

Greenville Rancheria

Position Description

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Job Title: **Wildland Firefighter**

Job Status: **Non-Exempt**

Location: **Plumas County – Greenville**   
**Tehama County - Red Bluff**

Department: **Fire**

Starting Salary: **D.O.E.**

Category: **Regular  Part-Time  Contracted**

NOTE:

**INDIAN PREFERENCE** in hiring is given to Greenville Rancheria Tribal Members, and qualified American Indians in accordance with the Indian Preference Act, Title 25, and U.S. Code Sections 472 & 473.

**I. Mission Statement:**

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The mission at the Greenville Rancheria is to provide high quality direct care to Native Americans, their families, and all community members. The mission of the Greenville Rancheria is to continue as a functional viable Tribal government in perpetuity, providing services to its membership and their families through the creation of wealth and personal growth by maximizing Tribal assets, both material and human.

**II. Organizational Structure:**

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The organizations' structure is as follows:

### **III. POSITION:** Wildland Firefighter

**IV. POSITION SUMMARY:** The Firefighter provides Wildland fire protection for the Greenville Rancheria. Crew members will assist in the preparation of control lines, burn unit planning and preparation, GPS/GIS mapping, notifications, monitoring, and safe Fireline operations. Crew members will be responsible for the maintenance and preparation of fire engines and associated equipment. Greenville Rancheria Fire Crew members will work with and maintain power tools and saws to prepare units for prescribed fire and implement associated forestry prescriptions. Additional duties may include assisting California (CalFire) and United States Forest Service (USFS) with the suppression of wildfires, invasive species removal, interaction with preserve visitors and neighbors, and providing assistance on a variety of restoration projects. At times the crew will be required to work long days, evenings, and weekends on. Crew members must be willing to perform a wide variety of tasks. Crew members must be able to work successfully in a growing program with a variety of, public agency staff and volunteers. The Crew is supervised by the Greenville Rancheria.

### **V. POSITION OUTLINE:**

1. Physical requirements: An eligible candidate must possess the ability:

- a. Use firefighting tools such as hoses, axes, saws, and handheld radios.
- b. Dig trenches, cut trees, and pump water onto burning areas.
- c. Display a high level of attention to detail.
- d. Patrol burned areas to watch for hot spots that could restart fires.
- e. Work under pressure in a Hazardous environment.
- f. Make sound decisions and take responsibility.
- g. Maintain good attendance and be punctual.
- h. Prepare firefighting reports.
- i. Read, interpret, and adhere to policy and procedure.

2. General Duties and Responsibilities:

- a. Use firefighting tools such as hoses, axes, and handheld radios.
- b. Dig trenches, cut trees, and pump water onto burning areas.
- c. Display a high level of attention to detail.
- d. Patrol burned areas to watch for hot spots that could restart fires.
- e. Work under pressure in a Hazardous environment.
- f. Make sound decisions and take responsibility.
- g. Maintain good attendance and be punctual.
- h. Prepare firefighting reports.

- i. Read, interpret, and adhere to policy and procedure.
- j. Agree to not disclose any trade secrets, directly or indirectly, or use them in any way, either during the term of my employment or at any time thereafter, except as required in the course of my employment with the company. Always maintain a high-level of patient/family confidentiality.
- k. Other duties as assigned.

3. General Qualifications:

- a. High School diploma o.7 GED
- b. Be 18 years of age or older.
- c. A DMV printout is required.
- d. Have one-year related experience and/or training.
- e. First Aid and CPR Certification or the ability to become certified.
- f. Reliable employment history.
- g. Ability to pass a Pre-Employment drug screen and criminal background check / fingerprinting in accordance with all applicable laws regarding the nature of the employment.
- h. Ability to read. English and comprehend simple instructions.
- i. Ability to add, subtract, multiply, and divide in all units of measure, to keep records.
- j. Maintain a "Professional Image" in your appearance and hygiene.
- k. Requires discretion, confidentiality, resourcefulness, and good judgment in handling functions of a sensitive nature.

**VI. DIRECT RESPONSIBILITIES:** The following position responsibilities are rated as part of the employee's competency-based performance appraisal. Within the parameters established by the Tribal Council, approved Greenville Rancheria Personnel Policies and Procedures.

1. Experience/Skills Required:

- a. Must be Red Card Qualified (S-130\190 and ability to pass the NWCG arduous level work capacity test). Applicants should have their Firefighter Type 1 (FFT1)
- b. Experience and interest in fire effects monitoring and fire ecology preferred.
- c. Excellent organizational skills, attention to detail, ability to work independently, balance several tasks at once, and get along with a wide variety of people.
- d. Ability to communicate effectively in person and in writing; some experience with computers, word processing required.
- e. Ability to use maps, GPS\GIS and aerial photos and ability to orient oneself in the field is required.
- f. Willingness to perform a variety of tasks, both in the office and in the field.

- g. Familiarity with Plumas County Forest, geography, culture, and natural history helpful.
- h. Valid state driver's license and the ability to drive four-wheel drive vehicles while towing a trailer. Ownership of a vehicle is not required but helpful.
- i. Ability and willingness to perform difficult physical work for extended and irregular periods, under adverse conditions and in various extremes of weather. Excellent physical conditioning and the ability to complete a standardized 3-mile fitness test carrying a 45-pound pack while walking on flat terrain less than 45 minutes.
- j. Ability and willingness to work weekends and travel frequently and on short notice for extended periods to locations throughout California and occasionally Nevada.

Greenville Rancheria is an “at will” Employer.

Tribal Council Representative: \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Chief Medical Officer: \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

I have reviewed and understand the above responsibilities. I am also aware that this is a regular Greenville Rancheria position, and that the Greenville Rancheria is an “at will”: employer. I accept responsibility for understanding the requirements of the Greenville Rancheria Personnel Policies and Procedures Handbook, (which is not permanent and changes from time to time), including the definition of an “at will” employer/employee relationship. Lastly, I accept responsibility for accessing and educating myself thoroughly on the Personnel Policies and Procedures Handbook I received during my employment orientation with the Greenville Rancheria.

Employee:

Print: \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**Approved by Tribal Council:**  
**Effective:**