



SUSANVILLE INDIAN RANCHERIA
745 Joaquin Street
Susanville, CA 96130
(530) 257-4921

POSITION ANNOUNCEMENT

OPENING DATE OF ANNOUNCEMENT: January 19, 2021
CLOSING DATE OF ANNOUNCEMENT: Until Filled
1st Cutoff Date: February 12, 2021
2nd Cutoff Date: February 26, 2021

POSITION TITLE: Conservation Crew Member
SUPERVISES: No
STARTING SALARY: \$17.14/ hr.
GRADE: 8
POSITION CLASS: Non-Exempt
NUMBER OF POSITIONS: 3
STATUS: Temporary
HOURS: Funded for 800 hours (5 months)
SUBJECT TO P.L. 101-630: Yes
BENEFITS: Highly competitive package **See below*

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a temporary position, funded for 800 hours (5 months). Must be committed for full duration of planned work season.

The Conservation Crew Member works on a variety of project work related to resource management and conservation work. Project work includes: fuels reduction, thinning small diameter conifers, removal of shrubs/brush, invasive plant species mitigation/eradication, fuel break construction, trail maintenance, removal of diseased trees (small diameter), pruning, bucking slash, piling, assistance with chipping operations/dispersion, and additional project work as assigned.

Work requires use of chainsaw, pole saw, weed eater, and other hand tools and equipment. Work is physical in nature requiring frequent bending, lifting, hiking, and traversing over rough, sloped and uneven terrain. Location of projects may expose crew members to adverse weather conditions and remote locations. May require camping overnight outdoors in area of project work.

This position works with and around our children and youth and is therefore subject to P.L. 101-630.

SPECIFIC AREAS OF RESPONSIBILITIES:

- Completes project work tasks according to instruction given by supervisor for resource management and conservation work.
- Performs fuel reduction by thinning trees and brush.
- Constructs and maintains fuel breaks and trail maintenance.
- Performs chipping operations and prescribed fire burning.
- Building erosion control structures and other watershed project work.
- Complies with safety instruction and protocols for safe usage of tools and equipment.
- Participates, encourages, and develops teamwork as a member of the Conservation Crew.
- Will participate in specified training/certification programs as determined by the Conservation Crew Supervisor.
- May be required to transport crew safely to and from project sites.
- Work requires frequent lifting and carrying (up to 50 pounds), bending, hiking, and walking over rough and uneven terrain.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS - ALL APPLICANTS:

1. Must have a high school diploma or equivalent from an accredited high school.
2. Must have a valid California driver's license or license from current residence state.
3. Must pass P.L. 101-630 background check **OR** pre-employment background check.
4. Must pass a pre-employment drug test.
5. Must have a valid CPR card or be able to obtain one within ninety (90) days of hire.

ADDITIONAL QUALIFICATIONS FOR THIS POSITION

6. Must have three (3) to twelve (12) months/seasons experience in Forestry, Conservation or related field (i.e. landscaping, groundskeeping/maintenance, etc. **or** demonstrable experience through education.
7. Must be able to lift fifty (50) pounds.

KNOWLEDGE, SKILLS AND ABILITIES:

- A. Knowledge of navigational tools such as map reading, compass, orienteering, GPS, and terminologies used.
- B. Must have ability to do physical work such as bending, hiking, walking and carrying.
- C. Skill in operating a chainsaw, pole saw, weed eater, ATV/OHV, and related equipment. (Training will be provided for safe operation of ATV/OHV)

PERFORMANCE EXPECTATIONS:

- Uphold all principles of confidentiality.
- Adhere to all professional and ethical behavior standards.
- Interact in an honest, trustworthy and respectful manner with employees, visitors and vendors.
- Participate in departmental staff meetings, quality management activities, cultural and educational programs.
- Comply with policies and procedures.
- Display respect and understanding of Susanville Indian Rancheria's traditions and values.
- The way the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability.
- Any attitude or behavior that will tarnish the name or reputation of the Susanville Indian Rancheria will not be tolerated and is subject to disciplinary action.

PREFERENCE POLICY:

- 1st Preference: Enrolled member of a Federally Recognized Tribe.
2nd Preference: Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card.
3rd Preference: All other applicants.

SIR BENEFITS PACKAGE:

The Susanville Indian Rancheria offers its full-time employees a highly competitive benefits package, including: annual cost-of-living increases (based on SSA COLA); eligibility for annual merit increases; twelve paid holidays; thirteen days paid sick leave; up to twenty-six days paid annual leave (depending on length of service); maternity leave; paternity leave; affordable group health, dental, vision, and life insurance; and 401(k) retirement plan.

HOW TO APPLY AND APPLICATION REQUIREMENTS:

All applicants are required to submit a Susanville Indian Rancheria/ Lassen Indian Health Center application. Applications can be found on our website at: www.sir-nsn.gov/human-resources/

(SIR – LIHC – Gaming Commission Application for Employment P.L. 101-630 Requirements) or picked up at 745 Joaquin Street, Susanville, CA.

Only **complete** applications will be considered. For your application to be considered complete you must attach the following:

1. Completed Susanville Indian Rancheria/Lassen Indian Health Center Application.
2. Copy of your High School Diploma **AND** College Degree or transcripts documenting your graduation or completion of your Degree.
3. Copy of your valid Driver's License.
4. Copy of any other certification required.
5. Copy of Tribal Card, if claiming Indian Preference.
6. Copy of DD214 or other proof of Veteran status, if claiming Veteran's Preference.
7. **An additional statement on how you meet each minimum qualification.**

Complete applications can be dropped off in person to the Human Resources Office at 745 Joaquin Street, Susanville, California, Monday through Friday from 8:00 am to 5:00 pm. They may also be emailed to nmerkle@sir-nsn.gov or faxed to (530) 257-1895 or mailed to the above address. All applications must be **received** by 5:00 pm Pacific Standard Time on the closing date of the announcement.