

## Job Description



Eagle River Fire Protection District  
**Area Wildfire Manager**  
January 1, 2025

Under the general guidance of the Fire Management Officer (FMO), the Area Wildfire Manager will provide support, coordination, evaluation, and oversight of wildland fire operations, mitigation, administrative, and training applications pertaining to wildland fire suppression, management, and control within the communities of Arrowhead, Beaver Creek, Bachelor Springs, and Bachelor Gulch.

The Area Wildfire Manager will report to the FMO for day-to-day operations. The Area Wildfire Manager will update the communities of Arrowhead, Beaver Creek, Bachelor Springs, and Bachelor Gulch on the projects and programs the Area Wildfire Manager is working on and or completing.

The position requires strong leadership abilities, communication skills, and organizational knowledge. Area Wildfire Manager must be able to read, write and speak the English language proficiently enough to communicate effectively. A High School Diploma or equivalent is required. Area Wildfire Manager must have ten years of experience in the fire service or relatable field.

The Area Wildfire Manager position will also require strong program management skills, including critical thinking, organizational skills, and the ability to develop and maintain records for a given program that may support Eagle Valley Wildland or any of the participating agencies.

### **General Statement of Duties:**

- Support wildland fire operations in Arrowhead, Beaver Creek, Bachelor Springs, and Bachelor Gulch.
- Help to identify wildfire threat, and work on mitigation projects outlined by the FMO in Arrowhead, Beaver Creek, Bachelor Springs, and Bachelor Gulch.
- Provide community-level assessments throughout Arrowhead, Beaver Creek, Bachelor Springs, and Bachelor Gulch.
- Serve as a technical advisor or subject matter expert for any issues, inquiries, and assistance regarding the program's wildland fire operations and mitigation in Arrowhead, Beaver Creek, Bachelor Springs, and Bachelor Gulch.

- Demonstrate the ability to run and handle up to a type 4 wildfire incident.
- Develop an evacuation plan for Arrowhead, Beaver Creek, Bachelor Springs, and Bachelor Gulch.
- Attend HOA, POA, and Metro meetings within Arrowhead, Beaver Creek, Bachelor Springs, and Bachelor Gulch.
- Develop an education plan for Arrowhead, Beaver Creek, and Bachelor Gulch, Bachelor Springs, and conduct community education events in all three communities.
- Identify and manage appropriate staffing that correlates with the wildland staffing matrix.
- Work with adjacent districts to help provide guidance and support with their wildland programs.
- Participate in county-wide wildland training.
- Support community outreach and home assessments regarding wildfire and wildfire mitigation.
- Find and recommend new technology for the community to help keep Arrowhead, Beaver Creek, Bachelor Springs, and Bachelor Gulch safe from wildfires, including quick response drone technology.
- Prepare written mitigation project plans, which will require gathering information on fuel types, forest conditions, and forestry practices.

### **Essential Functions**

- Rigorous fieldwork will require above average physical performance, endurance and superior conditioning. Duties include demands of strenuous activities in emergencies under adverse environmental conditions and over extended periods of time
- Work requires prolonged standing, walking over uneven ground, and recurring bending, reaching, lifting, carrying of items weighing over 50 pounds, and shared lifting and carrying of heavier items. The operation of some specialized fire equipment can place extended physical stress on incumbent during fire activities.
- May require working long hours (occasionally 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.
- Incumbent is subject to medical examination and must pass the work capacity test for arduous positions.

### **Minimum Qualifications**

- Colorado State Fire Officer 1
- 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

### **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 Area Wildfire Manager 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.

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Signature

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Date

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Print Name