

Vacancy Announcement

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

Squad Boss/Project Leader FFT1, RXB3

Reports To: Crew Boss/Project Coordinator

Location: Department of Natural Resources, Orleans

Salary: \$14.00 to \$17.00 per hour, depending on experience and qualifications

Summary: This position is established as a Squad 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 Firefighting work, coordinate activities of up to 5 crew people performing this work, with the number one priority being the safety of all personnel. Overall, responsibility of the Squad Boss is implementation of work assignments through coordination of the squad and their activities.

Classification: Temporary/Seasonal Non-Exempt, On-Call, Non-Entry

Please see the position description below for a list of position requirements. Additionally, an application checklist has also been provided to assist you with presenting a complete and successful application.

Application Deadline: March 19, 2018

Applications are available at all Tribal Offices or on the Internet at www.karuk.us/jobs/. 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. 2010, Fax: (530) 493-1611, Email: tparry@karuk.us

Karuk Tribe Application Checklist

To ensure that your application will be properly considered for employment with the Karuk Tribe, you **MUST** attach documentation for the information that is requested on the employment application form and background authorization form. The Tribe's Human Resources department is not responsible for ensuring your application is complete upon submission.

- ✓ **Enrollment Documentation** – to be considered for Tribal Preference you **must** attach documentation of your enrollment with a federally recognized tribe. The Tribe's Enrollment department is not allowed to submit your documentation for you.
- ✓ **Veterans Preference** – You **must** attach a copy of your DD-214 to be considered for Veterans Preference. Without this documentation you will not be given Veteran's Preference.
- ✓ **Employment History** – You should completely fill out your employment history even if you attach a resume with your application. It is important to include all information that is requested in this section.
- ✓ **Education** – You **must** attach copies of your educational achievements including certifications, special training certificates, degrees, vocational certifications or other types of education that you have to document that you meet specific job description requirements.
- ✓ **Driver's License** – You must provide the state and number of your Driver's License on your application. 99% of jobs at the Karuk Tribe require a Driver's License. Your application will be withdrawn from consideration without this information. If you do not have a Driver's License but expect to have one in the near future you should write down when you expect to have it.
- ✓ **References** – You **must** include at least three (3) references on your application including their contact information.
- ✓ **Signature** – You must sign your application or it will be withdrawn from consideration for employment with the Karuk Tribe.
- ✓ **Resume** – while not required, it is a good practice to include a resume with your application.
- ✓ **Cover letter** – while not required, it could prove beneficial to include a short cover letter with your application.
- ✓ **Reference Letters** – while not required, it could prove beneficial to submit reference letters from former employers, associates or other individuals who you have worked with.

For further job opportunity referrals be sure to complete the TERO Skills Bank application!
Contact the TERO Department or go online to www.karuk.us and click on the TERO page

POSITION DESCRIPTION

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Responsibilities:

1. Maintain professional conduct throughout all assignments and while coordinating the Tribal workforce assigned.
2. Communicate with supervisor, receive orders and coordinate how the Squad/Module will best implement the assigned task(s).
3. Be responsible for the assuring the quality and quantity of work that the Squad implements.
4. Assure appropriate communication link between Karuk Tribe, Karuk Community Development Corporation, Crew Boss and squad members.
5. Report all information back to the Crew Boss, and assure required paperwork is complete and submitted in a timely manner.
6. Be responsible for setting the standard by which other squad members 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 members to abide by and strictly enforce all rules, policies, and procedures, including but not limited to the appropriate code of conduct.

Qualifications:

1. Must meet qualification standards identified by NWCG 310-1, USDA Red book, DOI Blue Book, or other approved qualification standard and maintain currency for this position as relating to the type of work assigned.
2. Have the ability to work effectively with Tribal people and Agency personnel in culturally diverse environments.
3. Have the ability to manage time well and work under stressful conditions with an even temperament.
4. Have the ability to establish and maintain harmonious working relationships with other employees, agency personnel, and the public.
5. Must pass the annual Work Capacity Test (pack test) and/or other approved/required procedures for determining physical ability to perform job duties.
6. Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.

Requirements:

1. Must attend briefings and maintain communications with crew, adjoining forces, and supervisor.
2. Must be willing to travel on work assignments.
3. Must submit all Project Tracker Forms, accurately with all appropriate hours, pay rates, crewmembers, equipment, approved miscellaneous costs and accomplishments correctly listed.
4. Must ensure all project accomplishments, time cards, and/or other documentation will be received by crew boss in a timely manner.
5. Must review record and timekeeping processes prior to project assignment, and assure all copies will be turned in to the office in a timely manner.
6. Must immediately notify supervisor in the event of an injury or illness so it can be assured that medics and/or appropriate persons fill out the necessary forms.
7. Must be responsible, (if delegated) for appropriate operational purchases made while on project assignment and ensure receipts are turned in regularly.

8. Must maintain qualification requirements and assist in the facilitation of crew organization and development.
9. Must monitor squad conditions and travel schedule to ensure adequate work rest and driving safety, report any irreconcilable practices or behavior to supervisor.

Indian Preference Policy: In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), and the TERO Ordinance 93-0-01, Indian Preference will be observed in hiring.

Council Approved: _____

Chairman's Signature: _____