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**Karuk Community Health Clinic**  
64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270

# Karuk Tribe



## Administrative Office

Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

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**Karuk Dental Clinic**  
64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

## Vacancy Announcement

**Title:** Engine Boss/Crew Boss (ENGB)/(CRWB)  
**Reports To:** Unit Fire Program Manager, or designee  
**Location:** Orleans, Happy Camp or Yreka, CA as assigned  
**Assigned Work Location:** Karuk Department of Natural Resources  
**Salary:** \$24.18-\$31.24 per hour / DOE  
**Classification:** Full Time, Non-Exempt, Regular  
**Summary:**

This position is established as an Engine Boss/Crew Boss for The Karuk Integrated Wildland Fire Management Program. This position includes Fire Response activities. Chief responsibilities of this position are to perform Integrated Wildland Fire Management Program activities (fuels reduction, prescribed fire, training, general program support, etc.), cooperate with numerous agencies and oversee program personnel performing this work. Overall, responsibility of the Engine Boss/Crew Boss is total care and coordination of assigned personnel.

### **Application Deadline: April 2, 2026 by 5:00 PM**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us). The Karuk Tribe's TERO Preference and Drug and Alcohol Policy apply. If selected, applicants must Successfully pass a drug screening and be willing to submit to a criminal background check.

Job Descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resources Department at: Telephone: (530) 493-1600 ext. 2043 or ext. 7034, Fax: (855) 437-7888, or Email at [humanresources@karuk.us](mailto:humanresources@karuk.us)

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### POSITION DESCRIPTION

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**Responsibilities:**

1. Maintains professional conduct throughout all assignments while representing the Tribal workforce assigned.
2. Communicates with supervisors and partners to receive orders and decides how the crew/squad(s)/module(s) can best accomplish the assigned task(s).
3. Responsible for assuring the quality and quantity of work that the crew completes.
4. Assures appropriate communication link between Karuk Tribe, agency personnel and crewmembers.
5. Reports all information back to the home base, and assures required paperwork is complete & submitted in a timely manner.
6. Responsible for setting the standard by which other crewmembers will abide; the rules will be in direct correlation to Karuk Tribal policies, procedures, and management principals/practices.
7. Works closely with Squad Bosses to abide by and strictly enforce all rules, policies and procedures, including but not limited to the appropriate code of conduct.

8. Attends fire briefings; maintains communications with crew, adjoining forces and supervisors.
9. Submits all Crew Time Reports (CTR's), Time Cards, and Project Tracker Forms, accurately with all appropriate hours, pay rates, crewmembers, equipment, and approved miscellaneous costs correctly listed.
10. Reviews all relevant financial documentation at demobilization and at end of pay period for accuracy comparing the copies of project trackers, CTR's and/or equipment shift tickets to FS-288 Fire time Report and/or time sheets. Ensures all CTR's, Project Trackers and/or other documentation will be signed by appropriate personnel to ensure proper reporting to Bureau of Indian Affairs (BIA).
11. Reviews record and timekeeping processes prior to dispatch or assignment, upon return all copies will be turned in to the office.
12. Ensures that the medics and/or appropriate persons have filled out the necessary forms in the event of an injury, illness. or accident. Ensures compliance with post incident/accident drug & alcohol testing procedures.
13. Responsible for all purchases made while on assignment and ensures receipts are turned in with appropriate paper work upon return (can be delegated to squad bosses for project work, but limited to costs associated with the daily operation of project personnel).
14. Adheres to Tribe's and Program's confidentiality and personnel policies.
15. Be available for local and out of the area travel as required for job related training and various activities.
16. Attends all required meetings, trainings and functions.
17. Be polite and maintain a priority system in accepting other job-related duties, as assigned.

#### Qualifications:

1. Demonstrated ability to work effectively with Native American youth and family members in culturally diverse environments.
2. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
3. Demonstrates the ability to manage time well and work under stressful conditions with an even temperament.
4. Demonstrates strong organizational skills, be able to prioritize duties and ensure timely completion of tasks.
5. Demonstrated ability to understand and follow oral and written instructions.

#### Requirements:

1. Must possess High School Diploma or Equivalent (GED).
2. Must meet qualifications standards identified by the National Wildfire Coordinating Group (NWCG) 310-1, and maintain currency for this position.
  - a. Completion and Certification of NWCG Single Resource Engine Boss (ENGB) Position Task Book.
  - b. (ICS-200) (S-230) (S-290) courses and Completed Fire Fighter 1 (FFT1) Position Task Book.
3. Must be qualified Engine Boss (ENGB) and current in Incident Qualification and Certification System (IQCS) prior to 180-day evaluation.
4. Must pass the annual Work Capacity Test (Pack Test) within 30 days of scheduled required physical.
5. Must be a self-starter, well organized, and willing to learn new skills.

6. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
7. Must successfully pass a pre-employment drug screening test.
8. Must adhere to required pre-employment background check, crim check and FBI fingerprints. Additionally, (IF applicable): Investigation of character as required by the Indian Child Protection and Family Violence Act (ICPFVP). The minimum standards require an investigation that shall include: a check of fingerprint files of the Federal Bureau of Investigation (FBI) and to appropriate local law enforcement agencies. The applicant must not have been found guilty of, or entered a plea of no contender or guilty plea to any felonious offenses or two or more misdemeanor offense under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; an offense committed against children.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Committee Approved:** March 19, 2026

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_