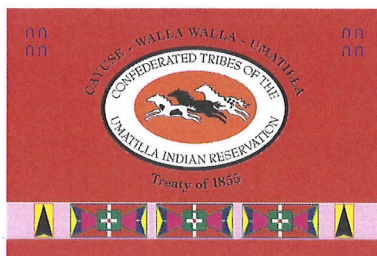


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION**  
**46411 TIMÍNE WAY, PENDLETON, OR 97801**  
**(541) 276-3570 FAX (541) 276-9060**



**POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**

**POSITION TITLE:** Advanced Wildland Firefighter (**up to 4 positions**)

**SALARY:** \$23.00-\$25.00 per hour DOE/DOQ  
\$34.50 Over Time (OT) per hour when OT authorized  
Hazard Pay at 25% increase of base wage when authorized

**DEPARTMENT:** Bureau of Indian Affairs (BIA)

**LOCATION:** Mission, Oregon

**EMPLOYMENT STATUS:** Seasonal (3-6 months) *Employment period will be no longer than 6 months (1548) hours. Start date for this position will be May 15th or June 1<sup>st</sup>, lasting to November 1<sup>st</sup>.*  
Non-Exempt/Safety Sensitive (subject to random drug testing)  
Background check required

**SUPERVISED BY:** Tribal Forestry Technician-Fuels (Crew Boss)

**OPENING DATE:** March 5, 2025

**CLOSING DATE:** Open until filled; first review of complete applications on April 11, 2025.  
Last review of complete applications is May 1, 2025.

**CTUIR MISSION STATEMENT**

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

**GENERAL STATEMENT OF DUTIES**

Individual will serve as a higher-level member of fire crew/fuels module assigned to suppress the full range of wildland fires and conduct fuels reduction treatments while following safety rules and regulations. Employee may supervise Entry Level firefighters. Government housing may be available.

## EXAMPLES OF JOB DUTIES & RESPONSIBILITIES

- Serves as a skilled member of a fire crew assigned to suppress the full range of wildland fires. Will be expected to function as a Squad Boss (FFT1) or other leadership positions as qualified and required.
- As an accomplished fuels module or crew member, may perform and/or provide leadership for the implementation of fuels reduction project work, habitat manipulation tasks, and miscellaneous equipment and facilities maintenance.
- May assist higher level fire and forestry workers with forest and fuels monitoring; in the marketing of forest resources; or in the scientific management, protection, and development of forest resources.
- Ensures communication (written, oral, visual) from self, peers, and subordinates is non-discriminatory and sensitive to all employees and the public. Creates a work environment that respects, appreciates, and accepts the contributions and perspectives of all employees.
- Knowledge of appropriate requirements in the workplace regarding identification and reporting procedure for bullying, discrimination, and sexual harassment; ability and willingness to communicate expectations with peers and/or report problems and issues to the Fire Management Officer.
- Responsible for the on-the-job safety and health of self and all employees supervised.
- Participates in fire and safety training in the techniques, practices, and methods of fire suppression.
- Performs wildland fire related duties such as fire prevention, patrol, detection and/or prescribed burning.

## WORK ENVIRONMENT:

The work is primarily performed in forest and desert environments in steep, rugged terrain where surfaces may be extremely uneven, rocky, covered with thick tangled vegetation, etc. Temperatures commonly exceed 100 degrees F and fall below freezing. Risks include smoke inhalations, fire entrapment, snake or insect bites and stings, exposure to excessive machinery noise, and falling and rolling material. Personnel must adjust and cope with exposure to weather elements dust and smoke, poor bivouac and eating situations under an unpredictable set of circumstances. Incumbent 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, hardhat, gloves, flame resistant clothing, etc.). Work may require travel by light fixed-wing or rotor-wing aircraft. Employee may be required to be gone for as long as 21 days in support of wildland fire operations in other parts of the United States.

SUPERVISORY AUTHORITY: YES

SIGNATORY AUTHORITY: None

ACCESS TO SENSITIVE AREAS: None

## **REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)**

1. U.S. Citizenship is required.
2. Must be 18 years of age at the time of hire.
3. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.
4. Must have a safe driving record within the three-year period immediately preceding submittal of application and be able to meet the safe driving requirements of the Bureau of Indian Affairs.

5. Demonstrated experience in wildland fire suppression and/or prescribed burning work that proves the applicant's ability to perform the work at an advanced level. This is typically considered greater than 5 seasons of experience.
6. Demonstrated experience that provides a familiarity with the subject matter, such as Emergency Medical Technician, Paramedic, structural firefighting, logging, or forestry.
7. National Wildfire Coordinating Group (NWCG) minimum certification as a Firefighter Type 1 (FFT1) with previous wildland fire experience.
8. Applicant must take and pass a pre-employment urinalysis, the Wildland Firefighter Baseline Physical, and the Work Capacity Test.

#### PHYSICAL DEMANDS:

Duties involve rigorous fieldwork requiring above average physical performance, endurance and superior conditioning. Work requires prolonged standing, walking over uneven ground, and recurring bending, reaching, lifting and carrying of items weighing over 50 pounds and shared lifting and carrying of heavier items, and similar strenuous activities requiring at least average agility and dexterity. **Incumbent must be able to pass a physical fitness test that consists of walking three (3) miles on level terrain with a 45-pound pack in 45 minutes or less.** Duties include demands for strenuous 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 incumbent during fire activities.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

#### SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source and shall apply to all classes of positions referenced in section 3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

Applicants who demonstrate that they exceed the minimum qualifications, and experience will be given priority in the hiring process. The applicant can prove they exceed the minimum qualifications by providing documentation of National Wildfire Coordinating Group (NWCG) training certificates, Incident Qualifications and Certification Master Record and/or NWCG Task Book and/or Incident Qualification System with the hiring packet.

#### DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies and Procedures Manual.

#### APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

**It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.**

#### REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form (both sections, if applicable)
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.

## APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

### OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation  
Office of Human Resources  
Staffing and Onboarding  
46411 Timine Way  
Pendleton, OR. 97801  
Phone: (541) 276-3570 or Fax: (541)276-9060

**To be considered, application package must be post marked by the closing date.**

  
Approved: Jue-Jue Withers-Lyons, Assistant Director, Office of Human  
Resources

  
Date

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### Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

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Applicant Signature

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Date

