



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

VACANCY ANNOUNCEMENT

OPENING DATE OF ANNOUNCEMENT:	July 11, 2022
CLOSING DATE OF ANNOUNCEMENT:	First Cut-Off Date: July 22, 2022 Second Cut-Off Date: August 12, 2022
POSITION TITLE:	Forestry / Conservation Crew Supervisor
SUPERVISES:	Yes
STARTING SALARY:	\$27.83
GRADE:	12
FLSA STATUS:	Exempt
NUMBER OF POSITIONS:	2
STATUS:	Temporary – 6 months
HOURS:	Full Time
SUBJECT TO P.L. 101-630:	No

GENERAL STATEMENT OF RESPONSIBILITIES:

The Forestry/Conservation Crew Supervisor leads and works with the Forestry/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 environmental coordinator. 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 environmental coordinator and organizes the crew's daily field tasks, assignments, schedules, and related travel needs to work locations using forestry 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 enroute and at project sites. Works closely with the Environmental Coordinator 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.

SPECIFIC AREAS OF RESPONSIBILITIES:

1. Supervises/leads a three (3) person Forestry/Conservation crew.
2. 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 Forestry/Conservation crew.
3. Receives, implements, and communicates information to crew and others to meet goals and objectives of project work, safety, and other performance expectations.
4. Performs administrative duties as requested, preparing correspondence, forms, reports, filing and some accounting for grant compliance, crew records and CTR during project work.
5. 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.
6. Participates in all projects including removal of diseased and small diameter trees, tree pruning, piling, and chipping.
7. Committed for the full duration of the planned work season.
8. Works on a variety of restoration projects including fuels reduction, invasive plant removal, recreation site maintenance, and watershed project work.
9. 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.
10. Work requires frequent lifting and carrying (up to 50 pounds), bending, hiking and walking over rough and uneven terrain.
11. Other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES:

1. Knowledge with natural resource management.
2. Skill using navigational tools such as maps, compass, GPS, and other geospatial information.
3. Ability to operate a chainsaw, pole saw, weed eater, ATV/OHV, and related equipment. Training will be provided for safe operation of ATV/OHV.

MINIMUM QUALIFICATIONS:

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 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 one (1) to three (3) years/seasons of experience in Forestry, Conservation, or related field.
7. 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.
8. Successfully completed Basic 32 curriculum or currently enrolled in, or able to provide certificate of completion for the following:

S-110 Basic Wildland Fire Orientation
NWCG S-190 Introduction to Wildland Fire Behavior
NWCG S-130 Basic Firefighter Training
NWCG L-180 Human Factors in the Wildland Fire Service
USFS Basic 32 Certification

9. Must pass a physical exam.

WORKPLACE ENVIRONMENT:

1. **PHYSICAL SAFETY:** The work requires considerable physical exertion such as hiking, lifting of heavy objects over 50 pounds with repetitive bending, crouching, or stooping. Job requires above-average agility and dexterity.
2. **WORKING ENVIRONMENT:** The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress that require a range of safety and other precautions, e.g., working in extreme outdoor weather conditions, or similar situations where conditions cannot be controlled.

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:

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

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 certifications 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.

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 wbrown@sir-nsn.gov or faxed to (530) 251-1895 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.