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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  
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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:** Wildland Fire Operations Specialist

**Reports To:** AFMO Fuels Planner, or designee

**Location:** Department of Natural Resources, Orleans or Happy Camp, CA

**Salary:** \$17.06 to \$22.40 hour, depending on experience

**Classification:** Full-time, Non-Exempt, Seasonal

**Summary:** The incumbent serves in a key fire management position as a Wildland Fire Operations Specialist (FOS) for the Karuk Wildland Fire Program. A FOS will typically take on mid-level managerial roles such as Crew Supervisor or Crew Representative. The FOS 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 a Crew Supervisor or Crew Representative for the Karuk Type 2 Initial Attack crew (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: 5pm Monday, February 17, 2016**

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. 2010, Fax: (530) 493-5322, Email: [dlbernal@karuk.us](mailto:dlbernal@karuk.us)

## **POSITION DESCRIPTION**

- Title:** Wildland Fire Operations Specialist
- Reports To:** AFMO Fuels Planner, or designee
- Location:** Department of Natural Resources, Orleans or Happy Camp, California
- Classification:** Nonexempt, Full-time, Seasonal
- Salary/Wage:** \$17.06 to \$22.40, 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 (FOS) for the Karuk Wildland Fire Program. A FOS will typically take on mid-level managerial roles such as Crew Supervisor or Crew Representative. The FOS 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 a Crew Supervisor or Crew Representative for the Karuk Type 2 Initial Attack crew (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 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 and evaluation of fire management budgets.
7. Assist in the supervision and development of employees and implement corrective actions.

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).
9. Assist in resolving problem situations encountered when performing a wide variety of fire planning assignments.
10. Implement 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 record keeping and maintenance of fire vehicles and mechanical equipment.
13. Maintains fire equipment/supplies inventories, 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 wild land fire suppression, fire prevention, and fire education activities.
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. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.
18. Conducts routine project assessments which determine the presence or absence of hazardous wild land fuels.
19. 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.
20. Shall be polite and maintain a priority system in accepting other position related duties as assigned.

**Qualifications:**

Primary responsibilities of the position will take on mid-level managerial roles such as Crew Supervisor or Crew Representative. The FOS will conduct readiness and safety inspections to assess unit's ability to conduct wildland fire management activities. The FOS 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. The FOS will be serving as the Crew Supervisor or Crew Representative for the Karuk Type 2 Initial Attack crew (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.

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.

Prior wildland firefighting experience on the fire line is a mandatory requirement. This position requires a valid state driver's license.

1. Education and/or experience
  - a. Commensurate with GS-8 level; Interagency Fire Program Management (IFPM) requirements for position – low to 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.
  - b. 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 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.
  - c. Commensurate with GS-6 level; which includes 1 year of specialized experience equivalent to the next lower grade level and an adequate proposed training plan bringing applicant to low complexity qualification within 2 years.
2. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
3. Has displayed the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Demonstrates the ability to understand and follow oral and written instructions.
5. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.

**Requirements:**

1. Must possess High School Diploma or Equivalent (GED).
2. Must pass the annual Work Capacity Test at the arduous level (Pack Test)
3. Must satisfactorily complete annual safety refresher and shelter deployment.

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 be responsible for using safe work practices, for following directives, guidelines and procedures and for assisting in maintaining a safe and secure work environment.
7. Must attend specified training and class requirements for Incident Command System (ICS) set forth in Attachment H of the Personnel Policy.
8. Must adhere to confidentiality and Health Insurance Portability and Accountability Act HIPAA policies.
9. Must adhere to the policies and procedures of the Karuk Tribe

**Physical and Environmental Requirements:** Duties involve rigorous fieldwork requiring above average physical performance, endurance and superior conditioning. Work requires prolonged standing, walking over uneven ground, and recurring bending, reaching, lifting and carrying of items weighing over 50 pounds and shared lifting and carrying of heavier items, and similar strenuous activities requiring at least average agility and dexterity. Duties also include demands for strenuous activities in emergencies under adverse environmental conditions and over extended periods of time. Operation of some specialized fire equipment can place extended physical stress on incumbent during fire activities.

**Tribal Preference Policy:** In accordance with the Indian Preference Act of 1934, (title 25, USC, Section 47) and 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**

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

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