



# Quartz Valley Indian Reservation

## Position Description

**Job Title:** Brushing Project Manager  
**Department:** Administration  
**Primary Location:** QVIR Administration Office  
**Classification:** On-call Seasonal, Non-exempt  
**Reports to:** Tribal Administrator  
**Salary:** DOE

### Primary Purpose

Under the direct supervision of the Tribal Administrator, the primary role of the Brushing Project Manager is to supervise the work of the brushing crew laborers and equipment operators in mastication, hand thin and pile, brushing, and chipping . The Project Manager is responsible for management and reporting. The Project Manager is responsible for ensuring that the contract work requirements are met.

### Essential Duties and Responsibilities

Responsibilities include, but are not limited to, supervision of laborer crews and equipment operators to perform the following:

1. Site preparation: Assist with preparing job sites for various projects; and Clear debris, vegetation, and other obstacles from work areas using hand tools and equipment.
2. Material Handling: Load and unload materials, tools, and equipment from trucks and delivery vehicles; transport materials within job sites using wheelbarrows, hand trucks, or other manual methods; and assist skilled tradespeople and equipment operators with moving and positioning materials as needed.
3. Cleanup and Maintenance: Remove debris, trash, and hazardous materials from job sites to maintain cleanliness and safety; sweep, shovel, and rake surfaces to prepare them for further work or inspection; and assist with basic maintenance tasks, such as cleaning tools and equipment, and organizing storage areas.
4. Assistance to Crew Members: Support skilled workers, technicians, and supervisors, by providing assistance as directed; follow instructions from supervisors and communicate effectively with team members to ensure tasks are completed efficiently; and learn from experienced professionals and actively participate in on-the-job training opportunities.
5. Safety and Compliance: Adhere to all safety regulations and procedures while operating equipment

and performing duties; conduct pre-operational checks on machinery to identify and address any safety concerns; and maintain a clean and organized work environment to minimize hazards and ensure a safe workplace for yourself and others.

6. Team Collaboration: Work closely with team members to coordinate equipment operations and achieve project objectives; communicate effectively with team members to ensure smooth workflow and timely completion of tasks; and assist other crew members as needed to support overall project goals.
7. Responsible for project tracking, reporting, planning, and communicating with agencies.
8. Responsible for meeting budget goals, deadlines, and contract requirements.
9. Other duties as assigned.

### **Supervisory Responsibilities**

This position manages all employees of the brushing crew and equipment operators and is responsible for the performance management of the employees within the brushing crew.

### **Education and Experience Requirements**

Basic Requirements:

- Strong work ethic, reliability, and a positive attitude.

Physical Requirements:

- Ability to lift and carry heavy objects (up to 50 pounds) and perform strenuous physical tasks in various weather conditions.
- Stamina and endurance to work long hours outdoors in challenging terrain.
- Comfort working at heights, in confined spaces, and in potentially hazardous environments.

Education:

- High school diploma (or equivalent). **Required**

Proficiencies:

- Proficient with Microsoft Office suite (Word, Excel, Outlook, etc.).
- Verbal and written communication skills.
- Ability to prioritize and multi-task; deadline- and detail-oriented.
- Must demonstrate a high level of professionalism.
- Ability to work effectively with Native Americans and in culturally diverse environments.
- Versatility, flexibility, and a willingness to work in a constantly changing environment with enthusiasm.

Experience:

- A minimum of 5 years' experience in working with brushing contracts and fuels reduction contracts.

### **Required**

- Must have demonstrated knowledge of the local mountain area in Siskiyou County.
- Must have demonstrated knowledge of fuels reduction activity requirements with the Forest Service.
- Must be able to develop project reports.
- Must know how to read maps and utilize Avenza maps.

### **Desirable Qualifications**

- Extensive knowledge of hand tools and equipment.
- Demonstrated experience serving in a supervisory capacity.
- Knowledge of administrative, grant, and processes in Indian Country preferred.

### **Other Requirements**

- Must have a valid driver's license and insurable under the Tribe's insurance policy.
- Must adhere to Tribal drug and alcohol policy, including pre-employment drug and alcohol screening.
- Must be able to pass a comprehensive background check.

### **Receipt and Acknowledgment:**

- The contents of this job description are job requirements, and, at this time, I know of no limitations that would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements are subject to change.
- Acceptable job performance includes execution of essential functions while maintaining professional conduct and compliance with all QVIR policies, including, but not limited to: QVIR Personnel, Travel, Fiscal, and Purchasing Policy.

Quartz Valley Indian Reservation is an Equal Opportunity Employer and encourages applications from all individuals, regardless of race, religion, color, sex, pregnancy, national origin, sexual orientation, ancestry, age, marital status, physical/mental disability, or any other protected class, political affiliation, or belief

### **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, applicants with documented Veteran status (such as DD-214) will be given preference in filling vacancies.

For questions regarding this position description, including applications, please contact Quartz Valley Indian Reservation Human Resources at 530-468-5907 or [humanresources@qvir-nsn.gov](mailto:humanresources@qvir-nsn.gov)

The employee's signature below constitutes the employee's understanding of the essential functions, competencies, and requirements of the position.

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Print Name

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Signature

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Date

Approved:

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Tribal Administrator

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Signature

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Date

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Business Council

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Signature

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Date