

# Vacancy Announcement

The Karuk Tribe is now accepting applications for the position of:

**Title:** Crew Boss/Project Coordinator (CRWB)

**Reports To:** Fire/Fuels Program Coordinator (or designee)

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

**Salary:** \$15.00 to \$18.00 per hour, depending on experience and qualifications

**Summary:** This position is established as a Crew Boss for The Karuk Fire/Fuels Program. This position includes Type 2, Type 2 IA and project work.. Chief responsibilities of this position are to perform Wildland Fire Management Activities, cooperate with numerous agencies and oversee up to 20 person crew performing this work with the number one priority being the safety of all personnel. Overall, responsibility of the Crew Boss is total care and coordination of the crew and their activities.

**Classification:** Temporary/Seasonal Non-Exempt, or Full-time Non Exempt

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us/jobs/](http://www.karuk.us/jobs/)  
If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check. The Karuk Tribe's **(TERO) Preference, Drug & Alcohol Policy.**

Individuals interested in applying for this position must submit an employment application to the Happy Camp Human Resources Office no later than **5pm, May 13, 2016.**

Please mail employment applications to Karuk Tribe, PO Box 1016, Happy Camp, CA 96039, ATTN: Human Resource Director; fax them to (530) 493-5322; or email to [dlbernal@karuk.us](mailto:dlbernal@karuk.us) by the deadline listed.

## **POSITION DESCRIPTION**

**Title:** Crew Boss/Project Coordinator (CRWB)

**Reports to:** Fire/Fuels Program Coordinator (or designee)

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

**Salary:** \$15 to \$18 per hour, depending on experience and qualifications

**Classification:** Temporary/Seasonal Non-Exempt, or Full Time Non Exempt

**Summary:** This position is established as a Crew Boss for The Karuk Fire/Fuels Program. This position includes Type 2, Type 2 IA and project work.. Chief responsibilities of this position are to perform Wildland Fire Management Activities, cooperate with numerous agencies and oversee up to 20 person crew performing this work with the number one priority being the safety of all personnel. Overall, responsibility of the Crew Boss is total care and coordination of the crew and their activities.

**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, Karuk Community Development Corporation, 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 KCDC 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 and/or time cards.
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 or illness.
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.

**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, DOI Blue Book, or other approved qualification standard(s) and maintain currency for this position as relating to the type of work assigned.
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 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.

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

**Board/Council Approved:**

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