



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

### **VACANCY ANNOUNCEMENT**

<b>OPENING DATE OF ANNOUNCEMENT:</b>	<b>May 26, 2023</b>
<b>CLOSING DATE OF ANNOUNCEMENT:</b>	<b>First Cut-Off: June 9, 2023</b> <b>Second Cut-Off: June 23, 2023</b> <b>Third Cut-Off: July 7, 2023</b>
<b>POSITION TITLE:</b>	<b>Forestry Crew Supervisor</b>
<b>SUPERVISES:</b>	<b>Yes</b>
<b>SALARY:</b>	<b>\$29.50 - \$34.50 – Depending on Experience</b>
<b>GRADE:</b>	<b>12</b>
<b>FLSA STATUS:</b>	<b>Non-Exempt</b>
<b>NUMBER OF POSITIONS:</b>	<b>1</b>
<b>STATUS:</b>	<b>Seasonal</b>
<b>HOURS:</b>	<b>Full Time</b>
<b>BENEFITS:</b>	<b>Highly competitive package <i>*See below</i></b>
<b>SUBJECT TO P.L. 101-630:</b>	<b>No - This position works with and around our children and youth and is therefore subject to P.L. 101-630.</b>

### **GENERAL STATEMENT OF RESPONSIBILITIES:**

The Forestry Crew Supervisor will be responsible for the supervision & leadership of seasonal (2) Lead Forestry Technicians and up to (10) Forestry Crew Technicians, and cross-trained Wildland Fire Hand crew. This position supervises assigned personnel and reports to an Engine Boss, Strike Team Leader Engine (STEN), Task Force Leader (TFLD), Incident Commander (IC), or another assigned supervisor. The Wildland Fire Crew will be on-call during fire season, and work on various forestry projects around incidents as fire assignments are expected to be intermittent and completely dependent on seasonal needs. When on fire assignment, the FCS will lead the crew on initial attack response and fire suppression activities, and extended attacks of wildland fires within the local response district and may be deployed outside the district for assignments on Federal, State and Tribal Fires. The Crew will work cooperatively with assigned leadership personnel, Federal Agency, other Tribes, and the BIA.

The FCS is responsible for supervising forestry activities on forestry and fuels projects while not on fire assignments. Specific project work will be arranged by the Natural Resource Director and may include thinning and piling of small diameter conifers, prescribed and pile burning, mowing grasses and shrubs, clearing trails in wilderness areas, fence repair, and a variety of natural resource work such as planting native trees, shrubs, and grasses. Work will require the use of chainsaws, pole saws, cross-cut saws, weed eaters, drip torches, log splitters, log chippers, hand

tools, and related equipment. Work will require driving an SIR vehicle, frequent bending, lifting, hiking, and walking over a rough and uneven terrain. Location of projects may expose crew to adverse weather conditions that may make working conditions difficult or uncomfortable. Assignments may require up to a 14-day absence from their home base and require overnight camping.

### **SPECIFIC AREAS OF RESPONSIBILITIES:**

- Effectively supervises Forestry Crew personnel and responsible for the crew's safety and ensuring individual readiness on wildland and prescribed fire incidents.
- Establish and communicate chain of command, reporting procedures, risk management processes, and radio frequency management.
- Review Incident Action Plan (IAP) and obtain briefing, objectives, and intent from supervisor and participates in operational briefings as directed.
- Maintain above-average endurance and superior physical condition. Requirements include running, hiking, jumping, twisting, bending, and lifting more than 50 lbs.
- Aid in fire suppression efforts by evaluating the fire situation, determining suppression methods, and initiating attack on wildland fires.
- Use maps, compass, Global Positioning System (GPS) and other tools and applications to gather information and navigate on incidents.
- Transport crew safely to and from assignments and delegate work tasks & responsibility.
- Assign personnel to collect, document, and report weather observations.
- Perform vehicle maintenance and routine inspections.
- Receive and implement complex instructions to achieve successful results with projects.
- Through established chain of command, assist the responsible land management agency and/or assigned with the protection of natural, cultural, and other resources.
- Encourages and develop teamwork among the Forestry Crew members.
- Demonstrate and ensure correct and safe usage of tools & equipment.
- Identify safety precautions and educate on safety issues.
- Develop contingency plans/alternatives in case of vehicle/equipment breakdown or failure; Adjust actions based on changing information and evolving situation awareness; Communicate changing conditions to assigned resources and supervisor.
- Provide status updates on conditions affecting operations, hazardous conditions, unresolved conflicts, etc., to supervisor.
- Monitor performance and provide immediate and regular feedback to assigned personnel.

