



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: Natural Resources TCC Foreman
Department: Environmental Management Office
Supervised by: Natural Resource Coordinator
Pay Grade: NE4 \$21.46 - \$27.89 Hourly (\$44,627.90-\$58,016.27) DOQ
FLSA: Full-Time; Non-Exempt

Position Summary: The Natural Resource Tribal Conservation Corps Foreman (TCC Foreman) performs a variety of specialized tasks; leads and recruits the Tribal Conservation Crew in various projects with an emphasis in Defensible Space and Conservation, including, but not limited to, landscaping, removal of vegetation, fire fuel load reduction, vegetation monitoring, hazardous weather response and restoration, solid waste removal, Collaboration with Forest Service, BLM, Fish and Wildlife and other Tribal Departments on projects on and off the Reservation as directed. Position would work with hand tools and power tools and operate equipment and use computers, laptops, and tablets to collect data and provide reports of job sites.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Job Duties:

- Leads Tribal Conservation Crew (TCC).
- Recruit TCC Members.
- Coordinate TCC prep meetings with other departments and entities.
- Coordinate and schedule TCC projects and daily tasks.
- Maintain Natural Resources vehicles when needed.
- Keep storage area organized and equipment maintained.
- Submit materials and supplies requests to Natural Resource Coordinator when needed.
- Work with the Natural Resource Coordinator to prepare grant funding reports and future grant funding opportunities related to the position and ongoing projects.
- Must be able to work independently with minimal supervision at times.
- Must demonstrate initiative, commitment, dedicated work ethic, and positive attitude to job duties and tribal environmental goals and objectives.
- Provide regular communications to Natural Resource Coordinator.
- Provide support in assisting Hazardous Fuels Reduction Crew.
- Assists with using Arc-GIS for notes and data collection.
- Inspects equipment used by crew for wear and tear.
- Assist in monitoring work sites that crews have performed work.
- Maintain updated inventory list for supplies and equipment.
- Commits to continued professional development to acquire, hone, maintain, and/or advance the knowledge and skills needed for optimal job performance.

Education and Experience:

- Two (2) years of experience supervising a work crew preferred.
- Two (2) years of experience or more with vegetation management or other related field preferred

- Must be knowledgeable of advanced 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 -65 hp Tractor, towing 14-foot dump trailers.)
- Experience with Hazardous Fuels Removal (HFR.)

Other Requirements:

- Must have a valid California Driver's License and be insurable under the Tribe's existing automobile insurance policy.
- Must be able to learn and operate Geographical Information Systems (GIS) programs/surveys.
- 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.
- Must comply with the Bishop Paiute Tribe's organizational policies.

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.

Competencies:

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

- *Job Knowledge* - Knowledge of principles, practices, and trends in construction trade; record-keeping systems; interviewing techniques; and applicable federal, state, county and local laws, regulations, and requirements.
- *Decision Making* – Identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make responsible decisions.
- *Interpersonal Skills* - Maintains confidentiality, remains open to others' ideas, and exhibits willingness to try new things; ability to interact and maintain good working relationships with individuals of varying cultural and social backgrounds.
- *Analytical Skills* - Ability to analyze operational, statistical, and financial information and draw logical conclusions; compare and interpret facts and figures.
- *Communication* – Ability to communicate clearly both verbally and in-writing; ability to write clear and concise reports, memoranda, directives, and letters.
- *Customer Oriented* – Delivers excellent service to both internal and external customers in a friendly and courteous manner.
- *Time Management* – Prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- *Detail Oriented* – Demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- *Adaptability* – Adapts to changes in the work environment, manages competing demands, and can deal with frequent change, delays or unexpected events.
- *Reliability* – Consistently at work and on time, follows instructions, responds to management direction, and solicits feedback to improve performance.
- *Organized* – Keeps clean and organized workspace and projects.
- *Motivated* – Inspires self and others about them to get the job done and follow through on tasks.
- *Technology Skills* – Operates various word-processing, spreadsheets, MIP, and database software programs in a Windows environment.
- *Safety Oriented* - Observes surroundings to maintain a safe work environment for community members and co-workers.

Physical Demands/Work Environment:

While performing the duties of this job, the employee regularly is required to stand, walk and sit; use hands to finger, handle, or feel; reach with hands or arms; and talk or hear. The employee occasionally is required to climb or balance; stoop, kneel, crouch or crawl. The employee may occasionally be required to lift and/or carry up to 50 lbs. Work is generally performed in outdoor environments. Tight time constraints and multiple demands are common.

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:* _____