



The Klamath Tribes

501 Chiloquin Blvd/P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219

HR Fax: (541) 783-2836

OPEN: 01/23/24
CLOSE: Open
Until Filled

EXEMPT X
NON-EXEMPT

POSITION DESCRIPTION

POSITION: ASSISTANT ENGINE CAPTAIN

RESPONSIBLE TO: Engine Captain

SALARY: Step Range: 33-43; Annual/Full Benefits
Salary Range: \$70,969 - \$95,377
Hourly Range: \$34.12 - \$45.85
Hazard Pay: additional 25% of base pay when applicable

CLASSIFICATION: Management, Regular, Full-Time

LOCATION: The Klamath Tribes
Natural Resources Department

BACKGROUND: N/A

POSITION OBJECTIVES

This position is established within the Klamath Tribes Wildland Fire Program to serve as a full assistant to the Engine Captain in areas with the added complexities of wildland-urban interface, including proximity of high-value improvements, and regular and reoccurring all-hazard incidents and frequent interagency jurisdictional issues and coordination requirements. The incumbent has primary responsibility for driving and operation of the engine in responding to wildland fires and other all hazard activities or other fuels related or ecosystem restoration projects.

The purpose of the position is to perform work related to the wildland fire suppression and prescribed fire programs and to supervise personnel in the absence of the Engine Captain. The work has a direct effect on the safety of human lives, the protection of valuable resources and the protection of public lands and neighboring properties through the implementation of effective wildland fire suppression and prescribed fire programs. The nature of the workplace's

personnel and equipment in hazardous situations. Decisions and actions by the incumbent are critical.

This is an arduous position. Incumbent is subject to medical screening and must meet the Federal Wildland Firefighter Medical Qualification Standards for arduous duty wildland firefighting.

MAJOR DUTIES AND RESPONSIBILITIES

Suppression

1. Responsible for the operation of the fire engine module in responding to wildland fires and all-hazard incidents. Drives the engine to fire or incident location and positions in appropriate location in consideration of safety of crew and equipment.
2. Make initial evaluation of fire situations, determines suppression method to use, including hose lays, deployment of crew, point of initial attack, type of tools to use, and application of water. Carries out suppression action. Keeps dispatcher or SFEO informed and requests additional assistance as necessary.
3. Maintain records and prepares reports on crew hours and movement and history of action taken on fires. Determine probable causes of fire and preserve evidence of human-caused fires.
4. As Assistant Engine Captain, the engine operator is responsible for the day-to-day operation of the fire engine module, prepare schedules and work plans and set work priorities.
5. In the absence of the Engine Captain, may serve as initial attack Incident Commander on wildland fires and wildland urban interface/intermix situations occurring on the unit. Identify and analyze tactics and strategies employed on these incidents, and revise and/or develop approaches in view of specific incident conditions. May be assigned regardless of geographic location to other fire line supervisory positions.
6. Provide for crew safety and welfare and implements a training program in compliance with applicable requirements. This may include but is not limited to Incident Command System, fire suppression principles and procedures, fire line construction, hose lay evolutions, maintenance and training in the use of appropriate personal protective equipment.

Pre-suppression and Project Work

7. Perform pre-suppression duties requiring the use of basic analytical methods to identify interrelationships among data for fire management plans.

8. Direct project work in support of ecosystem management such as prescribed fire, hand thinning and piling, development of burn plans, fuels inventory, pre-attack planning.
9. Supervise a crew in performing a variety of work in building and grounds maintenance (such as cleaning and repairing recreation facilities, buildings and roads) and in technical forestry (such as thinning or pruning timber stands, planting trees and piling debris).
10. With Engine Captain, jointly develop and implement training programs (mandatory, formal and informal) to comply with policy and regulations. Training provided may include fire engine tactics, fire weather, fire behavior, power saws, line construction, safety, first aid at the "first responder" level, air operations, water and pumps, hand tool use and other related courses.
11. Develop and implement a comprehensive physical training program to enhance the ability of crewmembers to perform the required arduous firefighting duties. Responsible for maintaining personnel incident related qualifications, and adhering to agency requirements.
12. Manage assigned property and may procure, maintain and inventory tools and equipment to meet individual crew needs, including hand tools, chainsaws, firing equipment, food and water provisions, and personal protective equipment to ensure that assigned personnel meet fire readiness standards on a daily basis.
13. Insure the maintenance of crew fleet equipment by coordinating repairs and scheduling maintenance with approved maintenance facilities. Secures temporary replacement of vehicles as needed. Fleet equipment may include crew carrying vehicles, fire engines, pickups, and stake side trucks. Maintains vehicles to a specified degree of fire readiness and appearance.
14. Following Tribal policy and procedures, exercises procurement authority by executing blanket purchase agreements, field purchase orders, GSA requisitions, and charge card purchases.
15. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

SUPERVISORY CONTROLS

This position is under the direct supervision of the Engine Captain. The supervisor provides direction on the priorities, objectives, and/or deadline for types of work previously performed

by the unit and therefore covered by precedent. Assignments new to the organization or unusual assignments may be accompanied with a general background discussion, including advice on the location of reference material to use.

Incumbent identifies the work to be done to fulfill project requirements and objectives, plans and carries out the procedural and technical steps required, seeks assistance as needed, independently coordinates work efforts with outside parties, and characteristically submits only completed work. Exercises initiative in developing his/her own solution to common technical and procedural problems such as changes in priorities, need for extended field time, minor need for additional equipment or personnel, and other such comparable issues. However, the Assistant Engine Captain seeks administrative direction or decision from higher authority on the course to follow when encountering significant technical or procedural problems with the work, (e.g., when project objectives appear to substantially exceed available equipment and staffing capacities or when technical issues new to the organization are encountered). In such instances, the incumbent may be expected to develop proposals, typically with supporting justification, for resolving the problem.

