YUROK TRIBE-JOB DESCRIPTION
Restoration Implementation Foreman

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<th>Job Title:</th>
<th>Restoration Implementation Foreman</th>
<th>Pay Grade</th>
<th>9/10</th>
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<tr>
<td>Department</td>
<td>Natural Resources Division</td>
<td>Program Area</td>
<td>Fisheries and/or Watershed</td>
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<td>Reports To:</td>
<td>Department Manager</td>
<td>FLSA Status</td>
<td>Non-Exempt</td>
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ALL HIRING IS SUBJECT TO THE YUROK TRIBE’S HIRING PREFERENCE

Salary Range

- Non-Operating Season: Grade 9/10 ($26.44-$37.68)
- Heavy Equipment Operating Season: (TBD based on Yurok PWO for Journeyman Excavator Operator rate + $2.00)

POSITION SUMMARY:

The incumbent is under the direct supervision of the Department Manager. This position will plan and supervise field operations for tribal instream and upslope restoration implementation projects, and may work with contractors, consultants and representatives of local, State and Federal Governments. This position is based on an annual allocation of tribal and/or grant contract funds.

DUTIES AND RESPONSIBILITIES:

2. Supervises Engineering Equipment Operators engaged in instream fisheries habitat, geophysical/geomorphological restoration, and riparian enhancement and restoration projects.
3. Schedules, assigns and directs work; evaluates and appraises; coaches; addresses complaints and resolves problems; takes disciplinary action; and ensures quality of work.
4. Develops and directs the implementation of short- and long-term work plans for restoration equipment operator crews, to ensure optimum and efficient use of resources.
5. Participates on evaluation/assessment teams to complete Knowledge, Skills, and Ability assessments for initial classification of Engineering Equipment Operators.
6. Participates on evaluation/assessment teams to complete Knowledge, Skills, and Ability assessments to evaluate the performance and potential advancement of Engineering Equipment Operators.
7. Performs all essential on-site support functions for Engineering Equipment Operators as necessary.
8. Responsible to ensure operators perform the maintenance of all assigned vehicles and equipment on-site and must document and account for any damages. May provide minor mechanical work to operating equipment if deemed necessary.
9. Responsible for on-site inspections of the pre- and post-work site management.
10. Compiles and forwards various work activity reports, inspection logs, operating expense reports, time cards, etc. to the Department Manager.
11. Required to keep accurate work time (vs. down time) logs on all equipment on site.
12. Work with management to prepare required progress reports, works summaries, and final reports if required
13. Plans and conducts safety meetings and promotes and enforces safety regulations and policies within the working environment.
14. Assist with the development and management of Department and/or project budget and development of short- and long-term tribal objectives.
15. Required to assist the department in emergency and crisis circumstances associated with road and upslope failures, and other instream emergency matters.
16. Responsible to fairly and consistently apply Yurok Tribal personnel, and other policies, and procedures.
17. Other relevant duties as assigned.

SUPERVISORY RESPONSIBILITIES:

This is a supervisory position.

MINIMUM QUALIFICATIONS:

1. Must have a valid California Driver’s License and clear driving record as required by Tribal policy.
2. Ability to communicate effectively with staff, other agencies, and the general public.
3. Ability to make sound and independent judgments.
4. Must have at least five years supervisory experience.
5. Must possess, or pass prior to beginning work, a certified First Aid and CPR class and obtain annually.
6. Must possess skills for use of modern office equipment and knowledge of relevant hardware and software applications.
7. Basic knowledge of the safe and efficient operation of heavy equipment
8. Basic knowledge of heavy equipment maintenance and basic repairs

EDUCATION/EXPERIENCE:

Apprentice: This position requires a High school diploma or GED plus at least five years of experience in upslope and/or instream restoration and enhancement activities, three of which should include supervision of subordinates.

Journeyman: Apprentice level plus 2080 additional work hours
SPECIAL SKILLS:

Knowledge of:
1. Operation, care, minor adjustment and repair of graders, dozers, and other heavy duty road maintenance/decommissioning, and civil construction equipment
2. Road maintenance and construction tools, methods, materials, and application of safety principles.
3. Provisions of the CA Vehicle Code as it applies to the hauling and operation of construction equipment and construction materials, including whole tree materials, on streets, highways, and other unmaintained mountainous roads.

AND

Ability to:
1. Skillfully operate all types of assigned machinery in rough terrain, steep slope areas and possible heavy snow conditions
2. Detect needed mechanical work and make minor adjustments
3. Perform physical labor requiring agility and manual dexterity
4. Understand and execute all oral and written directions
5. Work any required hours during inclement weather, and/or respond to disasters or emergencies

DESIRED QUALIFICATIONS:

- Equipment Operators School Certification
- Knowledge of heavy equipment function and ability to implement a restoration project safely, efficiently, and effectively, such as excavators, dump trucks, dozers, graders, etc.

WORK ENVIRONMENT:

While performing the essential functions, the employee is exposed to work which may be conducted under adverse weather conditions including: rain, fog, wind, and moderately cold or hot temperatures; and to construction equipment and debris, fumes, odors, airborne particles and dust. The employee is occasionally exposed to the possibility of bodily injury. The employee will work in and around ongoing construction and use of heavy equipment; and in rugged, precarious places; and may be exposed to toxic or caustic chemicals.

The employee may be required to drive and to operate pick-up trucks and other light vehicles in all weather conditions. The employee is required to wear safety equipment to
perform some of the functions of this job. There are frequent interruptions and multiple demands.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe’s Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. All applicants will acknowledge and abide by all Yurok Tribe personnel and other policies and procedures.
3. Possession of a valid state issued driver’s license and ability to be placed on the Tribe’s vehicle policy to drive 4WD trucks and/or passenger vehicles.
4. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos with the ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
5. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form with the ability to deal with problems involving several concrete variables in standardized situations.
6. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee may be required to have the ability to lift 25 to 50 pounds. Employee must be able to use a computer for extended periods and to drive safely for long distances.
7. VISION REQUIREMENTS:
   • Close vision (clear vision at 20 inches or less, corrective lenses OK)
   • Color vision (ability to identify and distinguish colors)
   • Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
   • Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)

I, ___________________________________ (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

_______________________________    ___________________ _________
Employee Signature    Date    Employee #
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______________________________  __________________
Supervisor Signature            Date