



Position Title: Fuels Planner
Department: Natural Resources
Period To Apply: 12/21/2023-1/26/2024
Positions Available: 1
Supervisor: Natural Resources Manager

Salary Range: \$55,000-\$65,000
Position Status: Full-Time
FLSA Status: Exempt
Job Posting ID: NRD-232112

This is a 1-year term temporary position which may be extended pending additional grant funding.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

BASIC PURPOSE:

The incumbent is responsible for the development and implementation of an efficient fire fuels management plan for the Pueblo while adhering to applicable laws, regulations, and policies. The incumbent will develop fuel treatment plans, prescribed fire plans, and fuels monitoring plans by conducting, collecting, and analyzing information in a variety of methods that may include field surveys, computer modeling, and fuels management inventory. The incumbent will participate in developing the annual fuels management budget and monitoring current program budgets (i.e., expenditures and balances). The incumbent is responsible to consult and coordinate with the Natural Resources Director, Natural Resources Manager, federal, state, tribal, local government, and stakeholders in the development of interagency fuels strategies, operational procedures, and reporting requirements.

ESSENTIAL FUNCTIONS:

- Maintains work logs and coordinates project activities with the NR Manager and Director.
- Updates to the NR Director on projects, work completed and anticipated completion dates.
- Coordinates with the next higher organizational level, other agencies, cooperators, and stakeholders to develop interagency forestry and fuels strategies.
- Reviews environmental documents, prescribed fire plans, fuels monitoring plans, and wildfire management plans of the other bureau/agencies and stakeholders Research literature and technology developments in the disciplines of wildfire science, fire ecology, fire effects, landscape ecology, and other related disciplines to improve the efficiency and effectiveness of the unit's fuel management program.
- Assists fire management, fuels management, and other natural resources and cultural resource managers to set program, project, treatment, monitoring priorities, goals, and objectives.
- Identifies and recommends corrective actions for job safety and health hazards; ensuring work conditions conform to Department/Bureau safety programs.
- Assists with the smoke management program to ensure compliance with state air quality standards.
- Participates in the development, review, and modification of fire management plans.
- Participates in the development of cooperative agreements to facilitate multi-agency projects and reporting.
- Designs and conducts fuels management inventory analyses, in addition to monitoring activities to track, and report fuel loading and/or vegetation change.

- Participates in special assignments (as qualified) to plan, implement, and participate in prescribed fire activities, wildfire response, and fuels management activities to ensure targets are achieved, management objectives are met, and mitigation measures are adequate.
- Perform all work activities in accordance with the Santo Domingo Pueblo safety policies and procedures.
- Attends and satisfactorily completes training as directed by the Supervisor or the Human Resources Department.
- Other duties as assigned.

REQUIRED COMPETENCIES

- **Integrity / Honesty** - All Santo Domingo Pueblo employees must operate in an ethical manner by following all policies and procedures relating to property and proper behavior between staff and community. Incumbent must conduct oneself above the appearance of doing something wrong.
- **Goal and Task Management** - Incumbents in this job need to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress of project and team members with respect to personal performance.
- **Teamwork** - Must be competent in working effectively with others to resolve issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps supervisors informed and up to date about tasks, progress, or projects.
- **Flexibility** - Incumbent in this position must be adapt to rapid change in job assignments, schedules, or priorities.
- **Effort and Initiative** - Incumbent in this position must have the ability to work and act without specific direction and without being monitored.

MINIMUM QUALIFICATIONS:

- Bachelor's or equivalent knowledge related to natural resources management, fire ecology, fire behavior, and fire management theories, concepts, principles, and standards in wildfire response to maintain and enhance an established fuels management program.
- Fundamental knowledge of related fields (e.g., wildlife management, botany, forestry, hydrology, geology) and the interrelatedness or impact on fuels and wild land fire management.
- Prior firefighting experience, as gained by substantial service in a primary firefighter position or equivalent experience.
- Knowledgeable of safety and general operating procedures for heavy equipment such as chippers, chainsaws, all-terrain vehicles, augers, backhoes, trailers, four-wheel drive vehicles, and other equipment necessary for project work.
- Must be 21 years of age for insurance purposes.
- Must possess a valid driver's license and must be insurable through Santo Domingo Pueblo insurance.
- Must be able to satisfactorily pass a background check.
- Must be in good to excellent physical condition; must be able to lift a minimum of 50 pounds and sustain prolonged periods of working outdoors in inclement weather and arduous conditions.
- Extended working hours, including weekends, evenings and holidays uncommon but may be required.
- Covid-19 vaccination required. Reasonable Accommodation considered.

HOW TO APPLY:

- Incomplete applications may delay or exclude consideration; Please submit a complete application including a Cover Letter, Resume, Application, and College Transcripts.
- By email: HR@kewa-nsn.us
- Subject line: Fuels Planner- [Your Name]
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo Pueblo, NM 87052
- On-line: santodomingopueblo.isolvedhire.com/jobs
- By fax: (505) 715-4416 Attn: Human Resources
- In person: Human Resources Department, 116 San Ildefonso St, Santo Domingo Pueblo, NM 87052