

**Position Description**

**Job Title:** Fire/Fuels Technician 3 (Single Resource/ Project Leader)  
**Department:** NR/Forestry/Fire-Fuels Program  
**Reports To:** Supervisory Technician  
**Status:** Full-Time/Seasonal depending on funding/workload/weather

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**INTRODUCTION:**

The incumbent is involved with all fire/fuels management activities; such as, fire suppression, prescribed fire, mechanical fuel treatments, contract compliance, project monitoring, and data collection (forestry or fuels) on the Coeur d’Alene Indian Reservation. Incumbent functions as a fire/fuels technician or single resource, usually perform duties with less experienced co-workers, under the supervision of the Supervisory Technician. This position is subject to the medical screening process and physical fitness testing at the arduous level as a condition of employment.

**I. MAJOR DUTIES: (80% - 100%)**

1. Serves as an engine boss or crew boss assigned to suppress the full range of wildland fires. Performs assignments as a wildland firefighter in developing a working knowledge of fire suppression strategies, tactics, and fuels management techniques, practices and terminology. This consists of fireline construction, use of pumps and engines, hose lays using appropriate nozzles and nozzle adjustments in the effective use of water and additives, working in and around aircraft such as helicopters, safety rules, and basic fire behavior.
2. Assists in fuels activities, working as part of a seasonal crew performing field work to accomplish thinning, pruning, mastication, and piling slash and natural fuels. This will include operating equipment, such as: a chipper, DR mower, chainsaw and/or pruning equipment.
3. Participates in fire, fuels and safety training in the techniques, practices, and methods of fire suppression and in the safe, efficient operation and use of tools, equipment and vehicles used in daily activities.
4. Participates in Prescribed burning and/or Wildland fire activities.
5. Participates in safety sessions and fire/fuels critiques (After Action Review)
6. Works independently, as a project leader and responsible for 1-10 Fuels/Fire Technician, Forestry Personnel, and/or Equipment Operators as assigned, with minimal supervision.
7. Ensures own and others welfare and safety in all aspects during assignments.
8. Ensures daily repairs and maintenance of equipment, such as: chipper, pumps, wildland engine, chainsaw and/or other equipment. Maintains equipment daily in an operable condition, troubleshoots equipment in need of repair.

9. Ensures and maintains daily project and fire expenses (fuel, machine repair/maintenance, etc.), papers invoices, crew time reports (CTR) and purchase orders, and helps estimating daily project production estimates.
10. Independently or assists in locating and setting up HFR projects by flagging treatment areas, property ownership corners and lines, and riparian or wildlife management zones, cultural sites, and GPS's.
11. Understands basic forest practices under minimal supervision and able to train other staff in various fire, fuels and forestry functions. Familiar with basic coniferous diseases and insect pests within the Coeur d'Alene Reservation.
12. Assists resource professionals in field survey efforts such as fuel inventories and fire effects data collection and able to transfer data into the latest fuels and forestry software and the Geographic Information Systems (GIS).
13. Maintains own timesheet and oversees crew timesheets and makes sure they are completed with minimal error.
14. Assists or leads the collection for a variety of fuel-monitoring projects, including stand exams and fuel line transects.

II. ADDITIONAL DUTIES: (<20%)

1. Assists forestry personnel in collecting data for forestry projects, including accurately identifying conifer and hardwood species, measuring tree diameter at breast heights and total tree heights.
2. Conducts daily project briefings during hazardous fuels reduction (HFR) treatments with crew: safety, weather, crew operations, production goals, etc.
3. Performs other related duties as assigned.
4. Participates in performance appraisal reports (PAR) for lower technicians and equipment operators.
5. May be assigned cache management or equipment inventory responsibilities

III. OTHER SIGNIFICANT FACTS:

1. Ability to perform duties under stressful and adverse operating conditions, such as long work hours, heavy workloads, emergency situations, adverse working and environmental conditions.
2. Working knowledge as single resource boss (engine boss-crew boss).
3. Knowledge of reporting requirements and procedures.
4. Knowledge of agency and interagency qualifications, position task book requirements and certification standards and procedures adopted by the National Wildfire Coordinating Group.
5. Working knowledge as logger, tree thinner or general forest worker.
6. Able to lift and carry 50 lbs.
7. Able to walk all day in steep and rugged terrain if needed.
8. Knowledge of fire suppression equipment, chainsaw, and other equipment.
9. Enforces crew expectations and disciplines crew members according to the Tribe's Policies and Procedures Manual.

10. Ability to obtain certification of a Wilderness First Responder or Emergency Medical Technician (EMT).

#### IV. MINIMUM QUALIFICATIONS:

- 1) Must support the Coeur d'Alene Tribe's: vision, mission, and core values per CdA Resolution 015(2020)
- 2) Must have received full COVID19 vaccination at time of application – attach vaccination card.
- 3) COVID19 booster is required according to the timeline established by the CDC – attach vaccination card.
- 4) Comply with all other Health policies established by the Tribe or department, including the annual flu shot.
- 5) In addition to all Fire/Fuels Technician 2 requirements:
  - a) A minimum of 3 years' experience and a demonstrated proficiency as a Fire/Fuels Technician 2 or comparable
  - b) Must be qualified as a Single Resource
  - c) Must take and successfully pass the following fire courses: S-200, S-230, S-231, S-219, and S-290.
  - d) Must have working knowledge of Fuels Models, Behave, Fuel Characteristics Classification System, and take and pass the Insect and Disease Identification and Management Training.

