

HIGHLANDS FIRE DISTRICT

EXECUTIVE DIRECTIVES

CODE/TITLE: **107 Fire & Fuels Technician IV**
SECTION: 100 Classification/Job Descriptions
REFERENCE: HR Policy 30.03 & 30.04
ORIGINATED BY: Dirch Foreman, Deputy Fire Chief
APPROVED BY: Mike Bradley, Fire Chief
EFFECTIVE DATE: 02/01/2012

Fire & Fuels Technician IV (*Working Title: Module Leader, Crew Superintendent*)

FLSA: Non-exempt

Operations Division

Full-time

PSPRS

Safety-sensitive position

Supervisor: Fire Chief, Deputy Chief, Battalion Chief

Supervises: Assistant Superintendent, Squad Bosses, Crewmembers, may supervise any number/type of personnel under the Incident Command System

JOB SUMMARY

Under general direction performs skilled supervisory work in directing the activities of a fire and fuels module, including but not limited to thinning, brush disposal, prescribed burning, and fire suppression and management. This is a primary supervisory position that is responsible for the discipline and performance of assigned personnel, as well as seasonal employees and volunteers, in accordance with department policy and procedure. The employee will be required to make critical decisions at emergency incidents, assign personnel to accomplish tasks and objectives, and to monitor and insure their safety. Participates in and presents public education programs; drives and operates fire apparatus and equipment, performs fire hazard inspections,

In addition, a Fire and Fuels Module Superintendent may be placed in a *special assignment* position.

This could entail assignment to an office within a division or managing and supervising employees within a program.

HOURS OF WORK

This position is normally scheduled to work 40 hours per week. The position may require the employee to work 24 hours shifts, multiple 24 hour shifts, evenings, weekends, holidays, and under hazardous conditions. Employees in this class are also required to be available for immediate dispatch to off-district, out-of-state fire assignments lasting for up to 21 days. Regular work hours may be adjusted by supervisory personnel to meet the demands of the Department.

ESSENTIAL FUNCTIONS

- ◆ Responds to incidents as assigned, directs the route to be taken and assigns personnel and companies based on strategic goals and tactical objectives.

- ◆ Responds to significant incidents from home or another location while in off-duty status
- ◆ Determines the best method of mitigating or addressing a developing emergency incident, saving lives, and property.
- ◆ Supervises personnel, as assigned, in all aspects of emergency operations at fires, emergency medical incidents, rescues, hazardous materials incidents and natural and man-made disasters.
- ◆ Supervises personnel in non-emergency operations including equipment and facility maintenance, training, fire prevention, public education, performance management and program management.
- ◆ Responsible for the effectiveness, efficiency, and morale of subordinates and their performance as a team.
- ◆ Trains to stay proficient in emergency and non-emergency operations.
- ◆ Supervises fuel management projects and performs duties such as thinning, piling, and burning.
- ◆ Compiles records and writes reports relative to emergency responses, day to day activities, performance evaluations, inspections, station facilities and other related activities.
- ◆ Inspects property and facilities to ensure compliance with ordinances and/or best practices.
- ◆ Executes all tasks assigned by a supervisor or those of a higher rank or qualification.
- ◆ Obeys and enforces all District policies, regulations and procedures.
- ◆ Develops and administers a budget in assigned areas.
- ◆ Plans, organizes, directs, manages, and evaluates major department programs.

The essential functions listed above are intended only as illustrations of the various types of work that may be performed. For further guidance, standards of medical requirements for fire fighters may be referenced in the most current edition of NFPA 1582: Standard on Comprehensive Occupational Medical Program for Fire Departments. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the District as the needs of the District and requirements of the job change.

MINIMUM QUALIFICATIONS

- ◆ Be a minimum of 18 years of age
- ◆ High School Diploma or GED (high school equivalency)
- ◆ Minimum Certification as Class B Faller; able to supervise felling operations, train and certify Class A Fallers
- ◆ National Wildfire Coordination Group (NWCG) certification at the Single Resource Boss (Crewboss) and Type 4 Incident Commander level or higher
- ◆ Firing Boss/Prescribed Burn Boss
- ◆ STEN/TFLD (T)
- ◆ State of Arizona Emergency Medical Technician - Basic or higher certification
- ◆ A 39 month satisfactory driving record.
- ◆ An Associate's Degree in Fire Science or a related discipline is highly desirable. Effective January 1, 2010: an AA degree will be required to be hired for or promoted to this position.
- ◆ Minimum of five years of specialized wildland fire management experience

SPECIAL REQUIREMENTS

- ◆ Must sign a Loyalty Oath.
- ◆ Must meet insurability requirements of the Department's insurance carrier.

