



The Klamath Tribes

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

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OPEN: 08/04/26
CLOSE: 08/18/26

EXEMPT _____
NON-EXEMPT **X** _____

POSITION DESCRIPTION

POSITION: Natural Resources Crew Leader (Supervisory)

RESPONSIBLE TO: Fire Program Manager

SALARY: Step Range: 28-38; Annual/Full Benefits
Salary Range: \$64,915 - \$87,240
Hourly Range: \$31.21 - \$41.94

CLASSIFICATION: Non-Management, Regular, Full-Time

LOCATION: The Klamath Tribes Administration
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 Natural Resources Crew Leader within the organization. The purpose of the position is to provide leadership and oversight. This position may exercise delegated supervisory authorities and responsibilities 50% 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.

The employee works with other natural resources department personnel and oversees the work of a project crew in adverse conditions of climate, fuels, and terrain. As an experienced and specialized natural resource management staff person, the employee performs a variety of regular and recurring technical natural resource management assignments, (i.e., chainsaw operator, tree marker, project unit layout, project effectiveness monitoring, etc.) safely and

efficiently. On the basis of work situations experienced, or the analysis of events encountered, the employee makes choices and decides what needs to be done, recognizing the reason why the task is being performed. The employee is expected to independently decide on the sequence and steps for completion of the work.

Natural Resources Crew Leader will supervise a small work group of 2-10 entry-level natural resource management employees. Provides on-the-job training in a wide range of natural resource management tasks and techniques. Projects will include, but are not limited to, fuels reduction projects, tree marking for timber stand improvement, and watershed restoration.

MAJOR DUTIES AND RESPONSIBILITIES

1. Leads a Natural Resources crew of 2–10 personnel on a wide range of ecosystem restoration projects, including fuels reduction, forest thinning, watershed restoration, and prescribed fire-related activities. Provides daily leadership, direction, and oversight while working in adverse conditions of climate, fuels, and terrain.
2. Evaluates individual crewmember performance on an ongoing basis and provides constructive feedback, coaching, and guidance to improve technical skills, work quality, safety awareness, and overall job performance.
3. Performs and supervises fuels and timber project unit boundary delineation and layout, including the use of GPS units, flagging, and painting techniques to accurately mark treatment boundaries and project perimeters.
4. Leads and participates in the cutting, piling, and removal of trees and brush using chainsaws, hand tools, and other equipment while ensuring compliance with project specifications and safety standards.
5. Oversees the collection of required monitoring data, including vegetation measurements, treatment effectiveness monitoring, and other resource data necessary to evaluate project success and support adaptive management.
6. Directs prescribed fire site preparation activities, including fireline construction, fuels pullback, hazard tree removal, and other preparatory work required for safe and successful prescribed fire operations.
7. Coordinates and implements cultural resource site preparation and protection measures to ensure compliance with cultural resource requirements prior to and during project implementation.
8. Conducts thorough inspections of completed work to ensure that project objectives, technical specifications, quality standards, and contract requirements are fully met.

9. Provides day-to-day supervision and on-the-job training for technical tasks, ensures all crew members conduct activities in a safe manner, teaches and mentors employees in safe and efficient forest practices, and creates and maintains individual Development Plans for crew members.
10. 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 provides instructions for new assignments. The incumbent uses initiative in carrying out standard assignments and independently works out solutions to complex problems related to specific skills. Tactical problems or unfamiliar situations that would require modifying established strategies are referred to the supervisor for guidance.

The work involves the execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope. Work involves the execution of specific procedures and techniques, which differ with each fire's fuel type, weather conditions, and topography.

Work is reviewed on the basis of overall effectiveness. New assignments are checked in more detail to ensure accuracy and to make sure that instructions were followed.

Some guidelines are also contained in the prescribed burning and hazard fuel reduction plan, emergency medical services plan, safety plan, 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 knowledge, especially in situations where the supervisor is not available for consultation.

Guides such as safety regulations must be applied.

KNOWLEDGE, SKILLS, ABILITIES

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

Basic knowledge and ability to obtain necessary certifications, such as chainsaw operation.

Skill in the use of hand tools such as Pulaskis, shovels, McLeod; and power tools including but not limited to chainsaws, leaf blowers, and weed eaters.

Skill in the use of GPS and proficiency in the use of Avenza and Field maps applications.

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

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

Knowledge of natural resources fields such as forestry, range, wildlife, botany, soils and water, cultural and historical resources in order to implement project specifications. Ability to personally perform and lead others in the performance of a variety of work in such areas as hazard tree removal, hazard fuel reduction, prescribed burning, recreation, wildlife and watershed, and in the general facility of vehicle and equipment maintenance and upkeep.

Knowledge of general range/forestry technician work in order to communicate effectively with crewmembers.

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 basic forestry and forest navigational terminology to communicate with other 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 strenuous physical exertion, such as regular and recurring 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 periods. In many situations, the duration of the activity contributes to the arduous nature and physical and mental demands of the job.

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° F to below freezing. Daily work requires constant movement and physical exertion.

There may be potential for exposure to hazards which cannot be reasonably controlled such as: dehydration, insect stings or bites, and other effects of heat, heavy protective clothing, falling materials (trees), etc.

Personnel must adjust and cope with exposure to weather elements, rain, heat, snow, and occasional freezing temperatures. Incumbent may be required to live in backcountry camps for periods of time. The hazardous nature of the work requires that personal protective equipment be worn (boots, hardhat, gloves, etc.).

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 possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have a good driving record, and be insurable by The Klamath Tribes' vehicle insurance policy.
- **REQUIRED** to have five (5) years' experience in supervising and effectively managing staff that generally consists of two to ten or more crewmembers.
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **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:

- Familiarity with resource management issues of Klamath Tribes and the Fremont/Winema National Forest
- Experience using Field maps and Avenza to create maps;
- Experience identifying heritage sites and experience with fire/fuels assessments or related field tasks.

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)