



**The Klamath Tribes**  
501 Chiloquin Blvd/P.O. Box 436  
Chiloquin, Oregon 97624

Phone: (541) 783-2219  
HR Fax: (541) 783-2836

OPEN: 05/08/25  
CLOSE: Open  
Until Filled

EXEMPT  X   
NON-EXEMPT    

**POSITION DESCRIPTION**

**POSITION:** WILDLAND FIRE CREW LEADER

**RESPONSIBLE TO:** Deputy Wildland Fire Program Manager

**SALARY:** Step Range: 38-48; Annual/Full Benefits  
Salary Range: \$85,067 - \$114,323  
Hourly Range: \$40.90 - \$54.96  
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**

Wildland Fire Management (WFM) is composed of a minimum of 10 personnel with a mission of prescribed fire, cultural burning and wildland fire suppression. The primary responsibility of the incumbent is the leadership of an effective fire management and all-risk resource. The WFMs are a highly skilled component of the Klamath Tribes wildland fire management program. This resource is available for local, regional, national and international wildland fire suppression, prescribed fire, and other emergency all-risk assignments with cooperating agencies.

Program management duties require different and unrelated processes and methods such as coordinating the work of the crew with the fire and fuels management program;

property, procurement and fleet management; training and instruction; the development of fuels management projects; the preparation of work plans, and the preparation of prescribed burn plan segments. Programs have well established administrative requirements, procedures, methods, and timeframes. Employee is responsible for the leadership of a WFM that is subject to dispatch to any part of the United States or foreign countries following mobilization standards. Incident Management Teams typically use WFMs in the most critical portion of the fireline or for complex firing operations and expect crews to operate successfully in variable conditions.

The primary responsibility of the employee on incidents and prescribed fire projects is to be aware of environmental influences and fire behavior and make judgements and adjust tactics as conditions change. 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, etc., must be considered in making critical decisions under pressure during emergency situations.

The complexity of the work is reflected in the interagency coordination required, the number of people involved at all levels of the fire organization, and the intricacies of managing a balanced program.

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. In consultation with the Klamath Tribes Fire Program Manager or Deputy, participate in the planning, development and implementation of one or several fire management programs including the drafting and implementing of wildland fire projects (cultural burning, prescribed fire, or wildfire), hazardous fuel mitigation plans, and other land management projects. Independently implement other land management and natural resource projects as assigned.
2. Participate in the interdisciplinary planning process (e.g., Environmental Assessment, Environmental Impact Statements).
3. Responsible for providing necessary information for unit fire management budget allocation and priorities. Develop action items and provides recommendations on fire management issues.
4. Determine preparedness and suppression needs, facilitates procurement, and formulates and prepares project plans for the WFM. Formulate annual WFM budget and maintains a system of accounts to track program expenditures. This includes managing the budget from out-year planning to year-end closure. Approve material and supply orders submitted by subordinates.

5. Procure capital equipment, through Tribal procurement policy; provide property management oversight and is accountable for Tribal WFM property.
6. Conduct analyses and identifies alternatives in developing cultural burning and fuels management projects; prepare work plans (e.g., facilities and equipment maintenance, burn plan segments, mechanical fuel reduction); collect data and complete fuels inventories; assess fire risks and hazards; and perform pre-attack planning.
7. Supervise the collection of fire data such as fuel loading, tree canopy density, fuel moisture and weather. Analyze data for input into fire management plans or to ensure that prescribed fires are managed within prescription. Monitor fire behavior, fire effects, and fire weather on prescribed fires and wildfires.
8. Prepare fire prescriptions using fire behavior and smoke dispersal mathematical models.
9. Evaluate organizational training needs, develops, and implements both technical and agency specific training program for the WFM (e.g., Incident Command System) fire suppression principles, general fire suppression procedures, fire line construction, fire mop-up techniques, small and large fire suppression, communications, use of water, physical conditioning, operation of power saws and portable pumps, safety procedures, and first aid training.)
10. Ensure and certify annually that all training requirements of the unit are completed prior to initial assignment.
11. Represent the Klamath Tribes as a representative at interagency meetings and public meetings to express the unit, regional, state, or national position and/or to explain the unit fire management program.
12. Apply appropriate incident business and resource management practices and policies to meet objectives.
13. Serve as Crew Leader of a WFM which primarily participates in cultural burning, prescribed fire, and wildfire emergencies. Module may function as an intact crew or in multiple modules. Responsible for making on-site evaluations of incident conditions, making tactical decisions, and determining appropriate responses to include directing subordinate supervisors. Recognize, react to and communicate changes in weather and fire behavior; topography and fuel types; and adapt planned strategies and tactics to identify and relocate fire lines, escape routes and safety zones. Lead the WFM in responding to wildland urban interface/intermix situations.

