



## **CLASS SPECIFICATION**

### **FUELS MANAGEMENT OFFICER**

Class Code: 17151  
Date Est: 06/19/2018  
Last Rev: N/A  
Last Title Chg:  
FLSA: Non-exempt  
Probation: 12 Months

### **DEFINITION**

Under general direction of the Deputy Chief of Fire Prevention, the Fuels Management Officer plans and coordinates a fuels management program including prescribed fire activities and training for the Truckee Meadows Fire Protection District through federal and state grant funding. Responsibilities include researching and developing grant applications, fuels management operational plans, organizing and implementation of a Green Waste Program, oversees Pile Burning, community education programs and other related duties as assigned.

### **EXPERIENCE AND TRAINING REQUIREMENTS**

Bachelor's Degree with major in Fire Science, Forestry, Natural Resources Rangeland Management, Fire Technology or closely related field and five years of progressively responsible experience in forestry, fuels management, fire suppression or a closely related field.

### **LICENSE OR CERTIFICATES**

A valid Driver's License is required at the time of appointment.

National Fire Academy (NFA) or Federal Emergency Management Agency (FEMA) Fire Safety Officer Certification required within 180 days of appointment.

Must have the ability to obtain a Nevada's Class "B" Driver's License with "F" endorsement and maintain satisfactory DMV record upon completion of probationary period.

National Wildfire Coordination Group (NWCG) RXB2 or equivalent Burn Box certification within 180 days of appointment.

National Wildfire Coordination Group (NWCG) ICT3 or equivalent Incident Command Qualification within 180 days of appointment.

National Wildfire Coordination Group (NWCG) Incident Qualification Card (Red Card).

Visible Emissions Evaluation Certification within 180 days of appointment.

All applicants will be required to pass a thorough medical examination which may include, but not be limited to a physical agility test prior to appointment and for continuing employment.

All applicants will be required to undergo a background investigation prior to being considered for employment.

All licenses and certifications are required to be kept current and maintained for continued employment.

### **SUPERVISION EXERCISED**

Exercises direct supervision over assigned administrative, professional and technical personnel.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Develop, implement, and maintain grant applications and programs that support fuel reduction within the District.

Plan, coordinate and oversee District pile burning and other prescribed fire activities including supervision of fire suppression personnel as appropriate on District level fire prevention activities.

May respond to wildland fire incidents and assume roles as assigned within the Incident Command System.

Coordinate with command staff, other agencies, cooperators, and stakeholders to develop interagency fuels strategies.

Represent the organization in multi-agency fuels management activities.

Prepare and present administrative and analytical reports including prescribed fire plans, fuel reduction plans, bio mass and removal plans, staff reports and other necessary documents and correspondence.

Design and implement fuels management surveys to document presence, amount, and types of hazardous fuels and utilizes the results of the surveys to prioritize prescribed fire and fuels management projects.

Serve as community wildfire protection plan point of contact, defensible space program coordinator; including hazardous fuels reduction.

Develop fire prevention and education plans, and assist in the presentation of fire prevention and public education programs.

Establish and maintain positive communications with the public to provide education about defensible space regulations and recommendations.

Assist in development of annual reporting requirements.

May serve as a Contracting Officer's Representative (COR) on fuels management contracts and may be responsible for the preparation of contract specifications and performance measures.

Performs other duties as assigned including special assignments, duties, and functions as determined by the Fire Chief or Deputy Chief of Fire Prevention.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Policies and procedures of Truckee Meadows Fire Protection District.

Current best practices, developments and trends in fire service with emphasis on fuels reduction, fire prevention, and modern fire command.

Current federal, state, and local laws pertinent to the assigned function, including fire/fuels and emergency services.

Fire behavior and fire control techniques to carry out wildland fire suppression and fuels reduction.

Project and time management techniques in order to complete assigned projects in a timely manner in order to meet deadlines.

Budget development and fiscal control methods and techniques.

Principles of management, supervision, labor/management relations, training and work evaluation.

Current Fire and Life Safety building codes.

Relevant occupational hazards and safety standards.

Relevant local, state and federal mutual aid plans and agreements including Nevada Fire Chief's Mutual Aid Plan, Lake Tahoe Regional Chief's Agreement and USFS/BLM Agreements.

**Ability to:**

Plan, manage and coordinate activities of fuels reduction staff.

Prepare clear and concise plans, programs and reports relating to fuels reduction, fuels management and community risk reduction.

Effectively communicate to multiple audiences including citizen groups, political leaders, agency representatives and volunteers both orally and in writing.

Develop and present effective public education programs appropriate to the intended audience.

Implement work methods and procedures that promote a safe working environment for employees and others and train staff in same.

Select, supervise, train and evaluate subordinates.

Prepare clear and concise operational work records and reports.

Properly interpret and make decisions in accordance with laws, regulations and policies.

Establish and maintain effective working relationships with those contacted in the course of work.

Learn and use computers and tablets along with related computer programs and software applications.

Maintain physical condition to perform essential duties.

**WORKING CONDITIONS** (*Essential duties require the following physical skills and work environment.*)

The work environment is both administrative and operational and will include performing job duties in an emergency fire-fighting setting. Essential functions require maintaining physical condition necessary for running, walking, crawling, climbing, scooping and moderate lifting while wearing heavy protection equipment.

Work may involve extended workdays outside the regular working hours, attending evening meetings, and overseeing weekend green waste/fuels reduction programs. Work is performed in office and in field environments and may involve potential exposure to extreme weather conditions, heat, hazardous chemicals and materials,

*This class specification should not be interpreted as all - inclusive.  
It is intended to identify the major responsibilities and requirements of this job.*