

CIMARRON HILLS FIRE PROTECTION DISTRICT

POSITION DESCRIPTION



POSITION TITLE: Wildfire Specialist
POSITION STATUS: Part-time Paid; “At-Will”
FLSA CLASSIFICATION: Non-Exempt
REPORTS TO: Company Officer (Lieutenant) and/or Wildland Coordinator

POSITION DESCRIPTION EFFECTIVE DATE: February 1, 2024

This position description is established by the Cimarron Hills Fire Protection District (“District”) to outline the basic requirements, duties, and general responsibilities of the Wildfire Specialist position. Traditionally works less than 1600-hours per year. Overtime and scheduling flexibility may occur.

This position is “at-will,” which means the Fire District may terminate the employment relationship at any time and for no reason, subject only to the requirements of Federal, State, and local law. Similarly, the employee may terminate the employment relationship for no reason at any time.

SUMMARY OF POSITION:

The Cimarron Hills Wildfire Specialist responds safely to and mitigates emergency and non-emergency incidents. Additional duties include, but are not limited to, prevention, education, and preparedness, as well as frequent participation in a variety of training activities. The Wildfire Specialist performs maintenance and repairs on department vehicles, equipment, and facilities.

REPORTING RELATIONSHIP:

The Wildfire Specialist works under the direct supervision and guidance of a Company Officer (Lieutenant) and/or CHFD Wildland Coordinator. The Wildfire Specialist has no regular supervisory duties. Assumes supervisory role in a deployment / fire environment as authorized and with appropriate qualifications.

GENERAL DUTIES AND RESPONSIBILITIES:

1. Responds to alarms and protects life and property through fire prevention and extinguishment. Assists in the preservation of evidence to determine fire origin and cause.
2. Selects and employs proper strategies and tactics in the mitigation of emergency incidents.
3. Performs wildland fire suppression/management/control. This may include duties related to fuels mitigation, patrol, detection, prescribed firing operations, and fire prevention.
4. Serves primarily as a wildland firefighter; may serve in capacities (dependent upon qualifications and authorization) such as engine operator, advanced firefighter, squad boss, and engine boss.
5. May serve as senior officer at an emergency scene, responsible for all command and control until relieved by a higher qualified fire officer.
6. If serving as an engine boss or squad boss with supervisory responsibilities: establishes baseline expectations with assigned crew and subordinates. Reinforces and exemplifies the baseline expectations daily through professional actions and behaviors, regular interaction, counseling, mentoring, and training sessions.

7. Performs work in highly difficult terrain, adverse climates and environments, smoke, fire conditions, and across multiple geographical areas.
8. Performs regular maintenance of district apparatus and equipment to ensure they are kept clean and in good working order.
9. Ensures apparatus and equipment are clean, functional, well maintained, and always in a state of readiness. Performs maintenance of stations and grounds to ensure they are kept clean, safe, stocked, and in good working order.
10. Consistently and correctly follows the district's rules, policies, and procedures.
11. Ensures complete, accurate, and timely preparation and maintenance of district records and reports. This includes crew time reports, apparatus shift tickets, fuel reports, personnel evaluations, and all other reports and documentation associated with incident operations.
12. Consistently promotes a professional image of the district.
13. Always makes use of safety equipment, to include seatbelts whenever a vehicle or apparatus is in motion. Observes all State laws, department policies, department procedures and rules, and provides for the safety of others.
14. Stands accountable for operating and maneuvering vehicles in a safe, professional, and prudent manner at all times. Drives vehicles as assigned in emergent and non-emergent situations while adjusting speed for conditions and utilizing defensive driving techniques. Positions vehicles correctly for incident scenes.
15. Conducts daily, weekly, monthly, and annual vehicle and equipment checks.
16. Deploys locally, regionally, and nationally to all-hazards incidents within qualified abilities.
17. Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to make sound decisions in extremely stressful and life-threatening situations. Willingness to make timely and fact-based decisions. Ability to handle uncertainty and clarify ambiguities timely and effectively. Ability to see unusual aspects of a problem, find unique solutions, and evaluate results for effectiveness.
2. Possesses and demonstrates an extensive knowledge of the district's rules, policies and procedures, including, but not limited to, the District's Employee Handbook and Standard Operating Procedures.
3. Possesses and demonstrates extensive proficiency and knowledge of fire behavior, fire chemistry, firefighting safety, effective firefighting tactics; ability to access and implement this knowledge during high stress and critical events.
4. Possesses knowledge and effective behaviors of current Incident Command Systems.
5. Demonstrates a commitment to keep current in the developments of fire protection.
6. Ability to use mechanical skills to perform basic maintenance and repairs on district stations and associated equipment.
7. Continually contributes to a motivational atmosphere for all department members through ethical and honest actions in support of and achieving the goals of the organization and the Fire Chief.
8. Demonstrates a courteous and professional manner to the public, paying particular attention to personal hygiene and cleanliness.
9. Maintains composure and a professional attitude under all, especially stressful, conditions. Demonstrates mature, professional, and appropriate conduct at all times and in all places, employing ethics, integrity, honesty, and cooperative teamwork.
10. Demonstrates ability to create a work environment in which employees can be open and at ease with each other. Ability to promote and maintain a positive/effective team environment. Ability to establish and

maintain harmony and mutual respect among team members through positive relationships and dedication to the betterment of the team.

