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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 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

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## Vacancy Announcement

**Title:** Prescribed Fire and Fuels Specialist

**Reports To:** Fire Program Grants Manager or designee

**Location:** Department of Natural Resources, Orleans and/or Somes Bar, California

**Wage:** \$27.37- \$36.42 to start, depending on education, experience, qualifications, and funding availability

**Classification:** Call When Needed (CWN)

**Summary:** The incumbent serves in a surge capacity fire management position as a Prescribed Fire and Fuels Specialist (PFFS) in moderate, to high complexity program. The primary responsibilities of the position are preparing and carrying out prescribed fire burn plans, as well as performing as a Prescribed Fire Burn Boss Type 2 (RXB2). This is a programmatic leadership position in a multi- organizational partnership having a mission of restoring historic fire regimes.

### **Application Deadline: Open Until Filled**

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. 2038, Fax: (855) 437-7888, Email:

[humanresources@karuk.us](mailto:humanresources@karuk.us)

## POSITION DESCRIPTION

- Title:** Prescribed Fire and Fuels Specialist
- Reports To:** Fire Program Grants Manager or designee
- Supervises:** None
- Location:** Department of Natural Resources, Orleans and/or Somes Bar, California
- Classification:** Call When Needed (CWN)
- Salary/Wage:** \$27.37- \$36.42 to start, depending on education, experience, qualifications, and funding availability
- Summary:** The incumbent serves in a surge capacity fire management position as a Prescribed Fire and Fuels Specialist (PFFS) in moderate, to high complexity program. The primary responsibilities of the position are preparing and carrying out prescribed fire burn plans, as well as performing as a Prescribed Fire Burn Boss Type 2 (RXB2). This is a programmatic leadership position in a multi- organizational partnership having a mission of restoring historic fire regimes.

**Responsibilities:**

1. Oversee burn plan implementation.
2. Assist in the leadership and development of the Karuk Tribe Integrated Wildland Fire Management Program.
3. Performs as a Qualified Prescribed Fire Burn Boss Type 2 (RXB2) as needed.
4. Provide field oversight and direction to captains coordinating field operations.
5. Assist in the development, implementation and evaluation of program goals and objectives in support of mission accomplishment.
6. Assist in the development of plans compliant with environmental laws, regulations and policies including the National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA).
7. Assist with local wildland fire efforts as available.

8. Reviews project plans and makes recommendations on appropriate levels of research/monitoring.
9. Supports wildland fire preparedness, fire prevention, and fuels reduction activities as appropriate.
10. Shall be polite and maintain a priority system in accepting other position related duties as assigned.
11. Oversee and direct operational outputs as assigned.

**Qualifications:**

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
3. Demonstrates the ability to understand and follow oral and written instructions.
4. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.

**Requirements:**

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.

**1. Education and/or experience**

- a. Commensurate with GS-11 level; Interagency Fire Program Management (IFPM) requirements for position –high complexity, which includes Primary Core Requirements of a DIVS, with ICT3 or RXB2 while meeting the requirements outlined for DOI Bureaus: Refer to PB#: 07-13, December 04, 2007, Qualification Requirements for GS-0401 Fire Program Management Applicant meeting primary core requirements but not 401 series may still qualify for starting at level commensurate with GS-10 service. A training plan to achieve the minimum applicable standard must be negotiated and approved in the first 6 months of employment.
- b. Commensurate with GS-9 level; Interagency Fire Program Management (IFPM) requirements for position –moderate complexity, which includes Primary Core Requirements of a TFLD, with RXB2 or ICT3 while meeting the requirements outlined for DOI Bureaus: Refer to PB#: 07-13, December 04, 2007, Qualification Requirements for GS-0401 Fire Program Management. Applicant meeting primary core requirements but not 401 series may still qualify for starting at level commensurate with GS-8 service. A training plan to achieve the minimum applicable standard must be negotiated and approved in the first 6 months of employment.

- c. 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. Must Meet Primary Core Requirements of an ENGB, or CRWB, or HMGB, and ICT4 Applicant that meets requirements outlined for DOI Bureaus: Refer to PB#: 07-13, December 04, 2007, Qualification Requirements for GS-0401 Fire Program Management may start at level commensurate with GS-8 service.
2. Must possess High School Diploma or Equivalent (GED).
3. Must pass the annual Work Capacity Test at the arduous level (Pack Test).
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

**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 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:** 3.7.23

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