



Quartz Valley Indian Reservation

Office of Human Resources & Organizational Development
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This document has been approved for immediate use by the Human Resources Director as of 6.20.2023

JOB TITLE: Engine Boss/Fuels Captain (ENGB)

REPORTS TO: Prevention Coordinator

LOCATION: QVIR Administration, Fire Hall

DIRECT REPORTS: Firefighters I and II, Crewmembers

CLASSIFICATION: CWN-Temporary/Seasonal, On-Call, Non-Exempt

COMPENSATION PACKAGE AND BENEFITS:

- Competitive starting wage of \$30.00 per hour stepping up based on experience
- Paid Time Off in alignment with current Tribal Policies for Vacation and Personal Leave
- Paid Sick Leave in alignment with current Tribal Policy for Sick Leave
- 100% Paid Insurances available for employees meeting full-time equivalent status

KEY AREAS OF PERFORMANCE

- Fire Engine Operation
- Fire Protection, Prevention, and Safety
- Emergency Fire Response
- Community Engagement
- Special Events

SUPERVISORY REQUIREMENTS

- This position has direct reports. Firefighters I and II, and other crewmembers will report to this position.

POSITION QUALIFICATIONS AND REQUIREMENTS

- Must possess a valid driver license and be insurable as a driver by the Tribe's Insurance Carrier
- Must successfully pass a pre-employment drug screening test, adhere to the Tribal Drug and Alcohol Policy and submit to a criminal background check.
- Candidates must meet qualification standards identified by NWCG, USDA Red Book, AND 310-1 or other approved qualification standards relating to the type of work assigned.
- Must be RED CARDED as:
 - CRWB
 - ICT4/ICT5
 - ENGB
- High School Diploma or Equivalent (GED)
- Must pass physical CHS
- Must pass the annual Work Capacity Test (PACK Test) through the USDA within 30 days of hire
- Must satisfactorily complete annual safety refresher and shelter deployment trainings
- Ability to lift and move heavy objects weighing more than 50lbs
- Ability to safely operate Tribal Vehicles and Equipment

- Ability to walk, stand, stoop, and bend repetitiously for long periods of time
- Ability to work in varied climatic conditions
- Self-Motivation and awareness; ability to identify needs and perform routine operations without constant supervision
- Ability to adapt to changes in tasks assigned or required quickly based on priority
- Compliance and adherence to dress code as appropriate for the duties of the job, including wearing appropriate Personal Protective Equipment when required
- Strong time management skills
- Reliable and dependable
- Ability to maintain compliance with confidentiality requirements as necessary
- Knowledge of Federal Fire and OSHA safety requirements
- Ability to be on-call and available for work when needs arise
- Strong organizational skills with excellent oral and written communication skills
- Ability to communicate effectively, both orally and in writing
- Possesses basic math skill (add, subtract, multiply, divide)
- Places a value on diversity, community, and shows respect for others
- Proven ability to problem solve
- Must be prepared to multitask in accordance with the demands of the business
- Ability to identify and anticipate opportunities and implement corrective action steps

PHYSICAL DEMANDS

- Position will be required to engage and participate in physical operations including prolonged periods of standing, stooping, bending, walking, and repetitious movement and will require the ability to lift/carry heavy items.

WORK ENVIRONMENT

- The environment(s) this position will be required to work within may be subject to extreme heat and/or extreme cold. Dangerous fire conditions, falling debris, and other hazardous situations will be present in this role. Wet and/or slippery floors may be present, odors and chemicals may be present. Care must be exercised to wear appropriate protective attire as required for this position.
- This position requires the consistent use of heavy machinery, maintenance tools and/or equipment.
- Individuals applying for this position should be in good physical condition and have the ability to perform the duties of the job with limited supervision and accommodation

POSITION SUMMARY | PRIMARY PURPOSE

Responsible for the successful execution of fire operations at QVIR. The ENGB showcases leadership and support to the Tribe, it's community, assets, all guests or visitors with the overall goal of ensuring the effective safety of all personnel. This position will lead Type 6 Engine and Project Work and conduct field work supervision while performing Wildland Fire Management Activities. The ENGB will cooperate and work with numerous agencies and oversee the Engine Crew and Crewmembers at the QVIR Fire Hall. The ENGB demonstrates consistency in the total care and coordination of the crew adhering to company policies, practices, procedures and organizational standards of excellence.

ESSENTIAL RESPONSIBILITIES, QUALITY STANDARDS, DUTIES, and EXPECTATIONS

- Maintain professional conduct throughout all assignments while representing the Tribal Workplace Community.

