



## CLASS SPECIFICATION

Class Code: 0000  
Date Est: 01/2020  
Last Rev:  
Last Title Chg:  
FLSA: Exempt  
Probation: 12 Months

### DIVISION CHIEF OF FUELS MANAGEMENT & WILDFIRE

#### **DEFINITION**

Under general direction of the Deputy Chief of Operations, the Division Chief of Fuels Management & Wildfire 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; and performs related duties as assigned.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A bachelor's degree from an accredited college or university in Fire Science, Forestry, Natural Resources Rangeland Management, Fire Technology or closely related field; AND seven years of full time progressively responsible firefighting experience in forestry, fuels management, fire suppression or a closely related field, including at least four years of supervisory experience at the rank at/above Captain or comparable rank; OR an equivalent combination of education and experience.

#### **LICENSE OR CERTIFICATE**

##### **Required at time of application:**

NWCG qualified single resource boss including Engine Boss & Crew Boss.

Possession of a valid CPR certification.

##### **Required at time of appointment:**

Incident Command System 100, 200, 300.

##### **Required at the times specified below:**

National Wildfire Coordination Group (NWCG) RXB3 or equivalent (Prescribed Fire Burn Boss 3), within 180 days of appointment.

Visible Emissions Evaluation Certification, within 180 days of appointment.

S-390 Introduction to Wildland Fire Behavior Calculations, within 1 year of appointment.

Nevada Driver's License with "F" endorsement or equivalent that complies with the Nevada Department of Motor Vehicles' requirement, within 1 year of appointment.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over assigned personnel.

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

Authority to respond to complex incidents and participate in the incident as assigned.

Develops and establishes goals, objectives, policies and best practices for assigned division area; oversees and evaluates skills and training activities; develops, recommends and implements changes in service delivery; oversees the development, updating and maintenance of the division's policies and best practices.

Conducts studies and analysis of divisional operations; identifies areas for improvement and develops training accordingly; stays current on recent developments, literature and programs related to assigned area.

Assist the Fire Deputy Chief with formulation of budget(s) by recommending expenditures, monitoring budget(s), coordinating purchases for commodities and capital equipment for the division.

Supervise assigned staff including staff selection, staff training, work assignment and review, coaching and development, performance evaluation, discipline and conflict resolution.

Participates in the development and planning for recruitment and promotional processes and staff development programs.

Coordinate with Fire Deputy Chief of Operations to integrate volunteer fire departments into the response system as needed.

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.

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

Research, develop fuels management, operational plans, organize and implement green waste program, oversee pile burning and participate in community education programs.

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

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.

Assist in development of annual reporting requirements.

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.

Oversee functions of the wildland fire program including maintenance of personnel qualification records, wildfire training and preparedness, oversight of the dozer program, and integration of resources during wildfire responses.

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

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.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

#### **Knowledge of:**

Policies and procedures of Truckee Meadows Fire Protection District.

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:**

Prepare budget recommendations and assist in determining the needs of the District and community in areas of suppression and emergency medical services.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

#### **Knowledge of:**

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.

Fire behavior and fire control techniques to carry out prescribed burns and fuels reduction.

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

Principles and practices of budget preparation and administration.

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

Current Fire, WUI and Life Safety codes.

Relevant occupational hazards and safety standards.

Statistics and cost management analysis

**Ability to:**

Function within the Incident Command system on a wide variety of emergency incidents.

Interpret and apply Federal, State and local policies, laws and regulations.

Plan, organize, direct and coordinate the work of staff.

Supervise personnel, including training, assigning, and reviewing work, and conducting performance evaluations.

Evaluate and analyze priorities and processes to determine their effectiveness and efficiency.

Respond to emergency situations as needed.

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

Analyze problems and emergency situations, quickly develop effective and reasonable courses of action, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Exercise emotional control and work under stressful situations.

Exercise sound and independent judgment.

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.

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.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Ability to stand and walk for extended periods. Ability to hike, lift, bend, and carry heavy loads in mountainous terrain on steep slopes varying between 30 to 90%. Ability to frequently stoop, bend, kneel, and climb. Corrected hearing and vision to normal range. Verbal communication and reading ability. Ability to work at considerable heights. Ability to perform sustained and vigorous activities in a variety of environmental conditions. Ability to tolerate exposure to extreme weather conditions, heat, fumes, smoke, pressurized water, and chemicals.

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

Incumbents may work irregular hours, weekends, holidays or evenings.

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.

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

*This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.*