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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



**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

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## Vacancy Announcement

**Title:** Prescribed Fire and Fuels Specialist

**Reports To:** Unit Fire Program Manager, or designee

**Assigned Office**

**Location:** Orleans, CA

**Supervises:** Captain and Technician positions as assigned

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

**Classification:** Non-exempt, Full-time, Regular

**Salary/Wage:** \$26.01 to \$32.56/DOE

**Summary:** This position serves in a key fire management position as a Prescribed Fire/Fuels Specialist (PFFS) in a low and moderate complexity program. The primary responsibilities of the position are preparing and carrying out prescribed fire burn plans, monitoring fire effects, coordinating manual and mechanical hazardous fuels treatments, smoke management, and remaining available for fire response as needed. The PFFS also assists with project planning within a well-established collaborative framework and supports cultural burning program development. This is a programmatic leadership position in a multi-organizational partnership having a mission of restoring historic fire regimes. Position is dependent on support funding and will require acquisition of continued, additional and subsequent funding

**Application Deadline: October 30, 2024 at 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 and Alcohol Policy apply. If selected, applicants must Successfully pass a drug screening 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 at: Telephone: (530) 493-1600 ext. 2038 or ext. 2038, Fax: (855) 437-7888, or Email at [humanresources@karuk.us](mailto:humanresources@karuk.us)

## POSITION DESCRIPTION

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**Responsibilities:**

1. Assists in conducting field reconnaissance of prescribed fire/fuels treatment units, summarizes field findings and makes basic recommendations on appropriate prescriptive criteria for meeting program objectives.
2. Participates in the drafting and/or technical review of prescribed fire/fuels management plans.
3. Plans, coordinates, implements and supervises fuels reduction activities.
4. Ensures a high standard of safety in all aspects of program/project implementation with emphasis on personnel and risk management.
5. Participates in fuels management reviews, proficiency checks and drills, safety sessions, personnel evaluations and after-action reviews.
6. Ensures Project Inspector (PI) functions on fuel management contracts are completed and assists in the preparation of contract specifications and performance measures.
7. Responsible for overseeing the record keeping and coordinating maintenance of vehicle pool and mechanical equipment assigned to fuels reduction and cultural burning activities.

8. Maintains fuels reduction and cultural burning equipment/supplies inventories, identifies replacement needs, and drafts purchase/replacement documentation for submission to grant management or administrative support personnel for processing.
9. Assists in the leadership and development of the Karuk Tribe's Integrated Wildland Fire Management Program.
10. Supports preparedness, prevention, and fuels program activities as assigned.
11. Assists in robust capacity building efforts, including building support for cultural burning.
12. Reviews project plans and makes recommendations on appropriate levels of research/monitoring.
13. Ensures all program/project reports are drafted, reviewed, and submitted on time.
14. Available for local and out of the area travel as required for job related training. Attends all required meetings and functions.
15. Provides project specific field data to interdisciplinary teams to assist in the planning, developing, and implementing fuels management projects. Provides input and recommends strategies for fuels management.
16. 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 Native American people in culturally diverse environments.
2. Has displayed 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.
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6. Displays the ability to establish and maintain harmonious working relationships with other employees, agency personnel, and the public.

**Requirements:**

1. Education and Experience
  - a. Commensurate with GS-9 level; Interagency Fire Program Management (IFPM) requirements for position – low to moderate complexity, which includes Primary Core Requirements of a RXB2 with ENGB, or CRWB, or HMGB.( RXB2 qualification only requires proof of eligibility to open the Task Book). May be hired at GS 8 level with ICT 4 and ENGB, CRWB, FIRB, or HMGB with (ICT4 qualification only requires proof of eligibility to open the ICT 4 Task Book).
2. Must have at least six (6) months supervisory experience.
3. Must possess High School Diploma or Equivalent (GED).
4. Must pass the annual Work Capacity Test at the arduous level (Pack Test)
5. A minimum of 800 hours a year working on fuels projects must be met in this position.
6. Must possess valid driver’s license, good driving record, and be insurable by the Tribe’s insurance carrier.
7. Must be effective, efficient, productive and timely in producing and delegating assigned work products while working in a remote environment as needed while maintaining data security at all times.
8. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.
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 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: October 15, 2024**

**Employee’s Signature:** \_\_\_\_\_