- Ensures Crew Leads maintains proper refurbishing and resupply of first aid kits, PPE, tools, vehicles, food, water, and supplies.
- Perform clerical duties as requested. These duties include preparing correspondence, forms, reports, filing, fire invoices, and some accounting for grant compliance.
- Organize paperwork and submit progress reports, Crew Time Reports (CTR) and timesheets.
- Relate well with Native Americans and work well with the public.
- Resolve workplace disputes and conflicts in a timely and fair manner.
- Contribute to the team effort by participating in the Susanville Indian Rancheria's facility wide program improvements, goals, and standards.
- Other duties as assigned.

#### **KNOWLEDGE SKILLS AND ABILITIES:**

- A. Must be able to commit to the Susanville Indian Rancheria Forestry Program for the duration of the season.
- B. Must have a demonstrated ability to resolve conflicts and supervise a large crew.
- C. Proficient at using chainsaws and hand-tools, utilizing maps, compass, radios, & GPS equipment.
- D. Must be willing to continue training and acquire additional fire qualifications.
- E. Must have good communication skills, both oral and written.

#### **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 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 at least 4 years/seasons serving as a skilled firefighter leading or supervising a forestry crew, or related field.

7. Must have current Wild Land Fire Fighter II Red Card Certification and have passed the annual Pack Test at the arduous level.
8. Must show proof of enrollment and/or completion of Wild Land Fire Fighter courses or related courses within the past four years.
9. Must be willing to continue training to obtain additional fire qualifications: Single Resource (ENGB), & Engine Boss Position Task Book requirements.
10. Must be capable of performing strenuous physical labor daily including running, bending, hiking, walking, carrying 50lbs or more; and maintain physical fitness required for the Arduous fitness (Pack) test.
11. Must have proven experience utilizing equipment including chainsaws, pole saws, weed eaters, drip torches, log splitters, log chippers, ATV/OHV, and other related equipment.
12. Must have a valid CPR card or be able to obtain one within ninety (90) days of hire.

### **WORKPLACE ENVIRONMENT:**

**1. PHYSICAL SAFETY:** The work requires minor physical exertion, such as short periods of standing, walking over rough, uneven surfaces, some recurring bending, crouching, stooping, stretching, reaching, or similar activities. Job may require recurring lifting of lightweight objects with infrequent bending or stooping alternating with the lighter activities. The job requires minimal agility and dexterity.

**2. WORKING ENVIRONMENT:** Regular exposure to unfavorable environments such as weather, body fluids, toxic laboratories, and industrial chemicals, or confined, dirty and noisy locations. Employees may be required to use personal protective equipment such as masks, coats, gowns, boots, goggles, gloves, or shields.

### **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 <sup>st</sup> Preference: | Enrolled member of a Federally Recognized Tribe.                        |
| 2 <sup>nd</sup> Preference: | Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card. |
| 3 <sup>rd</sup> 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; eligibility for annual merit increases; sixteen 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/](http://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. Resumes in addition to the Application is encouraged but not mandatory.

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/Or** 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.
7. **In additional we encourage you to provide a statement on how you meet each Minimum and Additional Qualifications and Knowledge, Skills, and Abilities.**

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 [ramador@sir-nsn.gov](mailto:ramador@sir-nsn.gov) or faxed to [5302511895@egoldfaxgov.us](mailto:5302511895@egoldfaxgov.us) 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.