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**Department of Natural Resources**

39051 Highway 96  
Post Office Box 282  
Orleans, CA 95556  
Phone: (530) 627-3446  
Fax: (530) 627-3448

# Karuk Tribe

**Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

**Orleans Medical Clinic**

39051 Highway 96  
Post Office Box 249  
Orleans, CA 95556  
Phone: (530) 627-3452  
Fax: (530) 627-3445

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**Extended Posting****Vacancy Announcement**

**Title:** Fire and Fuels Operations Specialist

**Reports to:** Unit Fire Management Officer (or designee)

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

**Wage:** \$18 to \$22 per hour, depending on experience and qualifications

**Classification:** Full Time Regular, Non-Entry level, Non Exempt

**Summary:** This position is established as a Fire and Fuels Operations Specialist (FOS) for The Karuk Fire/Fuels Program. A FOS will typically take on mid-level managerial roles such as Crew Supervisor or Crew Representative. The FOS may 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 may also include serving as a crew representative for the Karuk Type 2 IA 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, April 28, 2014**

Job descriptions and applications are available online at: [www.karuk.us/jobs](http://www.karuk.us/jobs), or  
Human Resource Manager, Karuk Tribe, Post Office Box 1016, Happy Camp, California 96039.

- Telephone (530) 493-1600, ext: 2010
- Fax: (530) 493-1611, or (530) 493-5322
- Email: [lcogrove@karuk.us](mailto:lcogrove@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.

## POSITION DESCRIPTION

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### Responsibilities:

1. Participate in implementing prescribed fire or fire use plans to ensure resource objectives can be met from a fire management standpoint.
2. Assist in development of initial attack incident management strategies and tactics to meet the stated resource objectives.
3. Maintain professional conduct throughout all assignments while representing the Tribal workforce assigned.
4. Assist in the development, implementation and evaluation of program goals and objectives in support of mission accomplishment. Implement corrective actions.
5. Assist in the development, implementation and evaluation of fire management budgets.
6. Assist in the supervision and development of employees.
7. Implement grant, agreement, contract, and compact, actions and activities as assigned.

8. Identify research needs and apply new technologies; focus on progression of Traditional Ecological Knowledge into management practices.
9. 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.
10. Assist in the conduct of readiness and safety inspections to assess unit's ability to conduct wildland fire management activities.
11. Oversee implementation of a variety of fuels and prescribed fire projects.
12. Instruct workforce in appropriate adaptations when encountering changing conditions.
13. 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.
14. 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.
15. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Demonstrates the ability to work effectively with Karuk/Native American 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.
5. Must have wildland fire experience and an understanding of fire behavior relative to fuels, weather, and topography and how fire affects natural and cultural resources.
6. Have demonstrated ability to implement and monitoring project budgets.
7. Must demonstrate knowledge of cooperating agencies' missions, organization and operating procedures.
8. Should have skills needed to identify and define fire management issues, and develop research recommendations if necessary.

9. Must have knowledge of agency and interagency mobilization policies, procedures, and guidelines.
10. Must have working knowledge of fire business management principles and practices.
11. Must have working knowledge of the Incident Command System component of National Incident Management System.
12. Must have knowledge of fuels management principles, practices, and techniques.
13. Must working knowledge of the laws, policies and guidelines pertaining to safety such as the Code of Federal Regulations, national, tribal and agency policies and guidelines, Standard Firefighting Orders, Watch Out Situations, and other related fire safety guidelines, including OSHA and NWCG guidelines.

**Requirements:**

1. Must meet qualification standards identified by IFPM, 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 (starting at IFPM Position - Wildland fire Operations Specialist – Low Complexity).
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, 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 possess High School Diploma or Equivalent (GED).
7. Must adhere to confidentiality and/or HIPPA policies.
8. Must attend specified training and class requirements for Incident Command System (ICS) set forth in Attachment H of the Personnel Policy.

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

**Board/Council Approved: March 6, 2014**

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

