

JOB ANNOUNCEMENT

POSITION: Fire Management Officer
DEPARTMENT: Fire Management
SUPERVISOR: Tribal Administrator
DIVISION: Tribal Administration Programs
SALARY: GRADE: 23, STEP 01; \$22.80 per hour
CLASSIFICATION: Exempt
LOCATION: Owyhee, Nevada

OPENS: July 14, 2020

CLOSES: Open Until Filled

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135

SPECIAL CONSIDERATIONS:

The incumbent is subject to random drug testing and a background check as a condition of employment. This individual operates Tribal vehicles and equipment on a regular basis; comes into close contact with children and seniors in the course of delivering services to the community and works in hazardous environments (machinery, electricity, chemicals, fire/smoke, etc.)

JOB SUMMARY:

This position is located on the Duck Valley Indian Reservation. The incumbent serves as the Fire Management Director and is responsible for supervision and management of Pre-Suppression and Suppression activities within and around the Duck Valley Indian Reservation.

WORK ENVIRONMENT:

The work environment is predominantly indoors, but sometimes will be spent outdoors on a fire line and indoor burning structures / vehicles. Work assignments may last up to sixteen hours, involves night work and/or weekends, expose incumbent to intense heat, thick smoke, and extreme cold weather. A certain amount of risk is associated with the operation of motor vehicles on unimproved roads/trails and falling debris on incidents.

DUTIES:

1. Administers the Tribal Fire Management Program, which includes the direct and indirect supervision of up to 50 emergency wild land firefighters, 50 camp crew members, and 30 volunteer/structural firefighters residing within the Duck Valley Reservation.
2. Prepares and directs implementation of the Fire Management Plan (FMP) which includes the emergency evaluation plan, fire mobilization plan, and normal fire year plan, prescribed burn plan and subsidiary activity plans as necessary.
3. Determines effective practices and techniques for the Fire Management Program.
4. Supervises the planning and execution of the Fire Prevention Program.
5. Organizes, instructs, and coordinates fire training to seasonal crews as necessary to improve performance in fire suppression, including the issuance of certifications.
6. Prepares annual budget estimates covering all aspects of Fire Management Operations. List personnel and equipment needs, estimates costs and prepares justification for requested items. Responsible for operation of the Fire Management organization within the limits of annual funding.
7. Supervises dispatch of firefighters/equipment and fire engines going to on and off reservation fires. Attempts to hold unplanned wildfire acreage to an absolute minimum by prompt response with maximum available forces.
8. Prepares fire reports including specific actions taken, costs of suppression and estimates of fire damage.
9. Operates Shoshone-Paiute Tribes' owned or leased motor vehicles as an incidental duty.
10. Coordinates program activities with the different Tribal programs/departments and various neighboring federal, state, and local government entities/agencies.

11. Annual preparation and revision of cooperative agreements and operation/mutual aid plans concerning wild land fire management, boundary issues, prescribed fire, smoke management, incident management, incident mobilization plans, radio frequency use, and cross-agency fiscal matters.
12. Develops, initiates and updates the Sho-Pai Fire/Camp Crew Guidelines and the Tribes Fire Management Planning Analysis (FMPA) as needed for future funding requests. Works closely with the Regional Fire Management Officer to ensure compliance with Bureau and Tribal Policy.
13. Serves as an ad-hoc member of the Elko Interagency Dispatch Center Board of Directors. Serves as a voting member of the BIA Western Region Type II Crew Board and Disciplinary Task Force. Serves as a voting member of the Southern Idaho and Northern Nevada Operation Group.
14. Implements, maintains and supervises fire fleet which consists of passenger buses, three (3) Wild land and structural (apparatuses and water tender) fire engine modules.
15. Initiates, recruits, trains, and oversees the Owyhee Volunteer Fire Dept. (OVFD) for structural/house fire suppression and supervises the Volunteer Fire Chief in accordance with the Sho-Pai Fire Management Planning Analysis 2002 (FMPA).
16. Administers the Local Emergency Planning Committee (LEPC) operating plan on fire/emergency/rescue procedures within the guidelines of the Tribal Emergency Response Commission (TERC). Serves as a permanent, voting member of TERC.
17. Organizes, conducts and directs the Sho-Pai's Fire Crew Disciplinary Board for employees conduct issues.
18. Submits written monthly reports and prepares resolutions for the Sho-Pai Business Council. Also reports directly to the Tribal Programs Administrator.
19. Maintains and operates the Duck Valley Reservation's Remote Access Weather Station (RAWS) and Sho-Pai Emergency Radio Repeater. Also reports to the Automated Sorting Conversion and Distribution System (ASCADS) and the Weather Information Management System (WIMS).
20. Oversees the TERC Communications Plan for emergency radio procedures and Tribal radio frequencies within the guidelines of the Federal Communications Commission (FCC).
21. Enters firefighter job experience, trainings, and job qualifications into the all agency Shared Access Computer System (SACS) for red cards.
22. Logs fire incidents (acreage, fuels, weather, topography, slope, aspect) into the Shared Access Computer System for FMPA (funding) purposes.

