

**TAHOE DOUGLAS FIRE PROTECTION DISTRICT
JOB DESCRIPTION
Fuels Reduction/Wildland Squad Leader
Fuels Management**

FLSA Status: Non- exempt

Created: 2008

Revised: April 2011

Nature of Agency

The Tahoe Douglas Fire Protection District is a local government agency created pursuant to Nevada Revised Statutes. It provides 24-hour emergency fire, rescue, emergency medical services, and other safety activities. The District's policies are set by a 5-member elected Board of Trustees.

General Description

Under the direction of the Crew Supervisor works as a team member responding to wildland fires and participating in fuels reduction efforts as assigned.

Distinguishing Features

This is a supervisory position for the Fuels Reduction/Wildland division. Squad Leader is distinguished from other positions with the fire service by the responsibility to oversee the daily work assignments for a squad of 5 to 10 crew members on fuels reduction projects and in wildland fire situations.

Reports To

This position reports to the Fuels Reduction/Wildland Crew Foreman.

Essential Functions

Responsibilities and duties include but are not limited to the following:

1. Engages in the full range of suppressing and controlling Wildland fires.
2. Determines when additional resources are required and/or when circumstances require withdrawal of squad to a safe location.
3. Organizes and directs chain saw work.
4. Ensures that chain saws are maintained and in proper working order at all times.
5. Implements the Curbside Chipping program.
6. Monitors and reviews quality of work performed.
7. Evaluates performance and completes performance appraisals for crew members.

8. Assists Crew Supervisor in establishing crew policies and procedures.
9. Ensures employees comply with all personnel policies and procedures.
10. Ensures employees to accomplish their daily physical conditioning program.
11. Assists in development and presentation of training for crewmembers.
12. Ensures crew members in the maintenance and repair of fire tools and equipment.
13. Ensures the development of crew safety procedures and crewmember performance in a safe manner.
14. Aids Crew Supervisor in maintaining an inventory of all property and equipment assigned the crew.
15. Ensures the crew is following operational directives and specifications for assigned task.
16. Performs fire prevention and education duties as assigned.
17. Operates heavy machinery (wood chipper), hand tools, and chainsaws.
18. Operates fire district vehicles.
19. Assumes duties of Fuels Reduction/Wildland Squad Leader as assigned.

Required Qualifications

Training/Education:

- Qualification as FALB.
- Completion of S-131, S-211, S-212, S-215, S-133, and FALB.
- Completion of FFT1 task book.
- Completion of S-234, S-270, S-290, L-280, and I-200.
- Qualification as ICT 5 within 1 year of employment.
- Initiates HECM task book within 2 years.
- Minimum of 2 fire season experience in wildland firefighting.
- Ability to pass Work Capacity Test at the Arduous Level.
- Maintains red card currency.
- High school diploma or GED.

Knowledge and Ability:

Knowledge of

- wildland fire operations and Urban Interface wildland firefighting techniques sufficient to determine strategy and tactics;
- the principles and practices of fuels reduction and wildland firefighting;
- the Incident Command System;
- federal, state and local fire regulations;
- Defensible Space and Living with Fire guidelines;
- operation and maintenance procedures for chippers, chainsaws, and hand tools;
- safety procedures;
- supervisory techniques; and

- personnel, fiscal, property, and purchasing guidelines and procedures.

Ability to

- organize time effectively
- fall hazard trees safely in adverse conditions;
- think and act quickly and analyze an emergency situation;
- decide on an appropriate course of action within the scope of assigned duties;
- acquire knowledge of air operations and safety procedures;
- acquire knowledge of wildland fire management, planning and practices including prescribed fire, fuel management, fire histories, and fire hazard analysis;
- acquire knowledge of local fire contracts and agreements;
- operate and maintain various types of fire-fighting equipment;
- communicate effectively, both verbally and in writing;
- lead others;
- maintain cooperative relationships with those contacted in the course of work activities;
- contribute to and maintain a positive and safe work culture;
- work in a team environment as a member of a wildland firefighting and fuels reduction crew;
- deliver written and verbal instructions;
- distribute wildfire prevention educational materials to raise wildfire awareness, gain public participation in TDFPD programs, and build a successful reputation;
- deliver excellent customer service;
- maintain and strengthen partnerships with the general public;
- attend and participate in meetings, training sessions and other TDFPD functions.

Tools and Equipment Used

Hand tools used are pulaskis, shovels, rakes and hoes. Position requires knowledge of fire pumps, hose and other standard firefighting equipment and well as the use of GPS, compass, radio, pager, personal computer, fax, and telephone.

Special Requirements:

- Possess and maintain a valid driver's license;
- Must meet insurability requirements of the district insurance carrier;
- Resides within seventy-five (75) road miles of a Tahoe Douglas Fire Protection District fire station: and
- At least 18 years of age.

Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to stand; sit; walk; talk and/or hear; use hands/fingers to handle objects, and operate tools or controls; and reach with hands and arms. The employee is frequently required to climb or balance; stoop, kneel, crouch, crawl and/or smell.

This position requires frequent lifting and/or moving of objects up to 50 pounds and occasional moving of objects up to 175 pounds. Strength, stamina, and agility to hike steep, uneven rocky terrain while carrying equipment. Specific vision abilities include close vision, night vision, and the ability to adjust focus.

Physical fitness must be maintained to perform a variety of maintenance duties as well as rescue activities. Successfully complete the Work Capacity Test at the "arduous level" per NWCG guidelines.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

Working Conditions

Work is performed primarily in forested wildland settings; in all weather conditions, including temperature extremes; during day and night shifts. Work in stressful, intense life-threatening conditions. Requires travel to remote and isolated areas, hiking on extreme terrain and sleeping in fire camps.

Job Risk Factors

Personnel frequently work near moving mechanical parts and in high, precarious places. Personnel may be frequently exposed to extreme heat/fire; wet and/or humid conditions; smoke, fumes or airborne particles; vibration; and noise. The noise level in the work environment varies from quiet office settings, to moderate during daily work routine, and to extremely loud at site locations. There is a risk of death or injury from falling trees and natural hazards.

The duties listed above are intended only as illustrations of the various types of work performed. The omission of 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 does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have reviewed this job description with any attachments and find it to be an accurate description of the demands of this job.

Print Name	Signature of Employee	Date
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Human Resources	Date	Fire Chief	Date
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