



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: February 12, 2021
2nd Cutoff: February 26, 2021

POSITION TITLE: Conservation Crew Supervisor
SUPERVISES: Yes
STARTING SALARY: \$28.00/ hr.
GRADE: 12
POSITION CLASS: Exempt
NUMBER OF POSITIONS: 1
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 Supervisor leads and works with the Conservation crew performing a variety of forestry, fuels and conservation project work on and off tribal lands. Supports and coordinates crew assignments for project work per instruction from the Director of Natural Resources. Assists in survey, marking, and flagging prescribed treatment areas using GPS and other geospatial sourced data points and works with crew in accomplishing outlined project goals within those demarcations. Implements project work plans as communicated by the Director of Natural Resources and organizes the crew's daily field tasks, assignments, schedules, and related travel needs to work locations using tribal vehicles.

Work is physically demanding and consists of frequent bending, lifting, hiking, and walking over a rough, sloped and uneven terrain. Exposure to adverse weather conditions such as hot dry conditions, rain, snow, and thunder cell activity. Responsible for overall crew safety under all conditions while in route and at project sites. Works closely with the Director of Natural Resources to ensure proper and timely logistic support for crew activities and equipment needs and oversees timekeeping and records for crew management (inventory for equipment, supply requisitions, purchasing, support vehicle logs and records, etc.).

Work requires use of chainsaw, pole saw, weed eater, log splitter, and other related equipment. Responsible that all applicable safety procedures and protocols are adhered to while in transit and on site for crew assignments and project work. May require overnight camping in project areas.

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

SPECIFIC AREAS OF RESPONSIBILITIES:

- Supervises a three (3) person Conservation crew.
- Attends trainings, meetings and other events as requested. Communicates relevant information to crew and others. Provides input on crew development, trainings and work performance. Encourages and develops teamwork among the Conservation crew.
- Receives, implements, and communicates information to crew and others to meet goals and objectives of project work, safety and other performance expectations.
- Performs administrative duties as requested; preparing correspondence, forms, reports, filing and some accounting for grant compliance, crew records and CTR during project work.
- Responsible for scheduling vehicle maintenance, i.e., oil changes, tune-ups, and reporting observed or suspected safety issues. Transports crew safely to and from projects.
- Participates in all projects including removal of diseased and small diameter trees, tree pruning, piling, and chipping.
- Committed for the full duration of the planned work season.
- Works on a variety of restoration projects including fuels reduction, invasive plant removal, recreation site maintenance, and watershed project work.
- Identifies safety hazards in field operations. Communicates issue and proper protocols and procedures to mitigate risks. Demonstrates safe practices and procedures for crew to follow. Conducts situational safety trainings in coordination with environmental coordinator.
- Work requires frequent lifting and carrying (up to 50 pounds), bending, hiking and walking over rough and uneven terrain.
- 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 a two-year college degree **or** completion of a specialized course of study at a trade school **or** completion of specialized training courses **or** job specific skills acquired through on-the-job training or apprenticeship program.
7. Must have one (1) to three (3) years/seasons of experience in Forestry, Conservation or related field.
8. Experience using navigational tools such as maps, compass, GPS, and other geospatial information.
9. Must be able to lift fifty (50) pounds.

KNOWLEDGE, SKILLS AND ABILITIES:

- A. Knowledge of natural resource management.
- B. Ability to Supervisor a three-man crew.
- 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)
- D. Must have good communication skills, both oral and written.
- E. Must have ability to do physical work such as bending, hiking, walking and carrying.

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.