



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

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

OPEN: 03/02/26
CLOSE: 03/16/26

EXEMPT _____
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: WILDLAND FIRE MANAGEMENT SQUAD LEADER

RESPONSIBLE TO: Wildland Fire Crew Leader

SALARY: Step Range: 33-43; Annual/Full Benefits
Salary Range: \$75,254 - \$101,135
Hourly Range: \$36.18 - \$48.62
Hazard Pay: additional 25% of base pay when applicable

CLASSIFICATION: Non-Management, Regular, Full-Time

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

BACKGROUND: N/A

POSITION OBJECTIVES

This position is established within the Klamath Tribes Wildland Fire Program to serve as a squad leader located on the wildland fire module or crew within the organization. The purpose of the position is to provide leadership and oversight. This position may exercise delegated supervisory authorities and responsibilities 20% of the time. 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

Performs, and working with other senior fire management, may oversee the fire suppression work of others in adverse conditions of climate, fuels, and terrain. As an experienced and specialized firefighter, employee performs a variety of regular and recurring technical wildland fire assignments, (i.e., chainsaw operator, faller, water handling specialist, rappeller etc.) safely and efficiently. On the basis of work situations experienced, or the analysis of events

encountered, employee makes choices and decides what needs to be done, recognizing the reason why the task is being performed. Employee is expected to independently decide on the sequence and steps for completion of the work.

MAJOR DUTIES AND RESPONSIBILITIES

1. Hand Crew: During initial attack fire suppression activities, locates fireline, directs and participates in fireline construction, backfiring and burnout operations, engine and pump operations, brush clearing, tree falling and holding/patrol/mop up operations. Uses a variety of specialized tools, equipment and techniques to actively suppress fires. May participate in prescribed fire operations.
2. Prescribed Fire: Directs and performs prescribed fire operations including line preparation activities such as brush clearing and hazard tree removal; ignition, monitoring, holding, and mop-up. Monitors fire behavior, fire effects, and fire weather on prescribed fires and wildfires. Collects fire data such as fuel loading, tree stand density, fuel moisture, maps projects, weather, and maintains records. May use specialized firing equipment (e.g. fusees, drip torches, flares, and terra torch). May support wildland fire suppression activities.
3. Wildland Fire Engine: May assist the senior position in directing the operation of a wildland fire engine, recommending the correct positioning, proper use and operation. Personally, performs and directs others in starting pump engine, priming pump, adjusting engine speed and pump valves, laying hose, using appropriate nozzles and nozzle adjustment in effective use of water and additives and the operation and maintenance of chainsaws. Conducts maintenance of specialized equipment used to respond to wildland urban interface/intermix situations. Ensures the engine is kept in a full state of readiness for emergency fire dispatch.
4. Gathers and considers information on weather data, topography, fuel types, and fire behavior in responding to wildland fire incidents. When positioning and deploying personnel and equipment, recommends best approaches and practices to use in protection of the values at risk.
5. Makes initial evaluation of fire situations, determines rate of spread, potential hazards to property and other improvements, suppression method to use, hose lays, deployment of crew, point of initial attack, type of tools to use and application of water.
6. Performs the operation and maintenance of specialized equipment used to respond to wildland and prescribed fire situations. Accomplishes emergency repairs as necessary to permit continued use of equipment. In those instances when the apparatus cannot be used effectively in suppressing the fire, employee recommends to the incident supervisor an appropriate control action for attacking the fire.

7. Assists in conducting formal training sessions to comply with policy and regulations and learns the process of conducting informal training. Participates in wildland fire and safety training in the techniques, practices, and methods of fire suppression and in the safe, efficient operation and use of tools, equipment, and vehicles used in fire suppression activities, with emphasis on those used for the particular function assigned. Serves as a unit instructor for 100-200 level courses.
8. Participates in crew proficiency checks and drills, safety sessions, and fire critiques. Ensures own and other's welfare and safety in all aspects of the assignment.
9. Operates a variety of motor vehicles to transport equipment, supplies, crew members, etc. Performs basic first aid.
10. Exercises delegated supervisory authorities and responsibilities 20% of the time. 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; and approving leave.
11. Plans work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules for completion of work. Assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees. Coordinates within the unit to ensure that timeliness, form, procedure, accuracy, quality and quantity standards are met in individual cases. Evaluates work performance of subordinates. Effects minor disciplinary measures, such as verbal warnings and cautions.
12. Provides leadership, allocates resources, and implements activities to accomplish DOI's multicultural organization direction and Equal Opportunity requirements, goals, policies, and objectives. Ensures all communication - written, oral, visual, signed, is non-discriminatory and is sensitive to all employees and the public. Creates a work environment which respects, appreciates, and accepts the contributions and perspectives of all employees.
13. May work with the fire management staff in developing, annual budget requests, fire management planning and operating procedures pertaining to wildland fire management activities.
14. May participate in the preparation of hazardous fuels treatment plans and burn plans based on predicted fire behavior and risk assessment. Drafts prescribed fire perimeter maps. Monitors smoke dispersal and fire effects.

