



SUSANVILLE INDIAN RANCHERIA
745 Joaquin Street
Susanville, CA 96130
(530) 251-5161

VACANCY ANNOUNCEMENT

OPENING DATE OF ANNOUNCEMENT:	April 7, 2026
CLOSING DATE OF ANNOUNCEMENT:	Until filled
POSITION TITLE:	Conservation Crew Leader Assistant
SUPERVISES:	No
STARTING SALARY:	\$22.40 - \$27.99, Depending on Experience
GRADE:	10
FLSA STATUS:	Non-Exempt
NUMBER OF POSITIONS:	1
STATUS:	Permanent/Seasonal
HOURS:	Full Time
BENEFITS:	No
SUBJECT TO P.L. 101-630:	Yes; This position works with and around our children and youth and is therefore subject to P.L. 101-630.

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 Leader Assistant coordinates with Crew Leader and assists in directing the Conservation Crew of (3) members in performing a variety of forestry, fuel and conservation project work on and off tribal lands. Supports and coordinates crew assignments for project work per instruction from the Crew Leader and 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. Implement project work plans and organize the crew's daily field tasks, assignments, schedules, vehicle and equipment maintenance, 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 enroute and at project sites. Works closely with the Natural Resources Department 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:

- Communicate and coordinate effectively with Conservation Crew Leader to lead Conservation Crew members in performing assigned project work.
- Attends trainings, meetings and other events as requested. Communicates relevant information to crew and others. Provides input on crew development, trainings, and work. Encourages and develops teamwork among the Conservation crew.
- Will complete specified training/certification programs as determined by the Natural Resource Director. This may include NWCG Red card certification and physical fitness exam.
- Receives, implements, and communicates information to crew and others to meet goals and objectives of project work, safety, and other performance expectations.
- Responsible for coordinating 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.
- Conduct proper refurbishing, organization, and resupply of first aid kits, equipment, PPE, tools, vehicles, water, and supplies.
- 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 and conducts job safety analysis daily with crew. Communicates issue and proper protocols and procedures to mitigate risks. Demonstrates safe practices and procedures for crew to follow.
- Work requires frequent lifting and carrying (up to 50 pounds), bending, hiking, and walking over rough and uneven terrain.
- **Perform other duties as assigned**, that may include but not limited to Elders Firewood Distribution and Salmon Distribution, and annual snow removal around SIR facilities.

KNOWLEDGE SKILLS AND ABILITIES:

- A. Knowledge of natural resource management.
- B. Ability to direct and mentor a crew of 3.
- 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.

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.
- 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, restoration, or related field.
- 7. Experience using navigational tools such as maps, compass, GPS, and other geospatial information.
- 8. Must be able to lift fifty (50) pounds.

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:

- 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; 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/ (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 ewadley@sir-nsn.gov or faxed to [530-251-1895](tel: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.