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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  
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**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

(Internal Posting)

- Title:** Natural Resources Technician III - Forestry
- Reports To** Collaborative Stewardship Program Manager, or designee
- Location:** Department of Natural Resources, Orleans, California
- Supervises:** Natural Resources Technician I and II, volunteers and youth as needed
- Classification:** Full-time, Non-Exempt, Regular
- Salary:** \$22.37 to \$27.26 per hour, depending on education, experience, qualifications, time served in an equivalent capacity and funding availability
- Summary:** The Natural Resources Technician III is a grant-funded full-time position that works under the supervision of the Collaborative Stewardship Program Manager, or designee as assigned, to carry out grant-related technical duties. The Natural Resources Technician III shall work with WKRP partners, contractors and volunteers to achieve synergy between the Karuk Department of Natural Resources' and partner organization's obligations. This position will serve in the capacity of Field Crew Supervisor, or in other DNR divisions as Natural Resources Technician III/Cultural Resources Technician III, if qualified. Position is dependent on support funding and will require acquisition of continued, additional and subsequent funding.

### **Application Deadline: August 25, 2023 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. 2043, Fax: (855) 437-7888, Email: [Humanresources@karuk.us](mailto:Humanresources@karuk.us)

## POSITION DESCRIPTION

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### Responsibilities:

1. Responsible for the fulfillment of Technician duties associated with the grant deliverables funding the position.
2. Attends all required meetings, trainings, and functions.
3. Actively transfers technical knowledge and expertise as appropriate to those they supervise or whom otherwise engage in field-based activities.
4. Works productively, assists with related outreach activities, and actively participates in a team-based environment.
5. Acquires and teaches data collection skills and techniques as required, and implements these into a daily programmatic work routine, as well as assists Technicians I and II with completing these tasks.
6. Works with technical service providers such as the GIS staff to collect, organize and interpret field data for data management and reporting purposes.
7. Maintains necessary documentation of work performed and accurately conveys/assists in grant related report preparation as required.
8. Documents notable change in knowledge, behavior, and condition as required for departmental and project-related reporting.
9. Tracks professional development skills/needs for those they supervise and performs annual employee evaluations, and develops requisite training plans.
10. Responsible for the safety, conduct, and communications between field personnel under their supervision and appropriate Coordination/Management personnel.
11. Shall be available for local and out of the area travel as required.
12. Shall attend all required meetings and functions.

13. Shall be polite and maintain a priority system in accepting other position-related job duties as assigned.

**Qualifications:**

1. Demonstrated ability to manage time well and work under stressful conditions with an even temperament.
2. Demonstrated ability to recognize pertinent information and take detailed field notes and complete documentation forms to track progress and conditions in the field.
3. Shows understanding of activity procedures and demonstrates ability to organize and delegate tasks to facilitate the safety and well-being of Staff/partners/participants under their charge.
4. Demonstrated ability to learn, share, practice, and impart traditional and contemporary knowledge relating to the management, procurement, and processing of a wide variety of forest and natural resources.
5. Demonstrated abilities to respond effectively to unforeseeable complications in the performance of assigned duties.
6. Demonstrated abilities to build partnerships with stakeholders across multiple organizations, and work well with crewmembers, participating tribal members and descendants.
7. Experience related to traditional/contemporary land management, with traditionally utilized resources preferred.
8. Demonstrated ability to work effectively with Native American people in culturally diverse environments.
9. Demonstrated ability to establish and maintain harmonious working relationships with other employees, youth and their parents, natural resource agencies, and the public.
10. Demonstrated ability to understand and follow oral and written instructions.

**Requirements:**

1. Experience and/or education:
  - a. Bachelor's degree in Forestry, Fire Ecology, Native American Studies or other Natural Resources/Forest Management field; or
  - b. An equivalent combination of education and related experience will be considered.
2. Must be willing to attend all required meetings and functions as requested, including those that occur outside the traditional 8-5 workday.
3. 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.
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 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.

**Review Committee Approved:** \_\_\_\_\_

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