



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: CULTURAL BURNING SPECIALIST

RESPONSIBLE TO: Deputy Wildland Fire Program Manager

SALARY: Step Range: 43-53; Annual/Full Benefits
Salary Range: \$95,377 - \$128,178
Hourly Range: \$45.85 - \$61.62
Hazard Pay: additional 25% of base pay when applicable

CLASSIFICATION: Management, Regular, Full-Time

LOCATION: The Klamath Tribes
Natural Resources Department
501 Chiloquin Blvd.
Chiloquin, OR 97624

BACKGROUND: N/A

POSITION OBJECTIVES

The incumbent serves in a key fire management position in a field fire management organization as a Cultural Burning Specialist (Cultural Burning, Prescribed Fire and Fuels). The employee has program responsibility and provides professional advice and assistance to meet resource management objectives for cultural burning, prescribed fire, fuels management, smoke management, and wildfire response. Incumbent may be responsible for emergency stabilization and rehabilitation (ESR) or other community assistance programs.

The employee works as a member of an interdisciplinary/interagency team, analyzes fuels treatments in order to formulate and recommend land management alternatives. The work entails a variety of administrative and technical prescribed fire, fire management, and fuels

management support functions, each involving numerous procedures and operating requirements.

At times, the employee will be required to work alongside a senior fire management specialist on assignments that are characterized by a number of complex variables such as weather, fuels (type and condition), topography, fire behavior, management objectives and resource protection concerns, strategies and tactics, resource availability and capability, employee and public safety, must be considered by the incumbent in making critical decisions under pressure. The employee will be required to interpret and analyze environmental influences and fire behavior, make judgments, and adjust tactics as conditions change.

Adding an additional layer to the complexity are factors such as different types of treatment; social, political, and economic issues; higher complexity fuels treatment projects; resource and property values at risk; smoke management requirements; multiple jurisdictions, frequent use of aviation operations or support; and intra/interagency coordination requirements.

Due to the nature of fire management work, the incumbent may have to react quickly and perform multiple, unrelated simultaneous assignments along with other competing demands in the work environment and when making critical decisions under pressure.

MAJOR DUTIES AND RESPONSIBILITIES

1. Provide professional guidance on the development and implementation of multiple resource objectives. Develop and analyze cultural burning plans and fuels treatment alternatives to support management decisions while adhering to applicable laws, regulations, policies, and guidelines.
2. Evaluate individual cultural burns and fuels treatments as well as the effectiveness of the overall program and make recommendations for improvement.
3. Responsible for the smoke management program and for ensuring that all cultural burns and fuel treatment actions are compliant with state air quality standards. Coordinate with federal, state, and local government air quality officials in their development of operational procedures and reporting requirements.
4. Assist with fiscal analysis, formulation of the annual cultural burning and fuels management budget, and maintenance of a system of accounts to track program expenditures. Assist with the management of the budget from out-year planning to year-end closure.
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maintenance of a system of accounts to track program expenditures. Assist with the management of the budget from out-year planning to year-end closure.

6. Coordinate multi-disciplinary field studies related to cultural burning and fuels management program issues to determine effectiveness of treatments. Coordinate and provide transfer of findings to the appropriate personnel.
7. Use Klamath Tribes traditional burning practices to guide all prescribed fire planning. Support use of naturally-ignited wildfires to achieve Klamath Tribes objectives by guiding management of those fires to align with traditional Klamath Tribes burning practices
8. Serve as a member of an interdisciplinary team planning, developing, and implementing land management plans, compliance documents, and agreements.
9. Provide input and recommends strategies for fuels and fire management.
10. Provide assistance to other resource program managers in the design of cultural burning and fuels management prescriptions and implementation plans. Provide information on cultural burning and fuels management methods to enhance, restore and protect ecosystems and vegetation that is important to the Klamath Tribes.
11. Assist in the development, review, and modification of the fire management plan. Develop, review and monitor cultural burning and fuels management plans. Work closely with other resource specialists to integrate vegetation management project designs in fuels program direction.
12. Review environmental documents, fuels management plans, prescribed fire plans, and wildland fire management plans of other agencies and stakeholders which will affect the unit.
13. Prepare wildland fire risk assessments; incorporating Klamath Tribes' values and wildland/urban interface considerations into all agreements, operating plans, and land and fire management plans, to ensure that all interface areas are covered and state and local responsibilities are apportioned appropriately.
14. Participate in the development of cooperative agreements to facilitate multi-agency projects.
15. Implement and administer cultural burning, prescribed fire activities, wildfire incidents, and other fuels management activities to ensure targets are achieved, management objectives are met and mitigation measures are adequate. Monitor fire behavior, evaluates fire effects, identifies potential problems and take appropriate action.

