

YUROK TRIBE-JOB DESCRIPTION
Emergency Services and Technical Operations Branch Manager

Job Title:	Emergency Services and Technical Operations Manager	Job Grade	GS-12/13
Department	Fisheries – Design and Technical Services Program	Location	Remote Operations
Reports To:	Senior Civil Engineer / Program Manager	FLSA Status	Non-Exempt
ALL HIRING IS SUBJECT TO THE YUROK TRIBE’S HIRING PREFERENCE			
Salary Range	GS:12: \$38.42 to \$50.13; GS-13: \$45.24 to \$59.02		

POSITION SUMMARY:

Position is within the Yurok Tribe’s Natural Resources Division, Fisheries Department, Design and Technical Services Program under the direct supervision of Senior Civil Engineer/Program Manager. This is a supervisory position that manages all emergency services and associated technical operations for the Yurok Tribe’s Fisheries Department. This position oversees technical operations during emergency events and post-event restoration and rehabilitation services across Northern California on various incident types including wildfires, flooding, earthquakes, tsunamis, and other natural disasters. Categories of responsibilities include but limited to incident command operations, emergency data collection operations (ground and aerial based acquisition), medical emergency response, Search and Rescue (SAR), post-event response restoration/rehabilitation, during and post event data analysis, and information reporting/dissemination to internal leadership, stakeholders, and project partners. This is a term 2-year term position with opportunity for extension based on availability of funding.

DUTIES AND RESPONSIBILITIES:

1. Plans, organizes, manages, coordinates, and directs the work of the Emergency Services Branch of the Design and Technical Services Program (TSP); assures emergency and disaster preparedness plans conform to and comply with Federal and State requirements for organizational readiness.
2. Develop and maintain relationships with internal emergency departments (Law Enforcement and Fire), external partner groups including representatives from local, regional, state and federal agencies from law enforcement, fire protection districts, Emergency Medical Service (EMS) agencies, governments, schools, hospitals, non-profits, businesses, intuitions and other organizations to foster a collaborative emergency management preparedness and response.
3. Supports Incident Command Operations or serves as Incident Commander as needed during disaster response or emergency related incidents with emphasis toward technical operations/services including aerial and ground based-data collection, analysis, and documentation.
4. Provides leadership and supervision to emergency technical operations team during incidents for ground-based field surveys, aerial data collection, and geospatial reconnaissance.
5. Manages and conducts emergency surveys with Unmanned Aerial Systems (UAV) Drones and assists with Fixed-Wing aircraft operations for aerial surveys and geospatial mapping, including post processing and analysis.

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6. Oversees all post-survey collection analysis of various data types including topographic point clouds, high resolution imagery, thermal/spectral imagery, conventional GPS data, and other geospatial data sets.
7. Responsible for the development of GIS based maps, reports, and emergency incident documentation during and post-disaster event.
8. Develops and maintains digital files, spatial databases, and archives of data collected
9. Performs Advanced Geographic Information System (GIS) analysis to support emergency technical operations, and post-event documentation, planning, and for future restoration actions.
10. Leads technical operations for post-event ecosystem restoration and disaster rehabilitation planning for natural resources recovery actions including wildfires, flooding, and other natural disasters.
11. Serves as first responder as needed on medical emergencies and life-threatening incidents
12. Provides leadership, incident command support, and technical services for search and rescue operations during natural disasters.
13. Responsible for the daily operations, supervision, and oversight of all emergency services branch employees including administrative functions of hiring and training.
14. Develops training plans and oversees the training operations for program staff needing certifications for CPR, First Aid, First Responder, Medical Trauma, Swiftwater Rescue, Search and Rescue, etc.
15. Maintains complete and accurate administrative record keeping at all times in both the field and in the office.
16. Work in a multi-disciplinary design team to assist in restoration planning and design
17. Participate in rehabilitation site effectiveness monitoring and development of monitoring reports and assist with scientific reviews of external reports

SUPERVISORY RESPONSIBILITIES:

This is primarily a supervisory position responsible for the supervision all emergency related technical operations staff within the Fisheries Department – Design and Technical Services Program. Oversees multiple staff and technical field crews during high intensity emergency events and recovery operations on various natural disaster incidents. Provides daily oversight, training, and record keeping.

MINIMUM QUALIFICATIONS:

1. Degree in Natural Resources technical field of study in one of the following category types: engineering, geology, hydrology, environmental science, or equivalent field of study.
2. Advanced experience with GIS based applications and analyzing geospatial data.
3. Advanced experience in the Incident Management field providing operations support or technical services. FEMA Incident Command Certification (IS-100 to IS-800) recommended.
4. Advanced experience working in the Emergency Management System (EMS) in a leadership or incident command role.
5. Advanced experience as a first responder, medical professional, or search and rescue technician.

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Advanced certification highly recommended (EMT or equivalent)

6. Certified Federal Aviation Administration (FAA) Remote Pilot (Part 107) for commercial operations of Unmanned Aerial Systems (UAS) drone – or in the process of licensure.
7. Experience in aviation and ability to assist with emergency aircraft technical operations.
8. Possession of a valid state issued driver's license and ability to be insured through the tribal insurance plan.
9. Ability to establish and maintain cooperative working relationships with co-workers and the community under possible adverse or volatile situations.
10. Ability to arrive at work punctually and work enthusiastically and consistently throughout the day both alone and when supervising crews and working with other crews.
11. Ability to read and understand technical documents, topographic and road maps, and ability to understand and follow written and verbal instructions.
12. Must have advance first aid/CPR certification.

EDUCATION AND EXPERIENCE:

GS-12:

- Bachelor of Science Degree in Natural Resources technical field of study in one of the following category types: engineering, geology, hydrology, environmental science, or equivalent field of study.
- Minimum of 5 years working with GIS based applications and experience analyzing geospatial data.
- Minimum of 5 years working in emergency operations or incident command system on natural hazards/disasters (wildfires, flooding, etc.)
- Minimum of 5 years serving as a first responder for medical emergencies, Search and Rescue, or equivalent.
- Certified Federal Aviation Administration (FAA) Remote Pilot (Part 107) for commercial operations of Unmanned Aerial Systems (UAS) drones (or in the process of licensure)

GS-13:

- Advanced degree (Masters or Doctorate) in Natural Resources technical field of study in one of the following category types: engineering, geology, hydrology, environmental science, or equivalent field of study.
- Minimum of 8 years working with GIS based applications and experience analyzing geospatial data.
- Minimum of 8 years working in emergency operations or incident command system on natural hazards/disasters (wildfires, flooding, etc.)
- Minimum of 8 years serving as a first responder for medical emergencies, Search and Rescue, or equivalent; EMT or Paramedic certification preferred.
- Certified Federal Aviation Administration (FAA) Remote Pilot (Part 107) for commercial operations of Unmanned Aerial Systems (UAS) drones

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CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe’s Drug and Alcohol-Free Workplace Policy including pre-employment screening.
2. All applicants will acknowledge and abide by all Yurok Tribe personnel and other policies and procedures.
3. All applicants may be subject to the tribe’s comprehensive background check policy
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 may be required to have the ability to lift 25 to 50 pounds, stamina and sufficient physical ability and dexterity to accomplish fieldwork that includes strenuous exertion, inclement weather and long hours in the field. However, there may be exceptions for certain positions.
 - a. **Additional Requirements:** Certain tasks will require successful completion of a physical stamina test.
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