#### V. SUPERVISORY CONTROLS:

Incumbent will be under the supervision of the Supervisory Technician or his designee. The incumbent carries out assignments as a project leader or single resource in accordance with proven management techniques, methods, practices, and previous experience. Incumbent is expected to exercise initiative and independent judgment. Work is reviewed by the Supervisory Technician at appropriate intervals for technical accuracy, accomplishment of objectives and coordination with other natural resource activities. The incumbent will work with other technicians or seasonal personnel to ensure projects are performed in a timely manner. Leads 1 - 10 lower level technicians, firefighters, forestry personnel, and/or equipment operators as assigned. Completed work is reviewed by the supervisory technician for appropriateness and technical soundness.

#### VI. GUIDELINES:

Procedures for doing the work have been established and a number of specific guidelines exists such as oral instructions, standing operating procedures, maps, equipment manuals, health and safety codes, Wildland Fire and Aviation Program Management and Operation Guide (Red Book), field operations guides, and training prior to actual fire suppression and fuels management activities.

The assignment involves various duties concerned with operational effects of fuels and fire treatments on tribal natural resources.

Tribal Policy & Procedure, Fire Management, Forest Management Plan

VII. SCOPE AND EFFECT:

The purpose of the work is to assist with operations of the fire/fuels management program on the reservation in accordance with the Fire Management Plan, Fuels Management Plan and Forest Management Plan; and ensure the effective protection of the Tribe's natural resources through effective forestry/fire/fuels management.

The work affects the protection of life, property and forest resources on the Coeur d'Alene Indian Reservation.

VIII. PERSONAL AND PURPOSE OF CONTACTS:

Contacts are primarily with other members of the fire-fuels staff, the supervisor and others in the forestry organization. Contacts are made to exchange information about the immediate work situation in which crewmembers are to receive instructions and to clarify how the work is to be done.

IX. PHYSICAL DEMANDS:

Arduous: Duties involve fieldwork requiring above average physical performance, endurance and superior conditioning. Work requires prolonged standing, walking over uneven ground and recurring bending, reaching, lifting and carrying items weighing over 50 pounds and shared lifting and carrying of heavier items and similar strenuous activities requiring at least average ability and dexterity. Duties include demands for strenuous activities in emergencies under adverse environmental conditions and over extended periods of time. Operation of some specialized fire equipment can place extended physical stress during fire activities.

The rigorous duties of this position require the incumbent to periodically pass a medical examination and pass the work capacity test annually at the arduous level.

X. WORK ENVIRONMENT:

The work is primarily performed outdoors in forest environments in steep terrain where surfaces may be extremely uneven, rocky or covered by vegetation. Temperatures may exceed 100 degrees F and fall well below freezing. Risks include dust, smoke inhalation, fire entrapment, snake or insect bites and stings, exposure to excessive machinery noise and falling and rolling material. Personnel must adjust and cope with exposure to weather elements, dust and smoke, poor work situations under an unpredictable set of circumstances. The hazardous nature of certain jobs requires that protective clothing be worn (hard hat, gloves, leather

boots, flame resistant clothing and other personal protective equipment). Work requires travel by vehicle and/or foot.

XI. TRAINING GOALS:

Work to improve knowledge of fire behavior, fire suppression, and hazard fuel reduction in wildland and urban settings. Initiate internal position task book and wildfire position task books. Evaluations will determine if the incumbent has successfully completed all the duties and requirements specified in this position description.

XII. PERSONAL PROTECTIVE EQUIPMENT:

The incumbent is required to supply their own work boots and appropriate work clothing. Boots are to be ALL leather with a vibram sole, tops to be a minimum of 8 inches (inside measure) and heels must be 1.5 inches in height. Long work pants and a work shirt are required for all project work. The program will supply Nomex clothing, fire pack w/ fire shelter, work gloves, hard hats, safety glasses, and hearing protection.

XIII. OTHER:

Must not have been convicted of a felony involving dishonesty within the past five years.

An applicant may be asked to participate in an interview to establish whether he/she meets the minimum qualifications. Interviews do not create a right to employment and provide no promise or guarantee of employment with the Tribe.

The Coeur d'Alene Tribe reserves the right to hire according to its Indian Preference Policy. Applicants are subject to a pre-employment drug test and at-random testing following employment. Positions with the Coeur d'Alene Tribe are subject to a 6-month orientation period.

To apply, **submit a Tribal Application, COVID19 vaccination card/booster and resume no later than 4:00 pm on the closing date to:** Human Resources Department, P.O. Box 408, Plummer, ID 83851. For more information, visit our website at [www.cdatribe-nsn.gov](http://www.cdatribe-nsn.gov)

Sign below stating you have read the above job description and fully understand the qualifications, duties and responsibilities required of this position. Return this job description with the application and your resume.

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Applicant Signature

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Date