15. May work with local homeowners, community stakeholders, various local, state, and federal agencies in an effort to educate and mitigate potential threats to these communities by wildland fire.
16. May work in support of higher level workers in forestry research efforts; in the marketing of forest resources; or in the scientific management, protection, and development of forest resources.
17. 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, including advice on location of reference materials to use.

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 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. The employee 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 employee may be expected to develop proposals for resolving the problem.

Technical review of the employee's work during fire assignments is provided by a variety of supervisory personnel from the fires to which the incumbent's crew has been assigned.

Most guidelines are directly applicable and include established procedures for actual wildland fire suppression activities. General guidelines can be found in agency and bureau published directives such as: wildland fire operations manuals, handbooks, and guides.

Some guidelines are also contained in prescribed burning and hazard fuel reduction plans, emergency medical services plans, safety plans, and other specific local guides pertinent to the local unit or specific to the type of work being performed.

Since every possible situation cannot be anticipated and covered in training, the employee must use judgment in applying the guidelines, especially in situations where they are not directly applicable, overlapping, or when the supervisor is not available for consultation.

Safety regulations, guides, and policies must be applied.

The employee works independently performing routine assignments involving the use of rules, regulations, or procedures. Completed products or tasks are generally a portion of a larger program or project. Employee performs and oversees a day-to-day fire management support work. Along with more experienced employees in fire, coordinates a wildfire suppression response, where assignments may include prescribed fire and fuels treatment projects. The work includes responsibility for a field unit engaged in either prescribed fire, aviation (helitack), wildland engines, or an initial attack fire suppression crew. Over time and with experience gained, the employee will receive assignments of a broader scope and complexity. The effect of the day-to-day operational work currently performed is to minimize loss of property, improvements, life, and natural resources.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of supervisory policies, procedures and methods in order to manage a diverse workforce.

Knowledge of the basic principles involving strategies, tactics, and suppression methods used in containment and control of wildfires and wildland fires in order to relay assignments to crew members, accurately evaluate rapidly changing fire circumstances, determine when/if additional forces may be needed, or determine when circumstances warrant withdrawal of crew to a safe location.

Knowledge of basic principles of fire behavior including causes of wildland fire, influence of temperature, humidity, wind, topography, slope and fuel moisture conditions, and fuels in order to know where to attack the fire, build fire line, where to be positioned to manage a wildland fire, and to identify hazards.

Knowledge of accepted fire safety practices and procedures to prevent injury and loss of life.

Knowledge of wildland fire management techniques, methods and conditions to accurately analyze fire circumstances, determine when additional forces may be needed, or determine when circumstances warrant disengagement.

Technical firefighting knowledge such as, but not limited to, fire engine and pump operations, hose lays, hand crew operations and/or helicopter operations to enable the incumbent to function in assigned capacities, and along with more senior firefighters, to instruct others.

Specialized knowledge such as, chainsaw operation and repair, long line operations, rappelling, pump operation and water handling used in response to wildland urban interface situations, and in wildland fire management and prescribed burns.

Knowledge of work procedures and practices in working with helicopters and fixed-wing aircraft. Basic knowledge of air operations, rappelling, helicopter capabilities and limitations, load balance and capacity, load calculating, and manifesting of personnel and equipment.

Basic knowledge of tactical methods and techniques for use of water and additives in controlling and mopping-up fires in order to efficiently and effectively accomplish operations where water is in short supply.

Ability to operate four wheel drive pickup trucks and may require the ability to operate a fire engine.

Skill in use of hand tools such as a Pulaski, shovel, McLeod; and power tools including chainsaw, portable pumps to build fireline, control wildland fire, and to perform other non-fire related duties.

Knowledge of agency and interagency qualification, position task book requirements, and certification standards and procedures adopted by the National Wildfire Coordinating Group (NWCG).

Knowledge of reporting requirements and procedures.

Knowledge and skill of standard first aid procedures sufficient to perform preliminary first aid and triage as necessary.

Knowledge of the organization and the function of cooperative interagency fire organizations such as federal, state and local governments to facilitate wildland fire operations in a multi-jurisdictional setting.

Knowledge of the basic principles of related science fields such as forestry, wildlife, botany, soils and water, cultural and historical resources in order to make informed fire operational decisions.

Knowledge of general forestry technician work in order to personally perform and instruct others in a variety of work, in such areas as hazard tree removal, recreation, wildlife and watershed, and in general maintenance and upkeep of facility, vehicle and equipment.

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

Knowledge of fire terminology to communicate with other module/crewmembers.

Ability to perform basic computer technology skills such as word processing, electronic mail, internet use, and specialized fire information databases and programs.

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.

Duties include demands for activities in emergencies under adverse environmental conditions and over extended periods of time. Operation of some specialized fire equipment can place extended physical stress on employee during fire activities.

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.

Employee may be required to live in backcountry camps for extended periods of time. The hazardous nature of the work requires that personal protective equipment be worn (boots,

hard hat, gloves, flame resistant clothing, etc.). Work may require travel by fixed-wing or rotor-wing aircraft.

QUALIFICATIONS, EXPERIENCE, EDUCATION

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

- **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 be able to supervise and effectively manage a staff that generally consists of ten or more crewmembers.
- **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 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 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-Crew
- RXB3
- FIRB
- Computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.

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:	
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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.	
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Employee (printed name)	Employee (signature)