel performing this work. Overall, responsibility of the Fuels Captain is total care and coordination of personnel assigned to fuels treatments activities. This position may serve in the capacity of Captain, CRWB, ENGB or NRT/ CRT III as qualified.

### **Application Deadline: May 11, 2021 by 5 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

<b>Title:</b>	Captain/ Fuels (CRWB)/ RXB3) (CULS) (REAF)
<b>Reports To:</b>	Unit Fire Program Manager, or designee
<b>Location:</b>	Happy Camp, Orleans, Yreka
<b>Supervises:</b>	Natural Resources Tech I and II, and Cultural Specialist on Wildland Fire Assignments., as assigned
<b>Classification:</b>	Full Time, Non-Exempt, Regular, subject to funding availability
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**Summary:** This position is established as a Captain/Fuels for The Karuk Integrated Wildland Fire Management Program. This position includes Fuels treatment /Fire Response activities as assigned. Chief responsibilities of this position are to perform Integrated Wildland Fire Management Program activities (fuels reduction, prescribed fire, training, general program support, Cultural Specialist coordination on wildland fire events, etc.), collaborate with numerous agencies and oversee project personnel performing this work. Overall, responsibility of the Fuels Captain is total care and coordination of personnel assigned to fuels treatments activities. This position may serve in the capacity of Captain, CRWB, ENGB or NRT/ CRT III as qualified.

### **Responsibilities:**

1. Maintain professional conduct throughout all assignments while representing the Tribal workforce assigned.
2. Communicate with supervisors and partners to receive orders and decide how the crew/squad(s)/module(s) can best accomplish the assigned task(s).
3. Be responsible for assuring the quality and quantity of work that the crew completes.
4. Assure appropriate communication link between Karuk Tribe, agency personnel and crewmembers.
5. Report all information back to the home base, and assure required paperwork is complete and submitted in a timely manner.
6. Be responsible for setting the standard by which other crewmembers will abide; the rules will be in direct correlation to Karuk Tribe and policies, procedures, and management principals/practices.
7. Work closely with Squad Bosses to abide by and strictly enforce all rules, policies and procedures, including but not limited to the appropriate code of conduct.
8. Attend fire briefings; maintain communications with crew, adjoining forces and supervisors.
9. Be willing to travel on work assignments.

10. Submit all Crew Time Reports (CTR's), Time Cards, and Project Tracker Forms, accurately with all appropriate hours, pay rates, crewmembers, equipment, and approved miscellaneous costs correctly listed.
11. Review all relevant financial documentation at de-mobilization and at end of pay period for accuracy comparing the copies of project trackers, CTR's and/or equipment shift tickets to red dogs FS-288 Fire time Report and/or time sheets.
12. Ensure all CTR's, Project Trackers and/or other documentation will be signed by appropriate personnel to ensure proper reporting to BIA.
13. Review record and timekeeping processes prior to dispatch or assignment, upon return all copies will be turned in to the office.
14. Ensure that the medics and/or appropriate persons have filled out the necessary forms in the event of an injury, illness. or accident.
15. Be responsible for all purchases made while on assignment and ensure receipts are turned in with appropriate paper work upon return (can be delegated to squad bosses for project work, but limited to costs associated with the daily operation of project personnel).
16. Organize trainings, maintain crew qualification requirements and facilitate crew organization and development.
17. Monitor crew conditions and travel schedule to ensure adequate work rest and driving safety, this includes notification to dispatch of availability following appropriate rest periods based on the current physical and mental condition of crew personnel.
18. Requires oversight of fuels reduction contractors and unit inspections during project delivery as well as upon completion of the project deliverables.
19. Duties involve fieldwork requiring physical performance calling for above-average endurance and superior conditioning. These duties may include an occasional demand for extraordinarily strenuous activities in emergencies under adverse environmental conditions and over extended periods of time. Requirements include running, walking, climbing, jumping, twisting, bending, and lifting more than 50 pounds; the pace of work typically is set by the emergency situation.

**Qualifications:**

1. Demonstrates the ability to work effectively with Tribal 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.

**Requirements:**

1. Must meet qualification standards identified by NWCG, USDA Red book or other approved qualification standard(s) and maintain currency for this position as relating to the type of work assigned.
  - a. Completion and Certification of NWCG Engine Boss/ Crew, Single Resource or Prescribe Fire Boss (RXB3) Position Task Book.
2. Must possess High School Diploma or Equivalent (GED).

3. Must pass the annual Work Capacity Test (Pack Test) within 30 days of scheduled required physical.
4. Must satisfactorily complete annual safety refresher and shelter deployment training.
5. 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.
6. Must possess valid driver's license and be insurable by the Tribe's insurance carrier.
7. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.
8. 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.

**Council Approved:** April 7, 2021

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

**Employee's signature:** \_\_\_\_\_