



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

JOB TITLE	Battalion Chief/Crew Superintendent
DIVISION	Wildland Fire and Fuels
FLSA STATUS	Non-exempt
SAFETY SENSITIVE	Yes

DEFINITION

Under the direction of the Division Chief, incumbent supervises the day-to-day operations, management, and administration of a 30+ person Wildland Fire crew, type 5 engine crews and heavy equipment operators. Works with partner agencies to educate and engage the public to perform defensible space efforts to protect homes and natural resources from the threat of wildfire.

DISTINGUISHING CHARACTERISTICS

This is a supervisory level position which is distinguished from other positions with the fire service by its responsibility for planning and implementation of fuels reduction programs in District utilizing a hand crew, engines, and equipment; traveling out of District to supervise crews on fire assignments; and ensuring crews have the training, tools, and fitness levels to perform safely and at a high-quality standard. As well as additional oversight as per District contracts for non-District fuels reduction programs including infrastructure protection and wildfire prevention efforts.

REPORTS TO: Division Chief

ESSENTIAL FUNCTIONS

The functions listed below are examples of the work typically performed by an employee in this position. An employee may not be assigned all functions listed and may be assigned functions which are not listed below.

1. Directs crewmembers in daily fuel reduction, chipping, prescribed burns, and wildland firefighting operations and assignments.
2. Assists in the development and implementation of fuels management and fire hazard reduction plans.
3. Assigns and supervises sub-groups of crew members operating at various project locations.
4. Supervises the crews in meeting standards for safety and productivity.



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

5. Organizes and prepares the crews for a variety of projects and wildland firefighting assignments.
6. Directs the recruitment and selection of crew personnel.
7. Recommends promotions, commends outstanding performance, takes disciplinary action when needed, resolves employee complaints, and oversees the performance evaluation process.
8. Communicates and enforces District policies and procedures, ensures employee compliance and standard operating procedures.
9. Directs the inspection and maintenance of all crew facilities, tools, equipment, and vehicles assigned to the crew.
10. Assists in the research and preparation of grant requests for fuels reduction projects and equipment.
11. Coordinates financial aspects of contractual obligations, including directing the procurement of equipment and supplies.
12. Participates in the development and administration of the annual budget; forecasts the needed funding for staffing, equipment, materials, and supplies.
13. Tracks and reports crew hours as needed for billing.
14. Assists in determining strategy and tactics based on fire behavior.
15. Assists in determining when additional resources are required and/or circumstances require withdrawal of crews to a safe location.
16. Directs resources from other agencies when operating within the Fire District.
17. Coordinates and provides direction for fire crew training and development.
18. Ensures that the crews meet and maintain minimum training qualifications as set by the Fire District and the National Wildfire Coordinating Group, including physical fitness.
19. Performs defensible space evaluations.
20. Participates in wildland fire investigations.
21. Maintains professional communications with diverse partner agencies to ensure effective fire response and project implementation and be involved with various collaborative efforts.
22. Keeps Wildland Fire and Fuels Division Chief apprised of project status, challenges, and opportunities.
23. Assumes the responsibilities of the Division Chief Officer, as assigned.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of

- Fire suppression, rescues, EMS, special operations, prevention practices, investigations, apparatus and equipment;
- Firefighting laws, codes, ordinances, rules and regulations as they pertain to fire operations;



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

- Principles and practices of modern firefighting and fire prevention;
- Principles and practices of program development and administration;
- Principles and practices of municipal budget preparation and administration;
- Pertinent federal, state and local laws, codes, ordinances and regulations;
- Principles of supervision, training and performance evaluation;
- Basic techniques for handling hazardous materials;
- Emergency medical assistance and CPR techniques;
- Principles and procedures of investigatory methods.
- Streets, geography, including the location of water mains and hydrants and the major fire hazards of the fire district;
- All district vehicles and equipment capabilities;
- Nevada State Laws pertaining to EMS;
- Fire District Best Practices and Personnel Policies ; and
- Personal protection equipment use, care, and maintenance.

Skill to

- Operate and maintain various types of fire-fighting equipment.
- Operate automobiles and wildland brush trucks.
- Use a personal computer, telephone, and mobile or portable radio.
- Communicate effectively both orally and in writing.
- Interpret, explain, apply, and enforce policies and procedures.
- Analyze complex fire situations, identifying potential dangers, alternative courses of action, project consequences of proposed actions, and react quickly to ensure situational control and crew safety.
- Contribute effectively to the accomplishment of Division and organizational goals, objectives, and activities.

