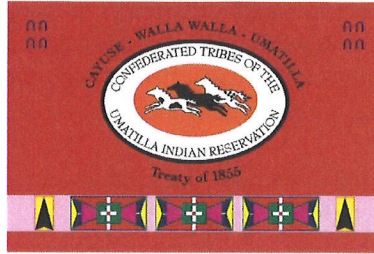


CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÍNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060



POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Forestry Technician - Fuels

SALARY: Pay Range: 7
\$43,497.31 to \$55,486.14 annual
DOE/DOQ

DEPARTMENT: Department of Natural Resource (DNR), Range, Agriculture & Forestry Program (RAF)

LOCATION: Nixyáawii Governance Center, Mission, Oregon, Confederated Tribes of the Umatilla Indian Reservation.

EMPLOYMENT STATUS: Full Time with benefits package - 5-year term position with opportunity for extension
Safety Sensitive
Background check required
Non-Exempt

SUPERVISED BY: Supervisory Forester

OPENING DATE: January 3, 2025

CLOSING DATE: Open until filled with first pull of complete packet February 15, 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

The Forestry program is responsible for the ecological enhancement, economic development and sustainable use of forest resources of allotted, Tribal trust and Tribal fee patent lands for the Confederated Tribes of the Umatilla Indian Reservation. The Forest Technician assists with development and implementation of activities and functions to carry out provisions of CTUIR DNR missions and 25 CFR. The Forest Technician assists with development, implementation, and continues programs designed to secure optimum conservation and utilization of soil, water, and forestry resources to provide a reasonable income to Indian landowners consistent with other resource and cultural values. The CTUIR employs the best available science to forward our mission through participation in policy, administrative processes, public outreach and education. The position will be under the supervision of the Supervisory Forester. The Forestry Program is required to:

- 1) Integrate the protection, conservation, utilization, and enhancement of Tribal fee, trust and/or restricted Indian forestry lands with the desires of the beneficial owners;
- 2) Ensure that beneficial owners receive fair market value for forestry production; and
- 3) Accomplish 1 and 2 in conjunction with natural resource management objectives and cultural values of the Tribes.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

Plans and conducts project assessments which determine the presence or absence of hazardous wildland fuels. Reviews project plans and makes recommendations on appropriate level of monitoring. Conducts pre-and-post treatment monitoring. Participates in drafting prescribed fire/fuels management plans. Serves on prescribed fire and fuels projects in positions for which qualified. Assists with administering all aspects of the prescribed fire/fuels plan; proper encoding to National wildland fire GIS database and assists with site preparation, ignition, holding, mop-up, and rehabilitation are completed to the specified standards.

Assists with and performs wildland fire suppression efforts in initial attack and in follow-up actions to safely and effectively control wildland fires. Implements components of the preparedness program such as detection, readiness, cooperative agreements, fire danger/behavior predictions and severity requests. Identifies and provides for training needs to support prescribed fire and fuels management programs. 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 and fuels management activities. Participates in preparedness reviews, proficiency checks and drills, safety sessions, and After-Action reviews. Ensures own and other's welfare and safety in all aspects of forestry and fire management.

If not already qualified works to become a qualified Engine Boss on a wildland fire engine and provides leadership in accomplishing fire management objectives in highly complex wildland fire situations.

Operates a variety of motor vehicles to transport equipment, supplies, crew members, etc. Uses specialized equipment to support firing operations and suppression activities.

SUPERVISORY AUTHORITY:

May provide technical and administrative support to seasonal firefighters and/or assigned Engine Module throughout the year. Exercises delegated supervisory authorities and responsibilities.

SIGNATORY AUTHORITY:

Emergency Firefighter Time Report (OF-288), Crew Time Reports (CTRs) and Tribal Time Sheets

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.)

PRIOR WILDLAND FIREFIGHTING EXPERIENCE ON THE FIRELINE IS A MANDATORY REQUIREMENT

1. High school diploma or equivalent, PLUS three (3) years wildland fire experience. Post high school degree preferred.
2. Must be qualified and have currency as a National Wildfire Coordinating Group (NWCG) recognized Fire Fighter Type 1 (FFT1). Incumbent must provide a current red card or qualification summary.
3. Must work to qualify as Intermediate Faller (FALB), Firing Boss (FIRB), and Low Complexity Burn Boss (RXB3) within 24 months of initial employment date.
4. Ability to meet the BIA First Aid Program Medical Health Standards for wildland firefighters, or meet Federal mitigation standards.
5. Willingness to gain knowledge of Confederated Tribes of the Umatilla Indian Reservation policies and administrative procedures relating to natural resource management and planning to coordinate examination of environmental consequences and development of action alternatives.
6. Basic knowledge and familiarity of the BIA administered fuels programs including Reserved Treaty Rights Lands (RTRL), General Fuels and Wildland Urban Interface (WUI) programs.
7. Basic knowledge of the Geographic Information System (GIS) technologies and methods and their utility to database development for the purpose of natural resources enhancement and land use planning.
8. Technical comprehension of computerized mapping and database management technology sufficient to request, interpret, and monitor computerized natural resource information and ensure viability.
9. Ability to effectively and constructively communicate with BIA fire management and other natural resource management disciplines, both orally and in writing.
10. Must have strong interpersonal and communication skills, including the ability to communicate effectively, orally, and in writing, through concise reports, memoranda, directives, emails, and letters.
11. Ability to carry out assigned duties/projects in an efficient and timely manner with minimal supervision and must be able to handle multiple projects and work within defined timelines.
12. Must have general knowledge with computer processing equipment and software, including: Word, Excel, Power Point, Outlook, ArcPro, Avenza and other Office Suite software. Knowledge of computers and other office technological equipment must be kept current by attending trainings as directed by supervisor.
13. Willingness to access federal fuels management applications that enable project outlining and funding requests. (Interior Fuels and Post-fire Reporting System, IFPRS), (National Fire Plan Operation and Reporting System, NFPORS)
13. Selected individual must possess and demonstrate fire line leadership and management skills.
14. Must be willing to operate and maintain wildland fire equipment to include vehicles, pumps, UTV, Terra Torch, etc.
15. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.

PHYSICAL DEMANDS:

1. Ability to pass the Work Capacity Test (3-mile hike with 45-pound pack in 45 minutes or less) within one week on initial employment, and annually thereafter.
2. Ability to stand walk for extended periods of time.
3. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
4. Ability to work outdoors over rough terrain and in inclement weather.
5. Ability to repetitively lift up to 50 pounds.

6. Ability to work extended hours and days.

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 §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.

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 Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until 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 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 (if applicable).
7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214 (if applicable).

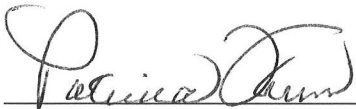
APPLICANT RESPONSIBILITY

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: Patricia Farrow, Staffing & Recruitment Specialist

01/03/2025

Date

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.)*

Applicant Signature

Date

