



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: Hazardous Fuels Reduction Crew Member
Department: Environmental Management Office
Supervised by: Natural Resource Coordinator and/or Hazardous Fuels Reduction Crew Foreman
Pay Grade: NE4 \$21.46 - \$27.89 (\$44,627.90 - \$58,016.27) DOQ
FLSA: Full-Time; Non-Exempt

Position Summary: The Hazardous Fuels Crew (HFR) Crew Member will work with crew cutting brush and trees with chainsaw, hauling brush to a chipper, and hauling chipped material to a designated site. The position will assist the Solid Waste Program for item removal, and assist other Tribal Departments, when necessary, as assigned by the Program Manager. Crewmembers will be required to be trained in Defensible Space Techniques.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Job Duties:

- Keeps daily notes and utilize issued tablets and cell phones to document and report work progress.
- Use ArcGIS online applications for notes, planning and monitoring.
- Perform work to clear ladder fuels within defensible space areas, Road Access Areas, Fuel Break Areas (i.e. clear brush, trim tree branches, remove dead and down vegetation).
- Work with forestry tools (e.g., McCleod's, Axes, Pulaski's) for fuels management,
- Operate power tools (e.g., weed eaters, chainsaws), woodchippers, (55hp-65hp) and tractors.
- Operate full size pickup trucks towing trailers within tight areas.
- Perform troubleshooting techniques on power tools or equipment.
- Perform other technical tasks as assigned.
- Commits to continued professional development to acquire, hone, maintain, and/or advance the knowledge and skills needed for optimal job performance.

Education and Experience:

- Must have a High School diploma or GED.
- Must be knowledgeable of advanced operation and repairs of various power equipment (ie chainsaw, weed eaters, lawn mowers, etc.).
- Must have experience operating heavy duty work trucks/ equipment (e.g. F450 Dump Truck, 55 -65 hp Tractor, towing 14-foot dump trailers

Other Requirements:

- Must possess a valid CA Driver's License and be insurable under the Tribe's existing automobile insurance.
- Must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- Must comply with the Bishop Paiute Tribe's organizational policies.

Indian Preference: Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Job Knowledge – Knowledge of vegetation management, Defensible Space, and types of fuel breaks.
- Decision Making—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- Interpersonal Skills—the individual maintains confidentiality, remains open to others’ ideas and exhibits willingness to try new things.
- Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- Written communication— Ability to write clear and concise reports, memoranda, directives and letters.
- Customer Oriented – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- Time Management—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Detail Oriented—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Reliability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- Organized—the individual keeps clean and organized workspace and projects.
- Motivated—the individual inspires self and others about them to get the job done and follow through on tasks.
- Technology Skills - Must have technical skills to operate electronic devices such as tablets, laptops and Microsoft applications.

Physical Demands/Work Environment:

Work is generally performed in an outdoor environment and occasionally in an office setting. Evening and/or weekend work may be required. Work will be performed adjacent to buildings, houses, and overgrown fields. Work will be performed in all-weather types when needed. While performing the duties of this job, the employee regularly is required to stand, walk, and sit; use hands to finger, handle, or feel; reach with hands or arms; and talk or hear. Position requires prolonged standing, walking, reaching, twisting, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement. The employee may be required to lift and/or carry up to 50 lbs.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee: _____ *Date:* _____

