



# Yurok Tribe

## Job Description

<b>JOB TITLE:</b>	Cultural Resources Crew Leader		
<b>JOB GRADE:</b>	6	<b>REPORTS TO:</b>	Cultural Resources Protection Manager
<b>STATUS:</b>	Non-Exempt	<b>LOCATION:</b>	Yurok Territory
<b>DEPARTMENT:</b>	Cultural Resources-THPO	<b>DIVISION:</b>	Executive Branch
<b>ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE</b>			
<b>SALARY RANGE:</b>	\$20.67-\$26.97		

### **POSITION SUMMARY:**

The Cultural Resources Crew Leader will oversee and manage the Cultural Resources crew. Lead will oversee several projects within Yurok Ancestral Territory from building, maintenance, and protection of significant Yurok Cultural Sites.

### **DUTIES AND RESPONSIBILITIES:**

1. Must be willing to use basic hand tools (shovel, rake, loppers, Pulaski, McLeod, mattock, pike-axe) for trail maintenance.
2. Will be required to wear safety gear (gloves, hard hat, safety glasses, safety equipment and outdoor work boots).
3. Must provide daily safety meetings.
4. Effectively communicate tasks and instructions to crew.
5. Work with THPO staff to stay on a strict routine.
6. Must have the ability to carry hand tools and hike outdoors.
7. Must be responsible for the maintenance and inventory of field equipment.
8. Have the ability to run gas operated equipment (chainsaw, green machine, etc...)
9. Experience in Chain-link Fencing.
10. Must be able to work with Cultural Practitioners and Elders and take direction.
11. Be able to coordinate with outside agencies on specific projects.
12. Basic understanding of Yurok Cultural Resources.
13. Performs other related duties as assigned.

### **EDUCATION/EXPERIENCE:**

1. Grade 6: Highschool diploma or GED with three years specified experience. Employee must be willing to acquire any special certifications or attend any training that is determined to be relevant or becomes required of the position in the future.
2. Candidates with equivalent combinations of education, training and experience will be considered.

### **SUPERVISORY RESPONSIBILITIES:**

This is a supervisory position. Crew leader will be responsible for 4-5 youths.

### **MINIMUM QUALIFICATIONS:**

1. Must be 18 years or older and have demonstrated knowledge of the Yurok Tribe and the Reservation communities.
2. Must have worked previously on a Cultural Resources Project
3. Experience with basic hand tools and basic maintenance of hand tools.

- 4. Two years of experience working with gas operated equipment.
- 5. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.

**CONDITIONS OF EMPLOYMENT:**

- 1. All applicants are subject to the Tribe’s Drug and Alcohol Policy including pre-employment screening.
- 2. Valid state issued driver’s license and/or the ability to obtain a California or Oregon driver’s license. Must be insurable on the Tribe’s insurance policy.
- 3. Must pass a background investigation and fingerprint clearance.

**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. Knowledge of Yurok language is preferred but not required.

**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.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to walk, stand, use hands and fingers, handle, or feel. Employee will have prolonged periods sitting at a desk and working on a computer. The employee must occasionally lift and/or move up to 50 pounds.

**VISION REQUIREMENTS:**

- 1. Close vision (clear vision at 20 inches or less).
- 2. Color vision (ability to identify and distinguish colors).
- 3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
- 4. 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 and understand the requirements. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok Tribe is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This “at will” relationship exists between the Tribe and all employees.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee #

Supervisor Signature

Date

