Job Description

Eagle River Fire Protection District
Wildfire Fire Operations Specialist
December 1, 2023

The FOS will provide continued support, coordination, evaluation, and oversight of wildland fire operations, mitigation, administrative, and training applications pertaining to wildland fire suppression, management, and control within the State of Colorado and the cooperating agencies of the National Geographic Area Coordination Center. The FOS may be required to perform other duties concerning rescue and fire operations.

The FOS will report to the Fire Management Officer for day-to-day operations. Many times, oversite will be provided by a variety of different members from within the Eagle Valley Wildland Program.

Strong leadership abilities, communication skills, and organizational knowledge. FOS must be able to read, write and speak the English language proficiently enough to communicate effectively. A High School Diploma or equivalent is required. FOS must have five years of wildfire or wildland mitigation experience.

The FOS position will also require strong program management skills that will require critical thinking skills, organizational skills, and the ability to develop and maintain records for a given program that may support EVW and or any of the participating agencies.

General Statement of Duties

- Support wildland fire operations.
- Work on mitigation projects outlined by the FMO and other Authority Having Jurisdiction.
- Provide community level assessments throughout EVW's combined districts.
- Serves as a technical advisor or subject matter expert for any issues, inquiries, and assistance regarding the program's wildland fire operations and mitigation.
- Hold, demonstrate, teach and perform functional wildland training for Eagle Valley Wildland and the agency that supports EVW.
- Demonstrate the ability to run and handle up to a type 4 wildfire incident.

- Help maintain the Incident Qualification System (IQS), inputting and documenting relevant qualifications and certifications for the members of Eagle Valley Wildland. A strong understanding of the Incident Qualifications System
- Assist in and mobilize and deploying personnel and equipment when needed on national assignment.
- Aid in processing all relevant paperwork required for each deployment of the Eagle Valley Wildland Program members.
- Aid in developing and maintaining the Colorado Resource Rate Form (CRFF) updates and upkeep.
- Perform and aid in wildland billing.
- Identify and manage appropriate staffing that correlates with the wildland staffing matrix.
- Support the maintenance and upkeep of the wildland engines and staff vehicles.
- Have technical knowledge to help in the build process of staff/ command vehicles and wildland engines.
- Maintain all wildland tools, saws, and equipment.
- Support the wildland cache and ensure adequate equipment is stocked for the Eagle Valley Wildland Program.
- The FOS will be expected to train and mentor to his/ her best ability while on assignment and in the field.
- Work with adjacent districts to help provide guidance and support with their wildland programs.
- Participate in county-wide wildland training.
- The FOS will help to identify wildfire threats within outlined areas.
- Will be able to facilitate and manage mitigation projects within the district.
- The FOS will support community outreach and home assessments regarding wildfire and wildfire mitigation.
- Requires knowledge of fuel types, forest conditions, and forestry practices needed to plan and implement projects and written and oral communication skills needed to gather information from interested/affected parties and to prepare written plans.
- Requires the ability to travel from assigned locations across the state for periods of up to two weeks or more.
- Requires working long hours (up to 16 hours per day) in an outdoor setting and performing strenuous manual labor. The ability to live in primitive accommodations such as temporary camps, tents, and trailers.

Essential Functions

- Duties involve rigorous fieldwork requiring above average physical performance, endurance and superior conditioning.
- Work requires prolonged standing, walking over uneven ground, and recurring bending, reaching, lifting, and carrying of items weighing over 50 pounds and shared lifting and carrying of heavier items, and similar strenuous activities requiring at least average agility and dexterity.
- Duties include demands of strenuous activities in emergencies under adverse environmental conditions and over extended periods of time.

- Operation of some specialized fire equipment can place extended physical stress on incumbent during fire activities.
- Incumbent is subject to medical examination and must pass the work capacity test for arduous positions.

Minimum Qualifications

- Crew Boss or Engine Boss (NWCG training and task book required) Incident Commander Type 5 (NWCG training and task book required)
- Firefighter 1 (NWCG training and task book required)
- Faller 3 (NWCG training and task book required)
- Colorado Driver's License (or within two months)
- ICS 100, 200, 300, 700, and 800
- IQS State Training
- The minimum qualifications above may be waived if FOS has a background in forestry and fuels program management or a degree in forestry from an accredited university.

Preferred Qualifications

- Strike Team Leader
- Task Force Leader
- Incident Commander Type 4
- RXB 3
- Firing Boss
- EMT-B
- Faller 1(NWCG training and task book required)

I understand the description of the job and the essential functions as given above. I also understand that all of the duties are not described and that I will perform all duties as directed by my supervisor and management.

This job description supersedes any previous description of the duties and functions of Fire Operations Specialist or any other previous title for this position. Signing this job description in no way guarantees my continued employment in this position. I understand that I am an at-will employee and that I may end this employment at any time, Eagle River Fire Protection District has the same right.

_____   _____
Signature   Date

_____
Print Name