



# Quartz Valley Indian Reservation

Office of Human Resources & Organizational Development  
Tribal Administration | 13601 Quartz Valley Road | Fort Jones, CA 96037  
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**This document has been approved for immediate use by the Human Resources Director as of 6.20.2023**

**JOB TITLE:** Firefighter Type 1/Forestry Tec-1 Crewmember

**REPORTS TO:** Engine Boss/Fuels Captain (ENGB)

**LOCATION:** QVIR Administration, Fire Hall

**DIRECT REPORTS:** None. This is not a supervisory position.

**CLASSIFICATION:** Call-When-Needed/On-Call/Temporary/Seasonal, Non-Exempt

## **COMPENSATION PACKAGE AND BENEFITS:**

- Competitive starting wage of \$27.00 per hour stepping up based on experience and qualifications
- 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 Fighting Operations
- Fire Protection, Prevention, and Safety
- Forestry Fire Technique
- Emergency Fire Response
- Community Engagement
- Special Events

## **SUPERVISORY REQUIREMENTS**

- This position has no direct reports. This is not a supervisory role.

## **KEY AREAS OF PERFORMANCE**

- Fire Fighting Operations
- Fire Protection, Prevention, and Safety
- Forestry Fire Technique
- Emergency Fire Response
- Community Engagement
- Special Events

## **ESSENTIAL RESPONSIBILITIES, QUALITY STANDARDS and EXPECTATIONS**

- Must possess a valid driver license and be insurable as a driver by the Tribe's Insurance Carrier prior to operating Tribal vehicles
- Must successfully pass a pre-employment drug screening test, adhere to the Tribal Drug and Alcohol Policy and submit to a criminal background check, having no pending criminal cases
- Self-Motivation and awareness; ability to identify needs and perform routine operations without constant supervision
- Ability to adapt to changes in tasks assigned and/or multitask quickly based on priority

- Compliance and adherence to dress code as appropriate for the duties of the job, including wearing appropriate Personal Protective Equipment while performing any duties where PPE is required
- Strong time management skills
- Be reliable and dependable
- Ability to maintain compliance with confidentiality requirements as necessary
- Ability to communicate effectively, both orally and in writing
- Possesses basic math skills (add, subtract, multiply, divide)
- Ability to solve problems related to the duties of the position quickly and efficiently
- Maintain professional conduct throughout all assignments while representing the Tribal Workplace Community
- Communicate with supervisors, Tribal Leaders, and co-workers to receive orders and take action to the best of your abilities
- Be responsible for the quality and quantity of work/tasks expected by your supervisor
- Be willing and able to travel on work assignments
- Accurately record and fill out appropriate timecards and employment documents as required
- Maintain a clean, organized, and professional working environment

#### **ORGANIZATIONAL CULTURE | COMMUNITY ENGAGEMENT**

- Demonstrates the ability to work effectively with Tribal People, Administrators, Employees, and the community at-large including embracing culturally diverse environments placing value on respect, diversity, equity, inclusion, and belonging
- Responds immediately to all emergent issues and timely to all other directives or deliverables from Tribal Administration, Department Leaders, and the Community we serve to ensure satisfaction related to position expectations
- Engages Tribal Administration, Departmental Leaders, and Community Leaders to monitor any needs related to the position duties
- Learns, understands, and is capable of telling the “story” of the Tribe, the Quartz Valley Indian Reservation how it began, what it means and how it relates to the community and reservation today
- Actively participates and encourages teams’ involvement in Tribal sponsored activities
- Works to create and maintain an enjoyable and respectful environment for our guests and employees
- Consistently display generosity, compassion, and steadfast commitment in the direction of truth and love for QVIR’s Mission

#### **POLICIES AND PROCEDURES**

- Ensures compliance on procedures outlined in all Tribal reference manuals
- Ensure all injuries, incidents, accidents and illnesses are reported timely to [hr@qvir-nsn.gov](mailto:hr@qvir-nsn.gov)
- Ensures compliance and initiates procedures for resolving any health, safety, security or sanitation violations promptly
- Ensures all equipment and facilities are in compliance with Tribal Standards and all government regulations and initiates corrective action
- Completes all other tasks and duties as assigned

## **POSITION SPECIFIC 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, DOI Blue Book and/or other approved qualification standards relating to the type of work assigned.
- Must have or obtain all required documents as:
  - I-100
  - IS-700
  - S-190
  - L-180
  - S-130
  - S-212
  - L-280
  - S-131, Completed PTB Required
  - S-211
- High School Diploma or Equivalent (GED)
- Must pass physical CHS/BIA
- 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
- Knowledge of State, Local, and Federal Fire Fighting Techniques including all mandated or required operational and safety requirements
- Ability to be on-call and available for work when needs arise
- Perform the duties of a Fire Fighter as expected
- Perform regular maintenance and upkeep of fire equipment, vehicles and tools
- Complete Fire Prevention Tasks including tree-cutting, roof cleaning, forest management tasks, mowing, weed-eating, landscaping, or other tasks as assigned or necessary
- Complete daily paperwork and log books as required or assigned
- Ensure fire hall is neat, clean, and organized without visible clutter or disorganization

## **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 Crewmember 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 in firefighting situations. This position will perform Wildland Firefighting and Project Work and conduct field work under supervision while performing Firefighter activities. The Crewmember will cooperate and work with their supervisor, leaders and crew of other agencies, and fellow Crewmembers at the QVIR Fire Hall. The Crewmember demonstrates consistency in the total care and safety of the crew adhering to company policies, practices, procedures and organizational standards of excellence.

#### **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 PREFERENCE**

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 consideration, please contact Quartz Valley Office of Human Resources & Organizational Development via email at [hr@qvir-nsn.gov](mailto:hr@qvir-nsn.gov).