- ◆ Must maintain excellent health for rigorous firefighting activities and pass an annual fitness/medical examination.
- ◆ Must pass the NWCG annual certification for the Work Capacity Test (WCT) at the arduous level and maintain certification as a condition of employment (All new employees hired after June 1, 2005).
- ◆ Must maintain certification as a State of Arizona Emergency Medical Technician-Basic.
- ◆ Must have satisfactory results on drug and alcohol testing.
- ◆ Must have satisfactory results on background screening.
- ◆ Reside within 30 minutes of District Headquarters

KNOWLEDGE, SKILLS, AND ABILITIES

- ◆ Fire behavior.
- ◆ Standard Forestry Practices
- ◆ The geography, risks and hazards of the defined area of response
- ◆ Good supervisory and management practices.
- ◆ Effective oral and written communication skills.
- ◆ The principles and practices of fire suppression, fire prevention, fuels management and public education.
- ◆ Perform activities requiring excellent physical condition
- ◆ Team building and leadership.
- ◆ Work without direct supervision.
- ◆ Establish good discipline and develop subordinates.
- ◆ Be an effective team member, leader, and follower.
- ◆ Read and write at the level required for successful job performance
- ◆ Establish and maintain effective relationships with those contacted in the course of work and live cooperatively with peers and supervisors.
- ◆ Exercise self-control and good judgment in emergency/hazardous situations.
- ◆ Provide excellent internal and external customer service.
- ◆ Experience using computers and basic computer software.

PHYSICAL DEMANDS/WORK ENVIRONMENT

Must possess the mental ability to reason and make judgments

Must possess the ability to understand and follow oral instructions

Must be able to understand and follow written instructions

Possess the ability to guide and/or give instructions

Must possess the ability to make decisions in accordance with established procedures and policies

Must be able to speak and understand English in order to answer telephones and radios. Must be able to communicate verbally with county officials, the general public, vendors, supervisors and other employees

Hearing must be adequate to communicate with county officials, the public, vendors, supervisors, and other employees

Ability to read and understand text

Ability to perform simple arithmetic operations quickly and accurately and to perform more complex operations utilizing a calculator, adding machine or other measuring devices

Ability to visualize objects of two or three dimensions, or to think visually of geometric forms

Must have manual dexterity to use telephone, radio, calculator, copy machine, fax machine, manipulate computer keyboard and mouse, use hand tools, use power tools and to manipulate small objects with fingers rapidly and/or accurately
Frequently must lift, push/pull, carry/hold materials or equipment in excess of 50 pounds from ground to waist, at waist level, waist to shoulder, and above shoulder level
Routinely climb stairways and steps; may be required to climb ladders
Ability to stand for 8+ hours per day
Ability to sit for 8+ hours per day
Ability to run and/or walk for 8+ hours per day
Walking and running may occur over both flat and rough terrain
Must be able to frequently stoop, kneel, crouch, and crawl
Must be able to frequently reach, handle, manipulate, and feel
Essential job function vision includes peripheral vision, night vision, focus, color perception, and depth perception
Must be able to drive motor vehicles (cars, sport utility vehicles, medium/large/heavy trucks) with automatic and standard transmissions

WORKING CONDITIONS

Duties take place primarily at an assigned fire station, however movement/travel to all fire stations and emergency scenes is required. Most work is performed outdoors in a variety of settings and all weather conditions. Moves dirt and burned debris. Moves heavy objects. May work in small, cramped areas. Digs up ground to fight Wildland fires. Wears personal protective equipment weighing approximately 70 pounds. Works environments with extreme temperature fluctuations. Works with cleaning fluids, solvents, paints, lubricants and similar solutions. Performs tasks in environments that may be immediately dangerous to life and health. Subject to exposure to high stress situations and environments. Subject to extreme noise levels in the work environment.

The physical demands, work environment characteristics, and working conditions described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.