



## **Position Description**

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| <b>Job Title:</b>                | Stewardship Crew Supervisor                            |
| <b>Department:</b>               | Office of Environmental Planning and Protection (OEPP) |
| <b>Reports To:</b>               | Land Manager   |
| <b>Supervises:</b>               | Stewardship Crew Members                               |
| <b>Classification:</b>           | Hourly, full-time, benefit-eligible                    |
| <b>Anticipated Salary Range:</b> | \$28 - \$32/hour                                       |

## **Position Summary**

Under the general supervision of the Land Manager, the Stewardship Crew Supervisor will be responsible for implementing land stewardship and improvement activities on Tribal lands. The primary responsibility includes supervising the Stewardship Crew, including ensuring adherence to safety protocols and efficient workflow management. Responsibilities also include implementing various land management activities such as prescribed burns, invasive plant removal, and ecological restoration, while also assisting in the development of asset management protocols and project designs. The Crew supervisor will also oversee the crew schedule including crew time off requests and timecards. The successful candidate will have a high degree of situational awareness, a thorough understanding of proper safety protocols, and be comfortable working in remote outdoor locations in inclement weather and rough terrain.

## **Responsibilities may include, but are not limited to:**

- Works closely with the Land Manager, Environmental Director, and Tribal Historic Preservation Officer (THPO) to manage and steward Tribal lands
- Provides direct supervision of 3-4 Stewardship Crew Members, including workflow management and adherence to safety protocols
- Facilitate effective communication and team cohesion within the Stewardship Crew
- Implements day-to-day operations of land management activities
- Provide summary reports of work accomplished to Land Manager
- Supports in the development of asset management protocols, such as equipment maintenance schedules, security procedures, and organizational systems
- Plan, supervise, and perform field work including, but not limited to, invasive plant removal, prescribed fire activities, forestry work and thinning, fence repair, road and trail maintenance, native plant establishment, agricultural activities, and basic property maintenance tasks using a variety of tools and equipment
- Assist the Land Manager in equipment procurement, workflow development, and other advance tasks needed to prepare for crew work

- Serve as point of contact with project sponsors and ensure clear communication of contract expectations, safety, and accountability
- Assist in designing projects on Tribal lands and contracted work locations
- Assist in developing and implementing safety and workforce trainings for crew
- Responsible for ensuring crew safety and project regulatory compliance
- Supervise the completion of projects through tracking and reporting
- Responsible for ensuring proper tool maintenance of chainsaws, water pumps, string trimmers, and other gas-powered, manual and electric tools
- Assist with shop inventory, organization, and protocol development
- Assist in facilities maintenance and minor repairs
- Ensures the crew maintains neat and orderly workplaces including shops, project work sites, office areas, equipment storage facilities, and vehicles
- Operates and maintains 4WD trucks, passenger vehicles, tractor, water tender, and ATVs to access remote locations for field projects
- Manages time-off requests, reconciliations and timecard entries with minimal supervision and assists the crew to ensure they submit administrative paperwork in a timely manner
- Other duties as assigned

### **Minimum Qualifications**

- Experience performing duties similar to those described above
- Ability to make sound decisions in a manner consistent with essential job functions and perform with a high degree of autonomy, organization and adaptability
- A high degree of situational awareness, ability to assess surroundings to determine potential hazards, and willingness to prioritize crew safety at all times
- Physical capability and endurance to conduct fieldwork in remote settings under strenuous conditions, including the ability to carry up to 50 lbs. over rough terrain and hike for an extended length of time in inclement weather
- Ability to establish and maintain effective working relationships with all levels of the organization and community
- Experienced and comfortable driving full size pickup trucks and towing trailers
- Experienced with operation and maintenance of chainsaws, wood chippers, pumps, brush cutters, various power and hand tools, rigging equipment, and heavy equipment
- Knowledgeable of maintenance and repair needs of tools and equipment, as well as infrastructure including buildings, ranch roads, fencing, and water systems
- Experience and/or training with prescribed fire and under burn techniques
- Wilderness First Aid certification or ability to secure within 30 days of employment
- Experience supervising others while implementing and ensuring safety compliance
- Ability to record data accurately and legibly
- Knowledge of native and non-native plant species
- Must be eligible for coverage under the Tribe's vehicle policy
- Must possess a valid driver's license and be willing to travel locally and/or regionally, as necessary, during or after regular working hours

### **Preferred Qualifications**

- A Bachelor's degree in forestry, natural resources, wildland management, biology, environmental science or related field.
- Basic knowledge and understanding of relevant environmental regulations, such as CEQA, burn permits, and air quality standards

- Basic Wildland Firefighter Type 2 certification or equivalent
- Wildland Fire Chainsaw Training S-212
- Understanding of indigenous land stewardship techniques
- Experience with field mapping technologies such as Avenza Maps, ArcGIS, and GPS units, as well as experience in backcountry navigation and interpreting paper maps

### **Additional information**

- This work involves some physical exertion, such as long periods of standing; walking over rough, wet, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching; or similar activities; and recurrent lifting of moderately heavy items (50 pounds or more).
- Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25 U.S. Code § 472 and 473). Applicants claiming Indian preference must submit verification by tribe of affiliation or other acceptable documentation of Indian heritage.
- All offers of employment are contingent upon:
  - Successful completion of background and reference checks
  - Passing a pre-employment physical.

*Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The Mechoopda Tribe of Chico Rancheria reserves the right to revise this job description at any time. The job description is not to be construed as a contract for employment.*