



https://www.catg.org/?post_type=jobs&p=2871

CATG Fire Crew Representative

Description

JOB SUMMARY: Will travel to the location of any assignments that the CATG Fire Crew is assigned. The purposes of the position is to act as an administrative assistant to the CATG Fire Crew Superintendent. Provide support on site when the CATG Fire Crew is out on assignment and coordinate with the CATG Fire Crew Finance Manager in daily operations. The incumbent works under the supervision of the Natural Resources Director.

Responsibilities

MAJOR DUTIES AND RESPONSIBILITIES:

- *Assist Crew Leader with administrative tasks in Fort Yukon and on assignment
- *Provide assistance on site at Incident Command Post in coordinating assignments, paperwork, and facilitating communication with the Bureau of Land Management
- *Provide administrative assistance to all members of CATG Fire Crew in acquiring materials and equipment necessary for continued daily operations
- *Coordinate and assist the Natural Resource Director and the CATG Fire Crew Finance Manager in daily operations
- *Coordinates the management of contract crew records with the CATG Staff to ensure accuracy and confidentiality.
- *Maintains a friendly and courteous attitude as a representative of CATG to the public.
- *Other duties as assigned

Skills

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of modern office principles, practices, techniques, and equipment. Ability to establish and maintain effective working relationships with other employees, public and private officials, and the general public. Self-directed person who will take initiative in providing administrative support. Ability to communicate well, both orally and in writing.

Qualifications

MINIMUM EDUCATION QUALIFICATIONS:

Hiring organization

Council of Athabaskan Tribal Governments

Employment Type

Full-time, Seasonal

Base Salary

\$ DOE

Job Location

Yukon Flats, Alaska

Date posted

December 15, 2021

Valid through

23.12.2021

APPLY NOW

High school diploma or GED equivalency

Current valid Alaska Drivers' License

Over the age of 25 to enable renting of transportation

MINIMUM EXPERIENCE QUALIFICATIONS:

Non-Supervisory- one (1) year performing general clerical/administrative duties similar to those in this description. An equivalent combination and/or training may be substituted for experience.

ADDITIONAL REQUIREMENTS

As a Federal Contractor, CATG is required to show compliance with the Drug Free Workplace Act of 1988. CATG has initiated and maintained a Drug and Alcohol Testing Policy that includes pre-employment and random anonymous testing thereafter. This job description is not an employee agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

OTHER

Title: CATG FIRE CREW REPRESENTATIVE

Location: Yukon Flats Region

Supervision Natural Resources Director

Classification: Seasonal Employment

Salary: DOE, Commensurate to educational and experience levels

FLSA: Non-Exempt

Approved Date: May 11, 2021

Position Closes: December 23, 2021

Contact: Andrea Peter, CATG HR Director 907-662-7534 andrea.peter@catg.org