
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

Vacancy Announcement

Title: Unit Fire Program Manager

Reports To: Deputy Director of Eco-Cultural Revitalization (or designee)

Location: Department of Natural Resources, Orleans

Salary: \$58,000 to \$75,000 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). The UFPM serves as the primary contact as delegated for established inter-governmental relationships relating to the Tribe's fire and fuels management efforts. The job of an UFPM includes responsibilities such as development and administration of the unit's fire management budget; planning and administering project work; personnel management (hiring, orientation, training, resolving pay issues, progressive discipline, etc.); fire cache management; reporting; Interagency Agreement development (federal and state), and intra-governmental coordination (KCDC/Tribe, Tribe/Housing, etc.).

Application Deadline: Open Until Filled at 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

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

POSITION DESCRIPTION

Title: Unit Fire Program Manager

Reports to: Deputy Director of Eco-Cultural Revitalization (or designee)

Location: Department of Natural Resources, Orleans

Salary: \$58,000 to \$75,000, 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). The UFPM serves as the primary contact as delegated for established inter-governmental relationships relating to the Tribe's fire and fuels management efforts. The job of an UFPM includes responsibilities such as development and administration of the unit's fire management budget; planning and administering project work; personnel management (hiring, orientation, training, resolving pay issues, progressive discipline, etc.); fire cache management; reporting; Interagency Agreement development (federal and state), and intra-governmental coordination (KCDC/Tribe, Tribe/Housing, etc.).

Responsibilities:

1. Serve as Certifying Official under the Incident Qualifications and Certification System for tribal staff and partners as appropriate.
2. Develop and maintain grants, agreements, contracts and compacts as relevant to the Karuk Integrated Wildland Fire Management Program.
3. Provide program oversight and delegate supervisory duties to staff under your command as appropriate.
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 program, develop workforce skills, and ensure relevant tribal policies and procedures are implemented, monitored and adapted as needed.
7. Identify 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 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. Must meet Interagency Fire Program Management Standards (IFPM) at moderate to high complexity standards for position served.
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 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 as well as those identified as required to meet position competencies in IFPM.

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

Chairman's Signature: _____

Employee Signature: _____