



Job Description

TITLE:	Division Chief of Wildland Fire Operations	JOB CODE:	3787
DEPARTMENT:	Fire Department	FLSA:	Non-Exempt
PREPARED:	September 22, 2006	UPDATED:	August 31, 2020

Summary: Under general supervision of the Fire Chief, coordinates, develops and actively markets wildland firefighting activities including training procedures, deployment capabilities, wildland fire prevention, mitigation and investigation. This is a professional position assigned to provide a ready and reliable cadre of Wildland Firefighters to perform emergency response throughout San Juan County. On a rotating basis serves as a Duty Officer with the responsibility of responding to major incidents for the purpose of managing, directing, or providing logistical support to incidents as needed.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Coordinates and develops procedures to properly train fire personnel in wildland firefighting based on State and National Standards.
- Conducts adequate classes and refresher classes to maintain an effective wildland firefighting capability throughout San Juan County.
- Conducts at least 4 arduous level pack tests per year.
- Maintains wildland training records and IQS for the Fire Department.
- Assures prior to each fire season that personnel, equipment and dedicated wildland response vehicles are properly maintained and equipped.
- Issues Red Cards no later than May 1st of each year.
- Conducts annual pre-season readiness reviews to assure compliance with State and Federal Standards. Includes qualified personnel for assignments.
- Assists Fire Marshal's office in determining origin and cause of wildland fires in San Juan County and submits written reports of findings.
- Coordinates the Community Wildland Protection Plan.
- Reviews and recommends action on Wildland Agreements.
- Submits and follows through on invoices/applications for reimbursement for mutual aid Wildfires as Well as RMP Assignments.
- Coordinates out of area Wildland Team assignments.
- Conducts Wildland team meetings as necessary.
- Reviews assigned Incident reports for quality assurance and completion.
- Serves as a liaison officer for fire districts as assigned by the Fire Chief.
- Responds to all risk emergency calls and when necessary assumes command or functions in a leadership role.
- May serve as Acting Fire Chief in the absence of the Fire Chief and Deputy Fire Chief.
- Orders miscellaneous fire equipment for Fire Districts.
- Assists in preparing fire districts for Insurance Service Office (ISO) audits.
- Assists with developing Standard Operating Procedures.
- Performs other related job duties as assigned.

Required Knowledge and Skills:

- Knowledge in all phases of Wildland Firefighting.

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- Knowledge of the principles and practices of emergency response procedures and treatment methods; fire and rescue apparatus, fire suppression, fire prevention, and equipment.
- Knowledge of citizen volunteer fire program and emergency medical services.
- Knowledge of all local, state, and federal laws, ordinances, rules and regulations pertaining to fire protection, emergency medical services, public safety, fire protection, and arson investigations.
- Knowledge of Insurance Service Organization (ISO) rating system and audit process.
- Knowledge of County and SJCFD policies and procedures.
- Knowledge of governmental budgeting, planning, and process.
- Ability to think and act quickly and to act independently under stressful emergency conditions.
- Ability to work closely with a diverse volunteer population.
- Skill in identifying training needs, developing curriculum, and conducting training programs.
- Skill in effectively managing, prioritizing, leading, and delegating tasks and authority.
- Skill in communicating tactfully and effectively, both orally and in writing.
- Skill in reading, interpreting, and applying standards as published in manuals, including policies and procedures.
- Skill in effectively presenting information to volunteer staff, management, public and employees.
- Skill in working independently or as a team member.
- Skill in establishing and maintaining effective working relationships with elected officials, volunteer firefighters, fire administration, field staff, County staff, and the general public.
- Skill in the use of a personal computer, Fire/EMS and standard business software.

Education and Experience:

- Associates Degree in related field, Bachelor's degree preferred, and minimum of five (5) years recent experience in Wildland Fire Suppression; or equivalent combination of education and work experience sufficient to perform the duties of the position.
- Qualified as a Single Resource Engine Boss or higher.
- Must be qualified IFSAC Firefighter I and II, EMS First Responder or above and IFSAC Fire Instructor I, or equivalent, or obtain within first 12 months of employment.
- Must be qualified IFSAC Haz-mat Operations.
- Must be qualified Fire Officer I or equivalent.
- Must maintain Red Card physical ability at the arduous level every year.
- Valid State of New Mexico Class Commercial Driver's license (CDL-Class E) with tanker endorsement.
- State of New Mexico EMS First Responder Certification or higher.
- Four years of proven successful leadership and management of a large group.
- ICS 400, ICS 300, NIMS 700 & 800.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office and outdoors in varied weather conditions; requires physical exertion under vigorous and unusual conditions. May be subject to cuts, bruises, scrapes, burns, broken bones, insect and animal bites, germs, bacteria, viruses, environmental allergens, gases and fumes. May be subject to exposure to CRT's and VDT's. May be subject to life threatening situations; involves the potential for exposure to high stress levels.
- Job requires that the individual be in good physical condition.
- May be subject to bending, reaching, kneeling, crawling, and lifting in excess of 75 pounds.

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- Full-time work hours for this position consists of rotating shifts, nights, weekends, overtime, and responds to emergency calls as requirements for the operations of this department.
- Position frequently requires travel.
- May be exposed to various firefighting agents and other risks inherent to rescue, EMS, and firefighting.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Specialized firefighting, emergency, and training equipment, apparatus, and response vehicles.
- Equipment utilized includes computerized and conventional office equipment, two-way radios, and mechanics tools.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____