

YUOK TRIBE-JOB DESCRIPTION
Wildland Fire/Fuels Coordinator

Job Title:	Wildland Fire/Fuels Coordinator	Job Grade	10/11
Department	Forestry	Location	Klamath, Weitchpec
Reports To:	Forestry Director	FLSA Status	Exempt
ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE			
Salary Range	\$55,435-79,173		

POSITION SUMMARY:

Under the direct supervision of the Forestry Department Director, incumbent will be responsible for the on and off reservation wide planning, coordination, supervision and implementation of all Wildland Fire/Fuels management activities of the Yurok Tribe. In addition, this position assists in the development and implementation of strategic wildland fire suppression, prescribed burning, cultural burning plans, and community wildland protection plans. Responsibilities also include the preparation of forest and fire subsidiary funding proposals and the preparation and management of annual budgets. Incumbent will meet and coordinate with other tribal departments as necessary. Responsible for the oversight and supervision of Yurok Wildland Fire/Fuels Program staff, projects, fire suppression, and prescribed fire activities.

DUTIES AND RESPONSIBILITIES:

1. Makes recommendations regarding short and long range management planning goals; after which incumbent is responsible for the inclusion and/or updating of said goals into the Yurok Tribe's Forest Management Plan, Yurok Aquatic Habitat Conservation Plan, and corresponding documents forest and land management planning and regulatory documents.
2. Ensures, through intensive review, that all Yurok Tribe Wildland Fire/Fuels documents and plans are in compliance with all applicable laws and regulations.
3. Develops technical and policy recommendations regarding short and long range prescribed and cultural burning management planning goals; compatible with ongoing forest silviculture, carbon sequestration, reforestation, forest rehabilitation and enhancement, fuels reduction, disease control and abatement, and other Yurok Tribe forest management practices.
4. Prepares, reviews, and implements prescribed fire burn plans safely, and responsibly.
5. Prepares and submits for review annual funding proposals to the Forestry Director. These proposals will target projects in fire suppression, prescribed fire, fuels reduction/management, forest resource protection, ESA species/habitat protection, etc.
6. Supervises, and oversees all Wildland Fire/Fuels staff, plans and implements appropriate NWCG certified wildland fire trainings, and emergency response trainings for staff.
7. Assist the Forestry Department Director in the daily administrative duties necessary to ensure safe and efficient function of the Yurok Wildland Fire/Fuels Program
8. Keeps abreast of current law, regulations, and policies and informs staff of new developments.
9. Can be called upon to represent the Forestry Department Director on various committees.

YUROK TRIBE-JOB DESCRIPTION
Wildland Fire/Fuels Coordinator

10. Required to periodically enter the field for spot reviews of current and future wildland fire and fuels management projects.
11. Performs other forestry/wildland fire duties as needed.

SUPERVISORY RESPONSIBILITIES:

This is a supervisory position.

DESIRABLE QUALIFICATIONS:

- Experience as a training course administrator and instructor for 100 – 300 level courses.
- Experience in preparing and submitting severity requests to the PRO for recommendation to BIA-NIFC approval.
- Experience with computers, Microsoft software, including Word, Excel and Power point programs.
- Experience preparing and or reviewing BIA prescribed Burn Plan protocol.
- NWCG Qualified Safety Officer Type 3 (SOF3) or above.

MINIMUM QUALIFICATIONS:

- Experience with technical report writing.
- Experience in applying Wildland Fire and Fuels reduction strategies.
- Experience ensuring compliance with federal policies, standards and regulations.
- Experience with specialized fire management computer applications such as Incident Qualifications Certification System (IQCS), Wildland Fire Decision Support System (WFDSS), Wildland Fire Management Information (WFMI), Fire Code and DOI Medical Standards Program.
- Experience in coordinating with other cooperating fire management agencies, such as Cal Fire, Bureau of Indian Affairs, U.S. Forest Service, National Park Service, Fish and Wildlife Service, Tribes, states and private land managers on fire management issues and/or concerns.
- Experience with applicable Federal rules and regulations mandating how tribal natural resource operations are conducted.
- The ability to communicate with others, both written and oral.
- NWCG Qualified as Division/Group Supervisor (DIVS).
- Successful completion of NWCG Course # M-581 Fire Program Management
- Experience in supervising other staff.
- The ability to work under minimum supervision.
- A valid driver's license, a good driving record, and proof of insurance.

YUROK TRIBE-JOB DESCRIPTION
Wildland Fire/Fuels Coordinator

EDUCATION/EXPERIENCE:

Progressive advancement in wildland fire and fuels management organization equivalent to NWCG Divisional Supervisor for wildland fire, and/or technical academic degree in a forestry/fire management related discipline from an accredited institution plus five to six years experience in all phases of forestry/fire applications with at least three years in an administrative role.

Progressively responsible work experience in a similar occupation may be substituted for the educational requirement (two years of full time experience equals to one year of college).

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
3. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
4. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
5. 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 is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 50 pounds. The employee must have the ability to perform tasks requiring physical exertion, outdoors, in all weather conditions and on difficult and sometimes hazardous terrain. This work requires extreme physical exertion and/or physical strain to the point of physical fatigue. The work environment may involve exposure to job hazards where there is a high possibility of injury.
6. VISION REQUIREMENTS:
 - Close vision (clear vision at 20 inches or less).
 - 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,

**YUOK TRIBE-JOB DESCRIPTION
Wildland Fire/Fuels Coordinator**

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 #
_____ Supervisor Signature		_____ Date