Ability to

- Plan, organize, direct and coordinate the work of staff;
- Maintain discipline and respect of subordinates and to command effectively;
- Delegate authority and responsibility;
- Analyze and assess programs, policies and operational needs and make appropriate adjustments;
- Identify and respond to sensitive community and organizational issues, concerns and needs;
- Develop and administer departmental goals, objectives and procedures;
- Prepare clear and concise administrative reports;
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;

Job Description – Battalion Chief/Crew Superintendent

Tahoe Douglas Fire Protection District

Revised 1/2024

BOT Approved 1/31/2024 – Page 3



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

- Research, analyze and evaluate new service delivery methods and techniques;
- Interpret and apply federal, state and local policies, laws and regulations;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Supervise, train and evaluate assigned staff;
- Develop budget recommendations;
- Ensure that all expenditures within assigned division(s) are necessary and prudent;
- Analyze an emergency situation and decide on an appropriate course of action within the scope of assigned duties;
- Think and act quickly and appropriately in emergencies;
- Take control of and direct a variety of emergency services related to fire operation, emergency medical response, rescue and hazardous materials incidents;
- Operate and employ modern office practices, procedures, methods and computer equipment;
- Apply first aid in emergency situations;
- Work under stress;
- Maintain positive working relationships with other fire district personnel, supervisors, and the public;
- Ensure that assigned personnel are fully trained and prepared for emergency response;
- Instruct and lead fire training sessions and courses; and
- Communicate effectively, both verbally and in writing.

Experience and Training:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

- High school diploma or equivalent.
- Associates or Bachelor's Degree in Forestry or Fire related field.
- Ten (10) or more years of progressively responsible experience in wildland fire prevention, suppression and crew supervision, or a closely related field.

Required Certifications and Licenses:

All required certifications and licenses must be maintained and current through the duration of employment.

- Qualification as CRWB (S-290, S-230)
- Qualification as RXB3 and FIRB within 1 year of employment.

Job Description – Battalion Chief/Crew Superintendent

Tahoe Douglas Fire Protection District

Revised 1/2024

BOT Approved 1/31/2024 – Page 4



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

- Qualification as RXB2 within 4 years of employment.
- Qualification as ICT 4 within 3 years of employment.
- Strike Team Leader or Task Force Leader Certification within 2 years of employment.
- Division Group Supervisor within 3 years after obtaining Strike Team Leader or Task Force Leader.
- Ability to pass Work Capacity Test at the Arduous Level.
- Qualification as Class B Faller.
- Current CPR card.
- Maintains red card currency.
- Completion of I-200, L-280, S-270, S-260, S-234, FI 210.
- Possess and maintain a valid CA or NV driver's license.

Special Requirements:

- Must maintain a satisfactory driving record.
- Must work a 40-hour week and be willing to work outside the normal work schedule to accomplish project objectives.
- Must be able to respond within 120 minutes to Tahoe Douglas Fire Protection District Fire Station 22 when emergencies are dispatched.
- Must be able to commit to fire assignments outside the District for up to twenty-one (21) days, exclusive of travel.

PHYSICAL AND MENTAL REQUIREMENTS

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

Strength, stamina, and agility to frequently sit, lie on back, and perform repair tasks; to be in awkward and confined positions for periods of time; to stoop, squat, bend, kneel, crouch, crawl, climb, or balance. Strength and stamina to carry, lift, loosen, push, and pull various mechanical and automotive parts and equipment, and use hands to finger, handle, reach, tighten, feel, or operate objects, hand and power tools, or controls. Frequent lifting and/or moving of objects up to 50 pounds and occasional moving of objects up to 175 pounds.

Specific vision abilities required include close vision, color vision, and the ability to adjust focus. Hearing acuity to sufficiently be able to differentiate subtle changes in engine sounds. Position must be able to communicate over the noise of engines, motors, and machinery. Ability to appropriately handle stress and interact with others including supervisors, coworkers, members of the public, and others. The ability to interact professionally, communicate effectively, and exchange information accurately. Maintain regular and consistent punctuality and attendance.

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



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

individuals who have been offered employment are encouraged to discuss potential accommodations with a qualified Tahoe Douglas Fire Protection District representative.

WORKING CONDITIONS

Work is performed under the following conditions:

Field duties take place in urban and wildland environments with steep, uneven, rocky terrain and may be conducted during periods of snow, extreme heat, rain, wind, or other inclement weather conditions. Employees may be exposed to dust, loud noises, and general outdoor conditions while performing field duties. Frequent interruptions to planned work activities occur. The noise level in the work environment varies from quiet office settings, to moderate during daily work routine, and to extremely loud on fire assignments. There is a risk of death or injury from falling trees and natural hazards.

ACKNOWLEDGEMENT

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

PRINT NAME

SIGNATURE

DATE