



Quartz Valley Indian Reservation

Position Description

Job Title: Handwashing Station Sanitation Specialist – (Fire Season/On-Call))

Department: Quartz Valley Indian Reservation Fire

Primary Location: Fire Hall

Classification: On-Call, Non-exempt **Reports**

to: Fire Hall Administrator

Salary: \$300.00 / day over 8 hours, \$150/ day for under 8 hours

Primary Purpose

This position will be responsible for operating the Quartz Valley Indian Reservation (QVIR) portable hand washing station when called upon to support various fires in and out of state. This is a seasonal / call when needed position. Employees will be expected to be available on an on-call basis during fire season and a rotation list will be established for qualified participants.

Essential Functions

- Support fire fighters by providing a clean functioning handwashing station.
- Take direction from facilities officer within base camp when on assigned incident.
- Maintain and operate the handwashing station during your assigned shifts, including but not limited to maintaining logbooks, accountable for shift and fuel tickets and final pay documents.
- Perform pre-shift maintenance check and complete appropriate log.
- Required to perform all duties while obeying all applicable state traffic laws and DOT regulations.
- Ability to pull drive a pick-up truck while pulling a utility trailer.

Competencies

Education

- High school diploma or equivalent.

Required Proficiencies

- Ability to read, speak, and write fluent English.
- Ability to travel from home for periods between 14 and 21 days.
- Ability to obtain CPR/BLS certification.

Handwashing Station Sanitation Specialist

QVIR Fire

Page **1** of **3**

- Ability to meet physical requirements, including but not limited to; working long shifts, complex decision making, sleep in a tent when assigned to a fire camp.

Experience

- Prior wildland fire operation experience. *Preferred*
- General cleaning of the building and keeping it maintained and in good condition.
- Ensure doors and compartments are locked after hours.
- Clean up spills with appropriate equipment.
- Perform minor repairs.
- Notify supervisors or managers of major repair needs.
- Collect and dispose of trash.
- Complete tasks in a timely manner with minimal supervision.
- Keep cleaning supplies in stock.
- Ability to manage your time efficiently.
- Work well when supervisors are not present.
- Ability to lift at least 25 pounds.
- Handle basic maintenance, building repairs, cleaning, and other janitorial work.
- math skills.
- Able to work safely with a variety of cleaning supplies.
- Able to use basic cleaning equipment.

Other Requirements

- Must be able to pass background check.
- Must adhere to Tribal drug and alcohol policy, including pre-employment drug and alcohol screening.
- Must have a valid Class C driver's license and insurable under the Tribe's insurance policy.

Receipt and Acknowledgment

- The contents of this job description are job requirements, and, at this time, I know of no limitations that would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements are subject to change.

- Acceptable job performance includes execution of essential functions while maintaining professional conduct and compliance with all QVIR policies, including, but not limited to: QVIR Personnel, Travel, Fiscal, and Purchasing Policy.

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.

Veteran Preference:

In accordance with QVIR Personnel Policy, applicants with documented Veteran status (such as DD-214) will be given preference in filling vacancies.

For questions regarding this position description, including applications, please contact Quartz Valley Indian Reservation Human Resources at 530-468-5907 or humanresources@qvir-nsn.gov

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

Print Name	Signature	Date
------------	-----------	------

Approved

Business Council or Health Board	Signature	Date
--	-----------	------