Procedures for doing the work have been established and a number of specific guidelines are applicable. These guides may range from complex, standardized, codified regulations, (such as Federal or agency manuals with agency, bureau, regional, and/or other supplements) to maps, blueprints, standing operating procedures, oral instructions, equipment or instrument manuals, or standard scientific or technical texts.

Must use judgment in selecting the appropriate guideline because of the number, similarity, linkage, and overlapping nature of the guides, (e.g., when State law, Federal law, and agency regulations address the same issue). Most important, however, is that the guidelines contain criteria to solve the core question or problem contained in the assignments, though the applicability may not be readily apparent, i.e., the guides often require careful study and cross referencing. At its upward range, this level also applies to the aid or technician who must be especially resourceful in searching assigned guides, locating the controlling criteria, and applying it as specified, though the process of locating and selecting the applicable rule may be taxing and time consuming.

KNOWLEDGE, SKILLS, ABILITIES

Practical knowledge of the practices, methods, and techniques of forestry and fire management. This includes fire behavior, fire organizations (i.e., Incident Command System), fire equipment, fire line construction to suppress and direct suppression of fires, coordination of wildland urban interface/intermix situations following standard interagency policy and guidelines

Thorough knowledge of fire engine hydraulic systems, foam and chemical application systems, including effect of elevation, friction loss, pressure, etc., pumping mechanisms, hose thread and

apparatus differences, and operating procedures to distribute hose lays and to operate equipment for peak utilization.

Knowledge and ability to operate complex communication hardware including multi-channel two way radios with numerous programmable frequencies and computers for accessing fire weather and fire modeling programs, and Global Positioning System units.

Knowledge of accepted safety practices in suppressing fires and various other incidents to prevent injury, property damage or loss of life.

Knowledge of land use and resource management, and wilderness practices.

Knowledge of fuel management practices and policies to gather, analyze, and interpret data for development of fuels treatment and burn plans, and to execute prescribed burn projects.

Knowledge of supervisory methods and personnel practices and procedures to carry out responsibilities in the absence of the supervisor and to plan work schedules to meet unit needs.

Knowledge to act as First Responder to a wide variety of incidents

Must be willing to gain knowledge and understanding of Tribal organization, functions, policies, goals, priorities, and operating programs.

Ability to use judgment in selecting the appropriate guideline because of the number, similarity, linkage, and overlapping nature of the guides, (e.g., when State law, Federal law, and agency regulations address the same issue).

Ability to communicate effectively both orally and written communications conveying complex information; to express her/himself in a clear and concise manner for the purposes of correspondence, reports, and instructions, as well as for obtaining information or conveying messages.

Ability to effectively organize, assign, and supervise the work of subordinate employees.

Good public relations and inter-personal skills. Must be able to meet with a variety of individuals of differing backgrounds in a professional manner, using tact, diplomacy and mature judgment while providing Tribal perspectives.

PHYSICAL DEMANDS

The work requires arduous physical exertion, such as regular and recurring running, walking, hiking, bending, shoveling, chopping, throwing, lifting; walking or climbing over rocky areas or other uneven surfaces, cutting own path through dense vegetation, and in mountainous terrain

while operating hand and power tools for long durations and while carrying over 50 pounds of gear. The work frequently involves long shifts, complex decision making, and extended periods of time away from home. In many situations, the duration of the activity contributes to the arduous nature and physical and mental demands of the job. Daily physical fitness conditional workouts are required when not assigned to a fire, project work, or attending training classes.

WORK ENVIRONMENT

The work is primarily performed in forest environments in steep terrain where surfaces may be extremely uneven, rocky, covered with vegetation, and in smoky conditions, etc. Temperatures vary from above 100 degrees F to below freezing. The work environment involves high risks with regular and recurring exposure to potentially dangerous situations, such as fires that are out of control or unusual environmental stress where high risk factors exist which cannot be reasonably controlled.

There may be potential for exposure to hazards which cannot be reasonably controlled such as: burns, dehydration, fire entrapment, and other effects of heat, smoke inhalation, heavy protective clothing, falling materials (trees), or explosions; exposure to toxic materials and chemical, biological, radiological, nuclear, and explosive agents; dealing with victims in varying stages of fright, panic, and injury; and/or operating or riding on fire trucks (engines) under adverse conditions.

The hazardous nature of the work requires that Personal Protective Equipment (PPE) be worn.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a minimum of a High School Diploma or Equivalent. *(Must submit copy of diploma or transcripts with application; HSD/GED only required when applicant doesn't have a college degree.)*
- **REQUIRED** to have supervisory experience in high stress situations.
- **REQUIRED** to be physically able to perform strenuous activities; above average physical performance, endurance and superior conditioning; must pass the work capacity test for arduous positions.
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.

- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. Serves as driver which may require a commercial driver's license. This license must be obtained prior to being assigned driver duties. Driver is subject to the requirements of the Department of Transportation drug and alcohol testing program. *(Must submit copy of driver license with application.)*
- **REQUIRED** to submit to pre-employment and random alcohol/drug test (including marijuana) and adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.
- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

Preferred Qualifications:

- Single Resource Boss-Engine
- ICT4
- RXB3
- FIRB
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INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. *(Must submit tribal documentation with application to qualify for Indian Preference).*

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit The Klamath Tribes ***Application for Employment*** with all requirements and supporting documentation to:

**The Klamath Tribes
ATTN: Human Resource
P.O. Box 436**

Chiloquin, OR 97624

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

EMPLOYEE ACKNOWLEDGEMENT:	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
Employee (printed name)	Employee (signature)