



CLASS SPECIFICATION

Class Code:
Date Est: 05/2021
Last Rev:
Last Title Chg:
FLSA: Non-exempt
Probation: 12 Months

FIRE MANAGEMENT OFFICER

DEFINITION

Under general direction, helps to plan, coordinate, implement and supervise wildfire suppression and fuels management including fire response, collaboration, utilization of the Incident Command System, fuels thinning and management, prescribed fire activities, and training.

EXPERIENCE AND TRAINING REQUIREMENTS

Ten or more years of experience in forestry, fuels management, fire suppression or a related field; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

Required at time of application:

NWCG qualified Single Resource Boss

NWCG qualified Class B Sawyer

NWCG qualified Task Force Leader

NWCG qualified Incident Commander Type 4

Required at time of appointment:

A valid driver's license is required.

Required at time specified below:

NWCG qualified Division Supervisor within 2 years of appointment.

SUPERVISION EXERCISED

Will act as a leader over multiple projects and fire response.

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

Coordinates multi-jurisdiction fire response and wildland fire training.

Interacts with multi-jurisdiction line personnel and officers on a daily basis to aid in the coordination of efforts on wildland fire response and project implementation.

Responds to emergencies as part of a team or single resource.

Exercises leadership through direct command for implementation of the Incident Command System.

Maintains professional communications with diverse partner agencies to ensure effective fire response and project implementation and be involved with various collaborative efforts.

Completes final review and approval of contractor or consultant fieldwork for acceptance or revision.

Participates in fire and project reporting and billing process.

Develops and reviews prescribed burn plans.

Assists in coordination and presentation of fuels management education programs to the public.

Ensures all field-related efforts are implemented with attention to accuracy and safety, and that Hazard Mitigation activities adhere to established Best Management Practices.

Coordinates financial aspects of the Division including monitoring and reporting use of grant funds and preparing required reports to grantors; participates in the annual budgeting process for the Division; monitors the Division's financial performance on a monthly basis.

Performs defensible space inspections.

Communicates and enforces District policies and procedures, and standard operating procedures.

Obtains quotes; submits documentation and purchase orders; compares invoice to purchase order to verify quantity received and freight charges are accurate; confers with vendors as necessary.

Reconciles and submits receipts for self and Division as required.

Maintains work-area and equipment in a neat and working order, reflecting the professional nature of the effort and the District.

Prepares and presents oral and written reports.

Participates in the development and implementation of policies and procedures.

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 the Truckee Meadows Fire Protection District.

Geography of the District, including major streets and landmarks.

District Community Wildfire Protection Plan.

Ability to:

Perform a variety of firefighting and emergency rescue assignments.

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

Knowledge of:

Wildland firefighting techniques, the wildland urban interface, aircraft and heavy equipment usage, sawyer operations, ignition techniques, and safety considerations.

Principles, theory and practices of Fire Protection, especially as it relates to wildland fires in the urban interface.

Participate in the drafting and implementation of Cooperative Agreements for fire response.

Forestry and fuels management, especially the principles, practices, and methods used in site evaluation and hazard reduction efforts.

Computer operations and some current software packages (ex: Word, PowerPoint, Excel, SASSEM, Behave, etc).

Ability to:

Maintain a high degree of organization, coordination, and attention to detail when implementing fuel management assignments.

Represent the department in a professional and customer service orientated manner when dealing with community groups, other agencies, officials, the media, and the general public.

Facilitate meetings and motivate people to participate and actively utilize information.

Provide pertinent recommendations to reduce wildland fire risk in a designated area.

Operate a personal computer and a variety of software packages, including spreadsheets and word processing.

Coordinate the work product of multiple project teams and fire response.

Provide lead direction, support and training over projects and fire response, assign and review work of others within project scope.

Analyze situations quickly and reach logical conclusions in emergencies.

Develop and present recommendations regarding work procedures and cost-effective services.

Plan, organize, and prioritize daily activities.

Work on multiple projects simultaneously in order to meet multiple deadlines.

Read, comprehend, interpret and apply laws, regulations, policies, and procedures.

Read and follow street maps.

Understand and follow oral and written directions.

Make written, visual, and oral presentations.

Maintain records and prepare reports.

Understand basic arithmetic elements using whole numbers, decimals, percentages, and fractions.

Exercise emotional control and work under stressful situations.

Make sound decisions and resolve conflicts.

Communicate effectively, both orally and in writing.

Develop and maintain effective relationships with personnel in partner agencies.

Establish and maintain effective working relationships with departmental personnel, other agencies, the public, and others contacted in the course of work.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to stand and walk for extended periods. Ability to frequently stoop, bend, and kneel. 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 heat, fumes, smoke pressurized water, and chemicals. Ability to lift in excess of 65 lbs.

Positions are required to work varied shifts including mandatory shifts, evenings, weekend, and holidays.

All applicants will be required to pass a thorough medical examination and physical agility test prior to appointment and for continuing employment.

Must pass an annual physical exam and medical exam in order to continue 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.