



TAOS PUEBLO JOB DESCRIPTION

JOB TITLE: Grant Fuel Coordinator
PAY GRADE: NE9
FLSA STATUS: Non-Exempt
DEPARTMENT: Natural Resources
REPORTS TO: DNR Director

GENERAL PURPOSE:

Coordinates planning, organization, preparation and administration of forestry and fire management grants; monitors grants to ensure compliance with grant requirements and established laws and regulations. Oversees the grant to reduce hazardous fuels on Taos Pueblo.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

ESSENTIAL FUNCTIONS:

Communicates with fire crew to facilitate personnel and equipment needs.

Meets with staff in determining funding needs and departmental goals; explores potential funding opportunities; coordinates the planning and preparation of grant proposals.

Coordinates, prepares or compiles all components of grant proposals for review and approval prior to submission.

Provides technical assistance and guidance to the staff in the planning and preparation, policies, regulations and procedures on grant proposals; assists in the interpretation of funding agency regulations and requirements; documents and ensures compliance with grant funding regulations.

Develops and implements forest vegetation surveys.

Utilizes datasets in the development and implementation of management policy and action that assists in the realization of the cultural and social-economic needs of Taos Pueblo.

Makes harvest prescriptions of timber resources.

Plans and implements Fire Rehabilitation Activities.



Implements all post-fire emergency stabilization activities including development of emergency plans.

Assists with fuel assessments on thinned units.

Assists with crew member thinning and cleaning duties.

Performs trail maintenance by grubbing, cutting and removing debris on trails.

Assists in patrolling forest lands to detect violators and enforce governing law and codes.

Assists in fire suppression and serves as a basic firefighter.

Ensures all equipment is in safe operating condition by checking fluid levels, electrical systems, and cables and sheaves; ensures gages are operable and correct; equipment is properly lubricated, and evaluates overall wear and tear.

Maintains records of scheduled and completed maintenance, work orders and other reports as requested; completes forms according to established policies and procedures.

Observes safety rules, and ensures and maintains a safe environment.

Operates hand tools and motorized equipment.

Performs other duties as assigned.

SUPERVISION EXERCISED:

Assigns, reviews, and delegates work and job responsibilities to designated staff.

MINIMUM QUALIFICATIONS:

High School Diploma or GED, plus two years forestry experience. One year grant administration experience. Must be in good physical condition. Experience with hand and power tools preferred. Sawyer S212 Certification- A or B Faller. EMT, CPR and First Aid certification. Current IQCS FFT2 certified or must become certified in one year of employment. Valid New Mexico driver's license with ability to meet Pueblo's liability insurance requirements and maintain eligibility for insurance. Must be able to pass drug test, physical, and background check, with NO prior convictions of any felonies.

Taos Pueblo reserves the right to exercise preference in hiring for qualified Tribal members/Indians in connection with all positions.

KNOWLEDGE, SKILL AND ABILITY:

- Knowledge of safety standards and precautions pertaining to the use of tools and equipment.



- Knowledge of federal, state and federal regulations, codes, rules or laws affecting contracts/grants.
- Knowledge of federal, state and/or community funding sources.
- Knowledge of fuel programs.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill is safely operating equipment.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to work independently.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to work extended hours, various work schedules and to travel occasionally.
- Ability to lead and guide the work of others.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to operate and maintain various equipment, tools and use proper safety methods.
- Ability to work in a physically demanding positions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee regularly is required to stand, walk; use hands to finger, handle, or feel; reach with hands and arms above shoulders; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to climb or balance. The employee occasionally lifts 25 lbs. When acting as a Fire Fighter the employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

WORK ENVIRONMENT

Work is regularly performed in an office setting with a low noise level and outdoors where exposure to natural weather conditions and various dusts and mists may occur. Prolonged standing and walking may be on uneven surfaces or unstable ground. Situations where steel-toe boots, safety goggles, gloves, protective face shields, or hardhats are needed may occur. Exposure to extreme heat, risk of electrical shock and vibration. Exposure to moving mechanical parts. Exposure to toxic or caustic chemicals, flames or burning items. Exposure to hazardous, uncontrollable and life threatening situations will occur. Regularly exposed to high, precarious places; fumes or airborne particles. Non-traditional schedule. Travel may be required. Evening and/or weekend work may be required.

EMPLOYEE'S CERTIFICATION:

I acknowledge receipt of this job description and understand the job description is subject to change by Taos Pueblo as the needs of the employer and requirements of the position change.

Employee's Signature

Date