16. Design and implement fuels management surveys to document presence, amount, and types of hazardous fuels. Utilize the results of the surveys to prioritize cultural burning, prescribed fire and fuels management projects.
17. Ensure welfare and safety in all aspects of project implementation. Identify training needs and participate in prescribed fire and fuels management, and wildland fire and safety training in the techniques, practices, and methods of fire suppression.
18. May serve as a Contracting Officer's Representative (COR) on fuels management contracts and may be responsible for the preparation of contract specifications and performance measures.
19. Exercise delegated supervisory authorities and responsibilities. These authorities are typical of work leaders and include assigning and reviewing work daily, weekly, or monthly; assuring that production and accuracy requirements are met.
20. Plan work to be accomplished by subordinates and other personnel assigned to prescribed and cultural fire projects. Set and adjust short-term priorities and prepares schedules for completion of work. Assign work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees. Coordinate within the unit to ensure timeliness, form, procedure, accuracy, quality and quantity standards are met. Engage or participate in hiring process for subordinate employees. Evaluate work performance of subordinates, setting standards, monitoring, and final evaluating of subordinate performance. Effect minor disciplinary measures, such as verbal warnings, cautions, and reprimands. May certify time and attendance, and approve travel authorizations and vouchers.
21. Responsible for the on-the-job safety and health of all employees supervised. Provide leadership, allocate resources, and implement activities to accomplish DOI's multicultural organization direction and Equal Opportunity requirements, goals, policies, and objectives.
22. Ensure all communication - written, oral, visual, and signed - is non-discriminatory and is sensitive to all employees and the public. Create a work environment that respects, appreciates, and accepts the contributions and perspectives of all employees.
23. 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

As a developmental position, the incumbent will be provided a period of growth that involves both on and off the job training in overall objectives to be accomplished and available resources of the full performance position. Assignments are designed to allow the incumbent to develop technical expertise on smaller, less complex assignments before moving onto larger portions of the fire management program.

The employee will work under the guidance of the supervisor or designated senior staff, receiving a variety of assignments designed to enhance critical skills and develop professional expertise sufficient to independently carry out program responsibilities involving cultural burning, prescribed fire, fuels management, smoke management, and wildfire response; and to provide professional advice and assistance to meet resource management objectives with cultural burning, prescribed fire and/or wildfire response.

Guidelines are found in Klamath Tribes specific manuals, handbooks, directives and policy statements. Many guidelines provide only limited general directions and require the development of additional procedures to implement their intent.

The incumbent has broad latitude for independent action due to the wide range of variables under which the work is accomplished. The incumbent relies on experience and uses judgment in adapting techniques, methods or established practices to complete assignments and achieve objectives.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of, and skill in applying traditional Klamath Tribes burning practices and understanding of objectives for those practices.

Knowledge of first foods and other vegetation important to The Klamath Tribes and how fire affects them, including seasonality, frequency and severity of burning.

Knowledge of, and skill in applying, natural resource management, fire ecology, fire behavior, and fire management theories, concepts, principles, and standards in a wildland fire environment sufficient to participate in the development and management of a fuels management program and independently perform recurring, well-precedented projects using standard methods and techniques.

Fundamental knowledge of related fields of science (e.g., wildlife management, botany, hydrology, geology, archeology) and the interrelatedness or impact on fuels and wildland fire management programs sufficient to provide technical advice and guidance.

Knowledge of the effects of prescribed fire, fuels management, and wildfire for resource benefit on natural and cultural resources to prepare fuels management plans.

Knowledge of environmental laws, regulations, and policies including the National Environmental Policy Act (NEPA), the Clean Air Act, Threatened and Endangered Species Act, and the Wilderness Act sufficient to prepare routine reports and make presentations.

Knowledge of wildland fire safety policies, practices and procedures to ensure the welfare and safety throughout all aspects of project implementation.

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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. Interpersonal skills sufficient to interact with individuals and special interest groups with diverse and potentially conflicting viewpoints regarding natural and cultural resource management priorities.

Skill in oral and written communication sufficient to prepare reports, present training, and coordinate work efforts.

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 prior firefighting experience, as gained by substantial service in a primary firefighter position or equivalent experience.
- **REQUIRED** to have working knowledge of budget policies, procedures and techniques sufficient to assist in the development of program budgets and annual work plans.
- **REQUIRED** to have supervisory experience including, administrative supervisory procedures and methods in order to manage a fuels module/staff that generally consists of up to six crewmembers.
- **REQUIRED** to possess or receive certification to use/operate specialized fire equipment within 90 days of hire.
- **REQUIRED** to physically able to perform strenuous activities; above average physical performance, endurance and superior conditioning.
- **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. (*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:

- RXB2
- FEMO

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)