

YUOK TRIBE-JOB DESCRIPTION
Fuels Battalion Chief-Fire

Job Title:	Battalion Fire Chief (Fuels)				
Job Grade:	9	FLSA Status:	Non-Exempt	Location:	Klamath/Weitchpec
Department:	Fire		Division:	Public Safety	
Reports To:	Fire Chief				
ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE					
Salary Range:	\$27.23-\$35.53				

POSITION SUMMARY:

Under the general supervision of the Fire Chief, the Fuels Battalion Chief is responsible for the planning, preparation, and implementation of the Programs' prescribed burning program. Responsible for the oversight and supervision of subordinate Yurok Wildland Fire Program staff conducting wildland fire suppression and prescribed burning activities. Battalion Chief oversees crew safety and training, resolves internal conflicts, and implements necessary disciplinary actions. In addition, this position assists and advises other NR Division staff in the development and implementation of strategic wildland fire suppression, prescribed burning, and cultural burning plans; as well as and community wild fire protection plans (CWPP). Incumbent will meet and coordinate with other tribal departments as necessary. Work is performed under direction of the Division Chief and incumbents may temporarily assume the functions of higher administrative-level classifications.

DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Advises the Natural Resources Division regarding short and long range strategic fire management planning goals and assists in the development of the Yurok Traditional Land Management Plan, Community Health and Wellness Protection Plan (CHWPP), and other natural resource management plans affected by natural and human-caused fires.
2. Prepares, and implements prescribed fire burn plans safely, and responsibly.
3. Ensures, through intensive review, that all internal and externally developed prescribed fire burn plans to be implemented on Yurok Tribal lands (trust and fee lands) follow NWCG Interagency Prescribed Fire Planning and Implementation Procedures Guide, and are in full compliance with all applicable laws and regulations.
4. 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 traditional practices.
5. Assists in the preparation of fuels and prescribed fire funding proposals to the BIA, CAL Fire and other agencies. Develops cost estimates, budgets, and work plans to support proposals. These proposals will target projects in fire suppression, prescribed fire, fuels reduction/management, forest resource protection, ESA species/habitat protection, etc.

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6. Supervises, and oversees subordinate Yurok Wildland Fire staff, plans and implements appropriate NWCG certified wildland fire trainings, and emergency response trainings for staff.
7. Keeps abreast of current laws, regulations, and policies related to wildland fire suppression and prescribed burning, and informs staff of new developments.
8. Can be called upon to represent the Forestry Department Director on various technical and policy committees.
9. Conducts field reviews of prescribed and cultural burning and fuels management projects on Yurok Tribal Lands
10. May be assigned wildland fire suppression duties as needed to supervise subordinate staff and to fulfill cooperative and mutual aid agreements with other federal and state agencies.
11. Prepares schedules and work plans, maintains accurate record-keeping of Rx fire activities, and ensures monitoring of prescribed burns to prevent post-fire escapement of containment lines.
12. Assists the Fire Chief in the daily administrative duties necessary to ensure safe and efficient function of the Yurok Wildland Fire/Fuels Program
13. Performs other forestry/wildland fire duties as needed.

SUPERVISORY RESPONSIBILITIES:

This is a supervisory position.

DESIRABLE QUALIFICATIONS:

- Experience with computers, Microsoft software package, including: Word, Excel and Power Point programs.
- Familiar with BIA Prescribed Burn Plan protocol.
- Experience preparing and/or reviewing prescribed fire burn plans for CAL Fire approval
- Experience as a training course administrator and instructor for 100 – 300 level courses.
- NWCG Qualified Safety Officer Type 3 (SOF3) or above.
- Familiar with federal NEPA and State CEQA processes.

MINIMUM QUALIFICATIONS:

- Experience with preparing prescribed fire burn plans
- 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

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Service, Tribes, states and private land managers on fire management issues and/or concerns.

- Experience with applicable Federal rules and regulations for forest and fire management
- The ability to communicate with others, both written and oral.
- NWCG Qualified as Battalion Chief Level (BATT).
- Qualified as RXBII, and successful completion of NWCG Course: S-390 and qualified as FIRB + ICT4
- Experience in supervising other wildland fire staff.
- The ability to work under minimum supervision.
- A valid driver's license, a good driving record, and proof of insurance.

EDUCATION/EXPERIENCE:

Progressive advancement in wildland fire and fuels management organization equivalent to NWCG Battalion Chief 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 a supervisory 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. May be subject to a comprehensive background check.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
4. 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.
5. 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.
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 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.

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7. 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, 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