



Picayune Rancheria of the Chukchansi Indians

49260 Chapel Hill Drive, PO Box 2226

Oakhurst, CA 93644

(559) 412-5590 – FAX (559) 666-3321

POSITION DESCRIPTION – Temporary Full-time Fire Protection Worker(s)

Reports To: Elders Program Director

Department: AOA Elders Program

Status: Non-Exempt

Salary Range: DOE

Summary & Scope of Position:

This is a full-time temporary Fire Protection Worker(s) position that is assigned to take preventative measures to reduce the spread of fire around residential homes and comply with CDF regulations. The position reports to and is supervised by the PRCI Elder's Program Director. Tribal preference applies, a background check and drug test will be conducted.

Duties & Responsibilities:

- Weed eating and brushing around designated areas to comply with CDF regulations.
- Cutting and splitting wood.
- Maintaining equipment.
- Will be required to wear appropriate personal protective equipment, including suitable boots.
- All personnel working around with the weed-eating, brushing and wood cutting equipment will be required to wear a hard hat, eye protection and ear protection.
- Performs other duties as assigned

Qualifications:

- Have the ability to lift 50 pounds.
- Excellent communication & verbal skills.
- Ability to work under minimal supervision.
- Ability to work in extreme weather conditions.
- Valid California driver license with clean DMV printout.
- Must pass a background check and pre-employment drug test.
- Will be responsible to drive vehicles and maintain safe driving.
- Must be able to stand for long periods of time
- Must be familiar with Mountain Area

Requirements:

- Must be able to pass a thorough background check and pre-employment drug and alcohol test
- Must adhere to Tribal drug and alcohol policy
- Keep regular hours of operations as prescribed by the immediate supervisor, Tribal Administrator, and Tribal Council
- Must have a valid Driver's License
- The ability to maintain confidentiality is mandatory

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Must be able to multitask and complete tasks as given.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, are driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required talking and hearing are essential to communicate with staff. The employee must be able to access and navigate each department at the organization’s facilities.

MENTAL DEMANDS

There are several deadlines associated with this position. The employee must also multi-task and interact with a wide variety of people on various and, at times, complicated issues.

PRCI TRIBAL PREFERENCE

For purposes of hiring, promotions, transfers, and training all candidates must possess the "Minimum Qualifications" stated in the job description or job announcement. Minimum Qualifications are defined as those entry-level qualifications essential to the performance of the basic responsibilities for each job category, including but not limited to education, training, specific work experience, employment record and physical skills (where applicable). Preference shall be given with respect to personnel decisions, layoffs, recalls, promotions, transfers, training and hiring. First, enrolled Tribal Members who meet the Minimum Qualifications shall not be denied if another individual at a lower preference has higher qualifications than are necessary for the position. Second, after preference is provided to enrolled Tribal Members, Native Americans who are enrolled members of a federally recognized tribe other than Picayune Rancheria of the Chukchansi Indians shall be provided preference over equally qualified non-Indian candidates, however if the non-Indian candidate is more qualified, a business decision may be made to hire or promote the best candidate. If more than one person at the same preference level meets the Minimum Qualifications the decision-makers shall have discretionary authority to make the appropriate business decision in the best interest of the Tribe. Accordingly, when preparing job descriptions or job announcements care should be taken to establish qualifications that fit the desired needs of the position.

INDIAN PREFERENCE STATEMENT

Under CFR 25, Part 276 and by Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies provided to qualified PRCI Tribal Members and/or other American Indian/Alaska Native Candidates.

Employee Signature

Date

Approval Signature

Date