

---

**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  
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

---

### Vacancy Announcement

- Title:** Natural Resources Technician I / Fuels
- Reports To:** Engine Boss/Captain (CRWB)/ (ENGB) or designee
- Location:** Department of Natural Resources, Orleans
- Classifications:** Nonexempt, Full-time, entry-level
- Salary:** \$15.00 to \$18.40 per hour, depending on education, experience, qualifications, time served in an equivalent capacity and funding availability.
- Summary:** The Natural Resources Fuels Technician I – is an entry-level position and will receive direct supervision from the Engine Boss/Captain (CRWB)/ (ENGB). This position will assist the Karuk Tribe Department of Natural Resources Integrated Wildland Fire Management Program staff (DNR) to perform tasks related to Fuels projects. Tasks may vary depending on funding secured. Position may serve in the capacity of Natural Resources Technician I, and Cultural Resource Technician I (when qualified) as long as supervisory span of control and efficiency of operations can be maintained.

### Application Deadline: February 1, 2021 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 Resource Director, Telephone (530) 493-1600 ext. 2041, Fax: (855)437-7888 or (530) 493-5322, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## POSITION DESCRIPTION

**Title:** Natural Resources Technician I / Fuels

**Reports To:** Engine Boss/Captain (CRWB)/ (ENGB) or designee

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

**Classifications:** Nonexempt, Full-time, entry-level

**Salary:** \$15.00 to \$18.40 per hour, depending on education, experience, qualifications, time served in an equivalent capacity and funding availability.

**Summary:** The Natural Resources Fuels Technician I – is an entry-level position and will receive direct supervision from the Engine Boss/Captain (CRWB)/ (ENGB). This position will assist the Karuk Tribe Department of Natural Resources Integrated Wildland Fire Management Program staff (DNR) to perform tasks related to Fuels projects. Tasks may vary depending on funding secured. Position may serve in the capacity of Natural Resources Technician I, and Cultural Resource Technician I (when qualified) as long as supervisory span of control and efficiency of operations can be maintained.

### Responsibilities:

1. Shall assist in the maintenance of all fuels related equipment.
2. Shall assist in unit prep, flagging, cutting line, chainsaw operations, pile construction.
3. Maintain assigned equipment such as PPE, chainsaws, and tools in good condition and working order, and report defective equipment to supervisor immediately.
4. Shall attend all training sessions needed to meet dual employment position requirements for fire response.
5. Shall attend and complete assigned training courses including maintenance of CPR/First Aid certification.
6. Shall work cooperatively with Natural Resources staff, other tribes, agencies, partner organizations and the public.
7. Shall Maintain professional conduct throughout all work assignments.
8. Shall communicate with supervisor, receive orders and implement assignments to the best of your abilities.
9. Shall work closely with fellow crewmembers to exceed expectations in relation to work quality, quantity and the appropriate code of conduct.
10. Shall be willing to travel on work assignments, this includes driving during the course of work as licensed and insurable.
11. Shall completely fill out and sign all appropriate documents and timecards in an accurate and timely manner.

12. Shall be willing to assist with activities within the scope of the department's mission as directed.
13. Shall remain available for emergency response assignment under tribal dual employment policies.
14. Shall be polite and accept other position related job duties as assigned.

**Qualifications:**

1. Demonstrates the ability to work effectively with Native American people 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 and the public.
4. Demonstrates the ability to understand and follow oral and written instructions.
5. Training needed: S-130, L-180, S-190, I-100, IS-700, CPR first aid, blood borne pathogens
6. The ability to make sound and independent judgments in a potentially stressful environment.
7. Prior experience in Forestry/Fire is preferred; however, it is not mandatory. On the job training will be provided as needed and funding allows.
8. Complete and pass S-212 Class and file request for position task book be assigned.
9. Must Complete Pack test at the arduous level within 30 days of scheduled Physical. The pack test consists of completing a 3 mile walk with 45lbs in 45 minutes or less annually as a condition of continued employment.

**Requirements:**

1. Education and/or experience
  - a. High school diploma or equivalent; or
  - b. An equivalent combination of education and related experience will be considered for all grades.
2. Must have the ability to work long hours for extended periods away from home.
3. Must have ability to coordinate reliable method of transportation and arrive at work in a timely manner.
4. Must be responsible for using safe work practices, for following directives, guidelines, and procedures, and for maintaining a safe and secure work environment.
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.

**Council Approved:** January 6, 2021

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

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