- Communicate with supervisors, Tribal Leaders, and partners to receive orders and decide how the crew/squad can best accomplish the assigned task(s).
- Supervise and ensure quality of work performed by all direct reports.
- Assure appropriate communication link between QVIR, agency personnel and crewmembers.
- Provide consistent reports to Tribal Administration and ensure all required reporting paperwork is complete and submitted in a timely manner.
- Be responsible for setting the standard by which other crewmembers will abide; the rules will be in direct correlation to QVIR policies, procedures, and management principles/practices.
- Work closely with Squad Bosses to abide by and strictly enforce all rules, policies, procedures, including but not limited to the adhering to the QVIR Code of Conduct.
- Attend Fire Briefings and maintain consistent communications with crew, adjoining forces and supervisors.
- Be willing and able to travel on work assignments.
- Submit all Crew Time Reports, Timecards, and Project Tracking Documents and Reports accurately with all appropriate hours, pay rates, crewmembers, equipment, and approved miscellaneous costs correctly.
- Review all relevant financial documentation at de-mobilization and at end of pay period for accuracy comparing copies of project trackers, Crew Time Reports, and/or equipment shift tickets to OF-288 and/or timecards and ensure all necessary signatures and approvals are completed.
- Ensure all injuries, incidents, accidents and illnesses are reported timely and to the appropriate person(s)
- Showcase responsibility for all purchases made while on assignment and ensure receipts are turned in with appropriate paperwork upon return.
- Organize trainings, maintain crew qualification and certification requirements, and facilitate crew organization and development
- Monitor crew conditions and travel schedules to ensure adequate work rest and driving safety, this includes notification to dispatch of availability following appropriate rest periods based on the current physical and mental condition of crew personnel.
- Full oversight of Fuels work as required

ORGANIZATIONAL CULTURE | COMMUNITY ENGAGEMENT

- Demonstrates the ability to work effectively with Tribal People, and the community at-large including embracing culturally diverse environments.
- Responds immediately to all emergent issues from Tribal Administration, Department Leaders, and Community to ensure satisfaction related to position expectations.
- Engages Tribal Administration, Department Leaders, and Community to monitor any needs related to the position duties.
- Understands and is capable of telling the “story” of the Tribe, how it began, what it means and how it relates to the community and reservation today.

POLICIES AND PROCEDURES

- Ensures compliance on procedures outlined in all Tribal reference manuals
- Ensures compliance on Tribal safety and security policies
- Ensures accidents and incidents are reported to HR in a timely manner
- Monitors procedures for resolving any health, safety, or sanitation violations promptly

SUMMARY OF ESSENTIAL OBLIGATIONS

- Actively participates and encourages teams' involvement in Tribal sponsored activities
- Willingly assists others without being asked
- Ensures all equipment and facilities are in compliance with Tribal Standards and all government regulations and takes corrective action when required
- Monitors that proper security procedures are in place to protect employees, guests and tribal assets
- Works to create and maintain an enjoyable and respectful environment for our guests and employees
- Completes all other tasks and duties as assigned.

INDIAN PREFERENCE:

In accordance with CFR 25, Part 276 and in accordance with Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies will be given to qualified American Indian candidates.

VETERAN PREFERANCE

In accordance with QVIR Personnel Policy, qualified applicants with documented Veteran status (such as DD-214) will be given preference in filling vacancies.

WELCOMING OF ALL PEOPLE STATEMENT:

While we are committed to maintaining the history and connection to our Tribal ancestry and hiring qualified Natives/American Indians, QVIR understands and embraces broadening representation, empathy and understanding in our hiring practices. We create space for and request applications for all positions from all people with all backgrounds and from all walks of life-- with a commitment to removing the barriers of language, device, ability or connectivity.

Better representation at work starts with better representation embedded in our hiring practices. Our work must be internal first, so it can positively impact what we do externally. We believe we'll do that better if our employees come from different backgrounds, and if we create an environment of inclusion and belonging for everyone connected to our reservation and Tribe.

Creating intentional space for diversity, equity, inclusion and belonging at Quartz Valley Indian Reservation unlocks our ability to innovate and to be creative. It brings different lived experiences and perspectives to a problem, so that we're solving them in new and innovative ways that make sense for our Tribe, employees, members, and the community we serve.

For questions regarding this position description, or to submit a resume for consideration, please contact Quartz Valley Office of Human Resources & Organizational Development via email at hr@qvir-nsn.gov.

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