23. Maintenance and operations of Sho-Pai Fire Dept. Station and building generator.
24. Initiates and qualified all fire personnel for medical exams and clearance with the Comprehensive Health Services (CHS). Administers the Fitness Evaluation Test (Pack Test) on an annual basis.
25. Performs other job-related duties as assigned by supervisor.

REQUIREMENTS:

1. Must be a High School Graduate or have successfully completed the GED program.
2. Must have a valid Driver's License.
3. At least Five years firefighting experience is a requirement in both wild land and structural suppression.
4. At least Five years of supervisory experience is required.
5. Must have oral and written communication abilities in order to write reports, correspondence and relate to other professional Fire Managers, outside groups and training classes.
6. Must have OSHA Certification or obtain OSHA Certification within 3 months of employment.
7. Must be physically fit sufficient to perform the essential requirements of the position including actual work on supervision of a fire fighting response, with or without reasonable accommodations.

OTHER RELATED REQUIREMENTS:

1. Knowledge of organizational and planning techniques for large-scale fire control operations including wildfire and controlled burning force site preparation and hazards reduction.
2. Knowledge of fire behavior, fire weather, fuel types and fire safety.
3. Knowledge of public relations techniques and psychology necessary to obtain public support and action in prevention and reporting man caused fires.
4. Knowledge of supervisory techniques dealing with a wide variety of personnel from trained technicians to unskilled firefighters.

8. Knowledge of Bureau policy and functions of the various Bureau of Indian Affairs and Tribal Branches and other agencies from which cooperation must be obtained for effective fire control.
9. Knowledge of various types of fire equipment such as aircraft, crawler tractors, engines, engine pumps, air compressors, generators, chainsaws and basic types of fire equipment.
10. Knowledge of instructional techniques in order to conduct classroom or field training sessions.
11. Knowledge of current National Fire Policy.
12. Knowledge of radio communications procedures, as well as handheld/mobile radios and radio repeater sites.
13. Knowledge of structural suppression, rescue methods, self contained breathing apparatuses (SCBA) and structure suppression tools.
14. Knowledge of the incident command system (ICS) for Type I, II, III, and IV Management Teams.
15. Knowledge of budget preparation, modifications and present to Tribal Council as needed. Reporting and applying for grants related to the Fire program.
16. The incumbent serves primarily in an administrative supervisory role within the Fire Organization and Advanced Wildland/Structural firefighting experience is mandatory for the position. Primary responsibility and therefore, a majority of the incumbent's time will be devoted to Fire Program objectives and departmental implementation.

PHYSICAL DEMANDS:

Work requires climbing up and down hills under conditions ranging from very hot to very cold and very wet to very dry. May work on fire lines for extended periods of time using various hand or power tools. Will work in and around burning structures/buildings/vehicles. May work around hazardous materials and other man-made and natural disasters. Will work up to 12 to 16 hours per day and will be on-call 24 hours a day, 7 days a week, year round.