



JOB DESCRIPTION

**Bishop Paiute Tribe
Bishop, California**

Position: Hazardous Fuels Reduction Crew Member
Department: EMO
Supervised by: Natural Resources Specialist
Pay Rate: \$15.00 – \$18.00/Hour; Non-benefited
FLSA: Temporary, Non-Exempt

Position Summary: Individuals hired for the Hazardous Fuels Reduction Crew will be required to be trained in Defensible Space Techniques and work with a one-four-member team cutting brush and trees with chainsaw, hauling brush to a chipper and hauling chipped material to a designated site. Assist Solid Waste Program once a week for item removal, and assist other Tribal Departments when necessary as assigned by Program Manager.

Supervisory Responsibilities: None

Representative Functions and Responsibilities:

- Crew members will be required to operate all equipment perform equipment maintenance and observe all necessary procedures.
- Clothing and boots appropriate for work will be necessary.
- Crew is responsible for parking the rig in the yard every day before leaving work.
- The crew will be designated to work on Solid Waste removal.
- Since a substantial amount of work is to be performed is located on the reservation, crew members must maintain a professional demeanor at all times.
- Perform other technical tasks as assigned

Competencies: To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Decision Making—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- Interpersonal Skills—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
- Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- Written communication— Ability to write clear and concise reports, memoranda, directives and letters.
- Customer Oriented – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- Time Management—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Detail Oriented—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.

- Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Reliability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- Organized—the individual keeps clean and organized workspace and projects.
- Motivated—the individual inspires self and others about them to get the job done and follow through on tasks.

Experience and Education:

- Must be knowledgeable of basic operation and repairs of various power equipment (i.e. chainsaw, weed eaters, lawn mowers, etc)
- Must have experience operating heavy duty work trucks/ equipment (e.g. F450 Dump Truck, 55 hp Tractor, towing 14 foot dump trailers)

Other Requirements:

- Must possess a valid CA Driver's License and be insurable under the Tribe's existing automobile insurance.
- Must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- The individual must comply with the Drug-Free Workplace, and the Pre-Employment Selection policy.
- Must be in good physical health. May be required to submit to a physical examination.
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Physical Requirements:

Position requires prolonged standing, walking, reaching, twisting, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

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

Employee: _____ Date: _____

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.