

# QUARTZ VALLEY INDIAN RESERVATION

## JOB ANNOUNCEMENT

### JOB DESCRIPTION

Position Title:	Fire Prevention Crew (4 Positions)
Work Hours:	20 – 30 Hours per Week (Daytime Hours)
Reports to Supervisor:	Fire Project Coordinator
Rate of Pay:	\$10.00/hr.
Application Deadline:	September 15, 2014
Benefits:	Temporary Position (3 - 4 Months; No Benefits)

### SUMMARY OF DUTIES AND RESPONSIBILITIES

The Fire Prevention Crew will work directly with the Fire Project Coordinator on daily tasks of fire prevention. This position consists of fieldwork and will include some training. Duties included, but not limited to, are as follows:

1. Create a “Defensible Space” Around Tribal Homes by Clearing Surrounding Flammable Vegetation
2. Clear Dead Leaves and Branches
3. Removal of Flammable Substances to Provide Fire Protection Around Buildings, Structures or Property Lines
4. Remove Tree Branches (Dead or Living) from Trees Overhanging onto Roofs, Chimney or Stove Pipe
5. Clean Roofs of Debris, Leaves and Pine Needles
6. Create Fuel-Break Protection for QVIR
7. Distribute Firewood to Tribal Community
8. Possible Piling and Burning
9. Other Duties as Assigned

### MINIMUM QUALIFICATIONS

1. Sufficient Physical Strength and Dexterity to Accomplish Fieldwork; Including Adverse Conditions (i.e. Heat/Cold)
2. Proficient in Reading and Understanding Verbal and Written Instructions
3. Skill and Experience in Functioning in a Multi-disciplinary Team Environment
4. Ability to Exercise Sound Independent Judgment within Established Guidelines and Protocol
5. Willing to Travel Occasionally to Meetings and/or Trainings

### WORKING CONDITIONS AND PHYSICAL DEMANDS

1. When necessary, must be able to lift 25 to 50 pounds.
2. Position requires persons with sufficient stamina, physical ability and dexterity to accomplish strenuous fieldwork.

To apply, submit application and resume to: Attn: Charlene Henry, Human Resource Generalist  
Quartz Valley Indian Reservation  
13601 Quartz Valley Road, Fort Jones, CA 96032

Applicants may obtain an application from the QVIR Website at [www.qvir.com](http://www.qvir.com) or by contacting Charlene Henry at (530) 468-5907 Ext. 302 ( all applicants will be scheduled for interview)

### **Indian Preference:**

In accordance with CFR 25, Part 276 and in accordance with Title VII of the Civil Rights Act, Section 701 (b) and 703 (i) preference in filling all vacancies will be given to qualified American Indian candidates.