14. May be assigned to other fire line supervisory positions for which qualified, or other incident management or prescribed fire positions. Identify and analyze suppression tactics and strategies employed on the fires, and revise and/or develop alternatives in view of such factors as fuels, weather, topography and identified values at risk.
15. Execute prescribed burn plans for complex burn projects in a wide variety of fuel types and implements complex firing operations on wildfire incidents.
16. Responsible for the maintenance of crew fleet equipment (e.g., crew carriers, fire engines, command vehicles, pickups, and stake bed trucks). Coordinate repairs and schedules maintenance with approved maintenance facilities, securing temporary replacement of vehicles as needed.
17. Exercise delegated supervisory authorities and responsibilities. The duties of this position are as a first-level supervisor of firefighters in primary/rigorous positions. These authorities exceed those typical of work leaders and include assigning and reviewing work daily, weekly, or monthly; assuring that production and accuracy requirements are met. Plan work to be accomplished by subordinates, set and adjust short-term priorities, and prepare schedule for completion of work, and approve leave.
18. 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 that timeliness, form, procedure, accuracy, quality and quantity standards are met. 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.
19. Responsible for the on-the-job safety and health of all employees supervised. Ensure all communication - written, oral, visual, signed, and is sensitive to all employees and the public. Create a work environment that respects the contributions and perspectives of all employees
20. 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**

The supervisor initially provides direction on the priorities, objectives, and/or deadline for types of work covered by precedent. New or unusual assignments may be accompanied with a general background discussion

The employee 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, and independently coordinates work efforts with outside parties.

The employee's work is evaluated for judgement and methods used in solving problems, and meeting project objectives and deadlines. During fire or incident assignments review is provided by a variety of supervisory personnel from the incident to which the employee's unit has been assigned.

Assignments are undertaken within the framework of new or changing guidelines which are general in nature and not always directly applicable to assignments to be performed. Guidelines can include federal regulations, policies, and directives with an understanding of the agencies' missions. Employee uses judgment in application of guidance found in manuals, publications, fire management plans, cooperative agreements, technical publications, and operations and mobilization guides.

The employee uses personal judgement in selecting and applying guidelines, adapting guidelines to situations not specifically addressed, and solving daily problems without assistance.

## **KNOWLEDGE, SKILLS, ABILITIES**

Comprehensive knowledge of interagency (tribal, federal, state, and local cooperators) wildland fire suppression tactics and procedures, fuel types and fire behavior, fire management objectives and policies, fire preparedness, and firefighting strategies and tactics pertinent to initial attack, large wildfire management actions. Additionally, the position requires an extensive familiarity with wildland fire urban interface/intermix situations and an in-depth knowledge of wildland firefighting methods and practices as performed on the fire line.

Excellent knowledge of land use and resource management practices and policies, to include fuels management practices and policies sufficient to independently gather, analyze, and interpret data used in the development of fuels treatment and burn plans; and to execute prescribed burn projects.

Knowledgeable in the areas of program management, budget, procurement, and property/fleet management policies, procedures, regulations, and guidelines.

Thorough knowledge and understanding of supervisory policies, procedures and methods in order to manage a diverse workforce. Knowledge of processes and sources of training, agency/interagency qualifications and certification standards and procedures.

Knowledgeable of incident business management regulations and procedures (e.g., reporting unsafe conditions, reporting on-the-job injuries, work/rest guidelines) and incident command system organization.

Skill in coordinating, facilitating, and instructing wildland fire suppression and prescribed fire training.

Knowledge of fire safety and risk management practices and procedures to prevent injury, property damage, and loss of life.

Oral and written communication skills sufficient to effectively interact with people at all levels, internal and external to the organization, including the public

### **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 computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **REQUIRED** to have prior firefighting experience on fireline, as gained by substantial service in a primary firefighter position or equivalent experience.
- **REQUIRED** to meet or exceed qualification requirements specified in the Standards for Wildland Fire Module Operations must be met prior to entrance into this position.
- **REQUIRED** to have supervisory experience including, administrative supervisory procedures and methods in order to manage a staff that generally consists of ten or more crewmembers.
- **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 be at least 18 years of age before date of hire.
- **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 meet physical fitness requirements annually as measured by the Work Capacity Test (aka 'pack test') at the arduous level. The arduous level Work Capacity Test ("Work Capacity Test" or "WCT") requires an employee to hike three miles over level ground with a 45-pound pack in 45 minutes 30 seconds or less.

- The Work Capacity Test must be successfully completed within two weeks of medical clearance. Employees will be allowed up to three attempts to successfully complete the WCT.
  - If an employee is unsuccessful after three attempts within the two week period employment the individual will no longer qualify for the position and employment in the position will be terminated. Termination for failing to meet this requirement will not prevent future employment opportunities in other tribal positions.
- **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:**

- DIVS
- ICT3
- RXB2

**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.

<b>EMPLOYEE ACKNOWLEDGEMENT:</b>	
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.	
<b>Employee (printed name)</b>	<b>Employee (signature)</b>