11. Demonstrates ability to recognize and accept constructive criticism. Utilizes training, direction, delegation, and accountability to improve the team. Provides assistance to teammates in resolving conflicts. Encourages positive individual initiative to achieve organization goals.
12. Demonstrates ability and initiative for continual self-development. Works with crew members in preparing and implementing realistic, researched, and meaningful self-development plans.
13. Demonstrates consistent ability to work as needed to achieve results and/or meet targets within established time frames.
14. Demonstrates sound judgment and the ability to receive feedback and suggestions, initiating regular positive discussions with crew members.
15. Demonstrates effective listening and speaking skills. Produces clearly organized and easily comprehended written communications. Maintains an open line of communication with superiors and crew members.
16. Proficient in setting goals and completing delegated tasks effectively with minimal supervision.
17. Schedules work for the most efficient and effective performance of activities and elimination of unnecessary activities. Handles multiple responsibilities simultaneously, prioritizes responsibilities appropriately, and performs responsibilities in a thorough and timely manner.
18. Demonstrates ability to meet performance and quality control standards. Ability to deliver results and set control parameters in terms of time, dollars, and budgets.
19. Ability to adapt to necessary changes in operations and administration. Willingness to try new ideas with a positive and productive attitude.

QUALIFICATIONS:

Experience:

1. No previous job experience is required as a minimum.
2. Must be at least eighteen (18) years of age.

Education:

1. Must possess a High School diploma or G.E.D.

Certificate or licenses:

Must obtain and maintain throughout employment all District, State, and Federal Certification and/or Licensure requirements for the following:

1. Must possess, or be eligible to obtain within thirty (30) days of appointment to the position:
 - a. Valid Colorado driver's license.
 - b. NWCG S130/190
 - c. Current Wildland Red Card at the Arduous Level

Within sixty (60) days must successfully obtain and maintain the following:

1. NIMS 100
2. NIMS 200
3. NIMS 700
4. NIMS 800
5. NWCG L-180 Human Factors in the Wildland Fire Service

Within one (1) year must successfully obtain and maintain the following:

Cimarron Hills Fire Department

1. Qualified as Wildland Firefighter Type 2 (per CHFD SOP 203)
 - a. Includes NWCG Courses: S-211 Portable Pumps and Water Use, S-212 Wildland Fire Chain Saws, and S-215 Fire Operations in the Wildland/Urban Interface.

Wildfire Specialist 2nd Class

1. Qualified as NWCG Basic Faller (FAL3).
2. Qualified as NWCG Firefighter Type 1 (FFT1)
3. Qualified as Wildland Firefighter Type 1 (per CHFD SOP 203)
 - a. Includes NWCG Courses: S-131 Firefighter Type 1 and S-219 Firing Operations

Wildfire Specialist 1st Class

1. Qualified as NWCG Engine Boss (ENGB)
2. Qualified as Engine Boss (per CHFD SOP 203)
 - a. Includes NWCG Courses: S-230 Crew Boss, S-231 Engine Boss, S-290 Intermediate Wildland Fire Behavior, S-270 Basic Air Operations, L-280 Followership to Leadership, and S-260 Interagency Incident Business Management.

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS:

Physical Requirements

1. Strength and Mobility – Mobility to move to and from various points within the district facilities and within the outdoor environment. Must possess the ability to lift items in excess of one hundred fifty (150) pounds occasionally and up to eighty (80) pounds frequently.
2. Auditory – Ability to understand and follow oral instructions in the English language.
3. Verbal – Ability to participate in routine conversation in person or via telephone in the English language.
4. Visual – Must be able to distinguish circumstances/situations, written materials, and other details concerning district facilities and emergent scenes from distances both near and far.

Environmental and Other Requirements

This position requires work in a variety of locations and conditions, including living quarters and office areas, in and around a wide variety of automotive, mechanical, chemical and medical equipment or supplies, and emergency scenes of every type.

1. A portion of this position will involve sedentary, administrative work in an office environment.
2. Strenuous physical activity under extreme adverse conditions will be required frequently.
3. This position requires standing, running, walking, sitting, kneeling, stooping/bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, pinching, gripping, digging, spraying, reaching over head, reaching away from body, and repetitive motion.
4. Will be required to work in all weather conditions and in extreme temperatures below twenty degrees (20 degrees) Fahrenheit and in excess of one hundred degrees (100 degrees) Fahrenheit.
5. Work may be performed under dangerous, hazardous and adverse conditions, including, but not limited to, weakened structures, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces.
6. Work may result in exposure to contaminated environments, including, but not limited to, hazardous materials, smoke, gases, chemicals, fumes, odors, mists and dust.
7. Work may result in exposure to individuals of blood-carrying infectious diseases, airborne, viral, or other illnesses, such as Hepatitis A, B or C, HIV, tuberculosis, small pox, etc.
8. Work may result in exposure to high noise levels requiring the wearing of hearing protection.
9. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception, and color vision.

10. This position requires the ability to read, write, speak, and understand the English language at a level adequate to perform the job.
11. This position will involve periods of high physical, mental, and emotional stress.

RELATIONSHIPS:

1. Community Members and Visitors – Multiple daily interactions by personal contact, telephone, and electronic communication (E-mail).
2. Co-workers – Multiple daily interactions responding to emergency and non-emergency situations, to facilitate the coordination of daily company operations and staffing, exchange of information, to complete administrative and operational tasks related to fire stations and district buildings, manage program needs, purchases, inspection assignments, and documentation.
3. Fire Department Company Officers – Multiple daily interactions by telephone, electronic communication (E-mail), radio, and personal contact: coordination of daily company staffing, coordination of unit status and distribution of information.
4. Fire Department Chief Officers – Multiple daily interactions by telephone, radio and personal contact: staffing of fire companies, status monitoring and distribution of companies, processing of personnel issues, exchange of information, and incident management operations.
5. Other contacts as assigned, required, or needed.

ACKNOWLEDGEMENT:

I acknowledge receipt of this position description and agree to perform within the parameters established.

Signature

Date

(Print Full Name)