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64236 Second Avenue  
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**Administrative Office**  
Phone: (530) 493-1600 • Fax: (530) 493-5322  
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## Vacancy Announcement

- Title:** Wildland Fire Operations Specialist
- Reports To:** Director of Natural Resources and Environmental Policy or designee
- Supervises:** Field Crew Leadership as assigned
- Location:** Department of Natural Resources, Orleans and/or Somes Bar, California
- Salary:** \$20.93 - \$28.16, depending on education, experience, qualifications, time served in an equivalent capacity and funding availability.
- Classification:** Nonexempt, Full-time, Regular

**Summary:** The incumbent serves in a key fire management position as a Wildland Fire Operations Specialist (WFOS) for the Karuk Integrated Wildland Fire Program. A WFOS will typically take on mid-level managerial roles such as Crew Supervisor or Crew Representative. The WFOS will assist with field supervision and crew training, organizing crew work schedules, maintaining supply and equipment inventories, implementing/monitoring project work, ensuring all paperwork is completed and turned in on time, making recommendations on personnel development needs, and assessing field level policy and personnel management efficiencies. These duties also include serving as Crew Supervisor or Crew Representative for the Karuk tribal personnel assigned to an incident (especially when traveling on assignment), forming strategies and tactics to manage a fire, assigning crew and other resource rotations, assessing the fire's threats to life and property, and organizing logistical support for the personnel assigned to fires, and/or fuels projects. This position serves as the primary communication and coordination link between program management and workforce capacities. This position may also be delegated to serve as primary contact for intergovernmental communications and coordination on a case by case basis.

### **Application Deadline: August 2, 2021 at 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

- Title:** Wildland Fire Operations Specialist
- Reports To:** Director of Natural Resources and Environmental Policy or designee
- Supervises:** Field Crew Leadership as assigned
- Location:** Department of Natural Resources, Orleans and/or Somes Bar, California
- Classification:** Nonexempt, Full-time, Regular
- Salary/Wage:** \$20.93 - \$28.16, depending on education, experience, qualifications, time served in an equivalent capacity and funding availability
- Summary:** The incumbent serves in a key fire management position as a Wildland Fire Operations Specialist (WFOS) for the Karuk Integrated Wildland Fire Program. A WFOS will typically take on mid-level managerial roles such as Crew Supervisor or Crew Representative. The WFOS will assist with field supervision and crew training, organizing crew work schedules, maintaining supply and equipment inventories, implementing/monitoring project work, ensuring all paperwork is completed and turned in on time, making recommendations on personnel development needs, and assessing field level policy and personnel management efficiencies. These duties also include serving as Crew Supervisor or Crew Representative for the Karuk tribal personnel assigned to an incident (especially when traveling on assignment), forming strategies and tactics to manage a fire, assigning crew and other resource rotations, assessing the fire's threats to life and property, and organizing logistical support for the personnel assigned to fires, and/or fuels projects. This position serves as the primary communication and coordination link between program management and workforce capacities. This position may also be delegated to serve as primary contact for intergovernmental communications and coordination on a case by case basis.
- Responsibilities:**
1. Maintain professional conduct throughout all assignments while representing the Tribal workforce assigned.
  2. Assist in the leadership for the Karuk Tribe Integrated Wildland Fire Management Program.
  3. Assist in development of initial attack incident management strategies and tactics to meet the stated resource objectives.
  4. Assist in the conduct of readiness and safety inspections to assess unit's ability to conduct wildland fire management activities.
  5. Assist in the development, implementation and evaluation of program goals and objectives in support of mission accomplishment.

6. Assist in the development, implementation, tracking, and evaluation of Integrated Wildland Fire Program budgets.
7. Assist in the supervision and development of employees and implement career development/corrective actions as appropriate.
8. Assist in the development of plans compliant with environmental laws, regulations and policies. Knowledge of environmental laws, regulations, and policies including the National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA).
9. Assist in resolving problem situations encountered when performing a wide variety of fire planning assignments.
10. Oversee implementation of grant agreement, contract, and compact, actions and activities as assigned.
11. Participates in fire management reviews, proficiency checks and drills, safety sessions, and after-action reviews.
12. Responsible for overseeing the record keeping and maintenance of Program vehicles and mechanical equipment.
13. Maintains Program equipment/supplies inventory, identifies replacement needs, and drafts purchase/replacement documentation for submission to administrative operations personnel for processing.
14. Instructs workforce in appropriate adaptations when encountering changing conditions.
15. Supports wildland fire preparedness, fire prevention, and fuels reduction activities as appropriate.
16. 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.
17. Conducts routine project assessments /inspections as assigned.
18. Recognize and mitigate a variety of hazards potentially encountered within the wildland fire environment and other work environments; e.g., aviation, mechanized equipment, and hazardous materials.
19. 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.

**1. Education and/or experience**

- a. Commensurate with GS-9 level; Interagency Fire Program Management (IFPM) requirements for position – moderate complexity, which can include either a) one (1) year of specialized experience equivalent to the next lower grade level and an adequate proposed training plan bringing applicant to moderate complexity qualification within 2 years. Graduate education may be substituted for specialized experience only when it is directly related to the work of the position or b) Bachelor’s degree or experience equivalency and at least 1-year credible specialized wildland fire management experience. Primary Core Requirements of a DIVS, ICT3 or RXB2.
  - b. Commensurate with GS-8 level; Interagency Fire Program Management (IFPM) requirements for position – low to moderate complexity, which includes 1 year of specialized experience equivalent to the next lower grade level and an adequate proposed training plan bringing applicant to moderate complexity qualification within 2 years. Graduate education may be substituted for specialized experience only when it is directly related to the work of the position or b) Bachelor’s degree or experience equivalency and at least 1-year credible specialized wildland fire management experience. Primary Core Requirements of a TFLD, RXB2 or ICT3.
  - c. Commensurate with GS-7 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, CRWB or HMGB and ICT4.
2. Must possess High School Diploma or Equivalent (GED).
  3. Must pass the annual Work Capacity Test at the arduous level (Pack Test).
  4. Prior wildland firefighting experience on the fire line is a mandatory requirement.
  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. Demonstrates the ability to understand and follow oral and written instructions.
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:** February 4, 2016

**Revised:** August 22, 2019, July 7, 2021

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

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