***VACANCY ANNOUNCEMENT***

POSITION: Fire Prevention Technician
PROGRAM: Fire Management  DEPARTMENT: Department of Business
REPORT TO: Executive Director  STATUS: Non-Exempt
EMPLOYMENT STATUS: Permanent/Full-time
LOCATION: Department of Business/Planning Building, Concho, OK
ISSUE DATE: December 6, 2019  CLOSING DATE: Until Filled

GENERAL DESCRIPTION:
This is a standard wildland fire management position description intended for use in the Cheyenne and Arapaho Tribes Fire Management Program/Department of Business and interaction with the Department of the Interior (DOI). The incumbent serves in a key fire management position in a field wildland fire management within the Cheyenne and Arapaho Tribes Fire Management/Department of Business as a Fire Prevention Technician (Prevention and Mitigation). The primary purpose of this position is to assist in implementing and promoting the wildland fire prevention and mitigation program. Prior wildland firefighting experience on the fire line is a mandatory requirement. This position requires a valid state driver’s license.

DUTIES AND RESPONSIBILITIES (Major Duties):
- Prepares and implements, or assists in the preparation and implementation of, the wildland fire prevention and mitigation plan ensuring that it is well coordinated with other unit function plans and with cooperating entities. Works cooperatively on joint federal, tribal, state and local wildland fire prevention and mitigation programs.
- Assists in planning for both short and multi-year activities in wildland fire prevention and mitigation. Coordinates with other preparedness activities and resource management programs.
- Assists in developing a coordinated approach to hazardous fuels reduction with particular emphasis on wildland/urban interface.
- Monitors wildland fire prevention and mitigation activities and evaluates the effectiveness of the programs. Recommends revisions to wildland fire prevention and mitigation guidelines and procedures.
- Prepares programs and evaluates various wildland fire prevention and mitigation program packages and presentations.
• Prepares plans for routes, methods and frequency of contacts and inspections. Plans the type and placement of printed signs and posters for maximum exposure of prevention awareness in an interagency environment.

• Works with the public to promote prevention and mitigation awareness of wildland/urban interface issues through meetings, personal contacts, radio and news releases.

• Provides wildland fire prevention education to schools and promotes wildland fire prevention awareness through fairs, rodeos, parades, special events, and the news media.

• May perform some or all of the following type of fire trespass work:
  - Implements fire trespass policies and procedures. Coordinates investigation of fire trespass. Works with management to determine the value of losses resulting from fire trespass.
  - As a fire investigator, investigates ignition source causes and location on government land including observing, collecting, and preserving and/or examining evidence. Interviews and/or obtains statements of witnesses. Prepares written reports which may include diagrams, maps, and photos.
  - Provides assistance to other cooperating Federal, State, Local agencies, and Law Enforcement agencies on fire investigations that are multi-jurisdictional.

FACTORS/KNOWLEDGE REQUIRED BY THE POSITION:

• Knowledge of the policies, techniques and practices of wildland firefighting obtained through substantial service as a primary firefighter of the Federal government or in a similar firefighting position outside the Federal government. This is a mandatory requirement of this position.

• Ability to apply wildland fire management strategies, tactics, and fire prevention and mitigation procedures to fire management objectives and to determine the consequences of proposed actions.

• Knowledge of computer techniques and word processing software in order to develop, implement, maintain, and edit the wildland fire prevention and mitigation plans and other programmatic plans.

• Knowledge of federal, tribal, state, and local agency roles and responsibilities in wildland fire prevention and mitigation programs sufficient to recommend operating plans and oversee the scheduling, organization and implementation of such plans at the field level.

• Knowledge to determine the appropriate materials needed to clearly communicate information to a variety of public audiences (technical and non-technical), political and legal representatives, natural resource specialists and wildland fire and land managers.

• Knowledge of community and media relations to effectively communicate wildland fire issues.

• Ability to organize, coordinate, and present wildland fire prevention and mitigation programs.
QUALIFICATIONS:
- Excellent verbal and written communication skills
- Strong motivational skills
- Excellent teamwork skills
- Bachelor's Degree preferred or a combination of education and work experience
- Cheyenne and Arapaho preference and/or Indian preference.

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma
Personnel Department
P.O. Box 167
Concho, OK 73022
Or e-mail: atisdale@cheyenneandarapaho-nsn.gov
Office (405) 422-7498
Fax (405) 422-8222
Toll Free 1 (800) 247-4612 ext. 27498

To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov