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

Phone: (541) 783-2219
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OPEN: 10/16/26
CLOSE: Open Until Filled

EXEMPT ____
NON-EXEMPT _X__

POSITION DESCRIPTION

POSITION:	**ASSISTANT WILDLAND FIRE CREW LEADER**
RESPONSIBLE TO:	Wildland Fire Crew Leader
SALARY:	Step Range: 35-45; Annual/Full Benefits Salary Range: $82,678 - $111,113 Hourly Range: $39.75 - $53.42 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 is a standard wildland fire management position description intended for use in the Klamath Tribes Wildland Fire Management program. The employee serves in a field fire management organization as the Assistant Crew Leader of Wildland Fire Module (WFM). This position is at the full performance level.

A WFM is composed of a minimum of 10 personnel with a mission of wildland prescribed fire, cultural burning, and fire suppression. The WFMs are a highly skilled component of the national wildland fire management program. WFMs provide an organized, mobile, and skilled hand crew for prescribed fire, cultural burning, wildfire suppression, preparedness, prevention, monitoring, and hazardous fuels reduction. This resource is available for national and international wildland

fire suppression, prescribed fire, and other emergency all-risk assignments with cooperating agencies.

This position is in an organization having a firefighting mission, and is in an established career path. Prior firefighting experience, as gained by substantial service in a primary firefighter position or equivalent experience outside the Federal government is a MANDATORY PREREQUISITE for incumbents of this position.

Project 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; training and instruction; the implementation of fuels management projects; the preparation of work plans, and the preparation of prescribed burn plan segments. These projects have well established administrative requirements, procedures, methods, and timeframes.

The 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 and/or for complex firing operations and expect these crews to operate in a variety of intense and constantly changing conditions.

The employee's primary responsibility 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 by the incumbent 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 program, and the intricacies of managing a balanced program.

MAJOR DUTIES AND RESPONSIBILITIES

1. Determines preparedness and suppression needs, facilitates procurement, formulates and prepares project plans for the WFM. Assists with the formulation of the annual WFM budget and maintains a system of accounts to track program expenditures.

2. Manages assigned property by procuring, maintaining and inventorying tools and equipment to meet individual crew needs, including hand tools, chainsaws, firing equipment, food and water provisions, and personal protective equipment, to ensure assigned personnel meet fire readiness standards on a daily basis. Exercises procurement

authority by executing blanket purchase agreements, field purchase orders, GSA requisitions, and charge card purchases.

3. Assists in coordinating repairs and scheduling maintenance with approved maintenance facilities, securing temporary replacement of vehicles as needed.

4. Assists with organizational training needs assessment. Develops and implements both technical and agency specific training program for the WFM (e.g., Incident Command System (ICS), fire suppression principles, general fire suppression procedures, fireline 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.).

5. Assists the WFM Crew Leader in the planning, development and implementation of fire management projects, for example prescribed fire projects, hazardous fuel mitigation projects, and other land management projects. Develops, coordinates, and presents training courses.

6. Assists in the development of fuels management projects and work plans (e.g., burn plan segments, mechanical fuel reduction), collects data and completes fuels inventories, assesses fire risks and hazards, and performs pre attack planning.

7. Applies appropriate agency incident business and resource management objectives, practices, and policies to meet objectives.

8. Serves as Assistant Crew Leader of an WFM which primarily responds to prescribed fire, cultural burning, wildland fire emergencies and provides day-to-day fireline supervision. Crew may function as an intact crew or in multiple modules. The incumbent is responsible for making on-site evaluations of incident conditions, making tactical decisions, and determining appropriate responses. Recognizes, reacts to and communicates changes in weather and fire behavior, topography and fuel types, and adapts planned strategies and tactics to identify and relocate fire lines, escape routes and safety zones. May also lead the WFM in responding to wildland urban interface/intermix situations.

9. Executes prescribed burn plans for complex burn projects in a wide variety of fuel types and executes complex firing operations on wildfire incidents.

10. Exercises delegated supervisory authorities and responsibilities 20% of the time. 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.

11. Plans work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules for completion of work, and approves leave. 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. Engages or participates in hiring process for subordinate employees. Evaluates work performance of subordinates, setting standards, monitoring, and final evaluating of subordinate performance. Effects minor disciplinary measures, such as verbal warnings, cautions, and reprimands. May certify time and attendance, and approve travel authorizations and vouchers.

12. May supervise a crew in the performance of work such as buildings and grounds maintenance; cleaning and repairing recreation facilities, buildings, roads; and thinning or pruning timber stands, planting trees, and piling debris.

13. May be assigned to other fireline supervisory positions for which qualified, or other incident command system or prescribed fire positions. Identifies and analyzes suppression tactics and strategies employed on the fires, and revises and/or develops alternatives in view of such factors as fuels, weather, topography and values at risk.

14. Responsible for the on-the-job safety and health of all employees supervised. Provides leadership, allocates resources, and implements activities to accomplish the Klamath Tribes' 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 that respects, appreciates, and accepts the contributions and perspectives of all employees.

15. The employee is responsible for actively supporting and implementing the Equal Opportunity Program as specified in bureau guidance and affirmative action plans. This includes ensuring equal opportunity for all supervised employees and selections for training and education programs, promotions and awards, as well as fair and impartial recruitment and selection of new employees.

16. Serves as WFM Crew Leader in the absence of the Wildland Fire Crew Leader, as qualified.

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

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.

The employee has ongoing day-to-day direct oversight and responsibility of the employees which comprise the WFM. This includes supervising firefighters performing highly specialized fire suppression and fire management support work, including coordination with the others outside the immediate unit in the development, implementation and execution of wildfire suppression response plans. Assignments can be local, national, or international. The workforce is multi-functional and accomplishes a broad range of resource related projects.

In addition to minimizing the loss of natural resources, property or life, the work of the employee affects the adequacy of existing staffing and programs, equipment systems, and both current and future long range operational work plans of the wildland fire management program.

KNOWLEDGE, SKILLS, ABILITIES

Technical knowledge of a wide variety of (federal, state, tribal and local cooperators) wildland fire management practices and suppression tactics, procedures and objectives to include fuel types and fire behavior, fire preparedness, pertinent to initial attack, large fire suppression actions. Additionally, the position requires a practical knowledge of wildland fire urban

interface/intermix situations and wildland firefighting methods and practices as performed on the fire line.

Diverse technical knowledge of land use and resource management practices and policies. This includes sufficient knowledge of fuels management practices and policies to independently gather, and interpret data used for both fuels treatments, burn plans and complete prescribed burn projects.

Knowledge of project management, budget, procurement, and property policies, procedures, regulations, and guidelines.

Knowledge 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.

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

Thorough knowledge of fire safety practices and procedures to prevent injury, property damage, and loss of life.

Knowledge 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.

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 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 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

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)**