



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

JOB TITLE	Captain/Crew Foreman
DIVISION	Operations/Wildland Fire and Fuels
FLSA STATUS	Non-Exempt
SAFETY SENSITIVE	Yes

DEFINITION

Under general supervision of the Battalion Chief/Crew Superintendent, the incumbent is responsible for the leadership, management and supervision of assigned personnel, which may be a fire and fuels reduction crew, squad, mod, or engine company as assigned.

DISTINGUISHING CHARACTERISTICS

This is a supervisory level position distinguished from other positions within the fire service by its responsibility to act as Battalion Chief /Crew Superintendent in his/her absence, to oversee crew physical training program, procure equipment and supplies, and oversee the equipment maintenance program.

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. Coordinate and direct fuels crew members in daily fuels reduction, chipping, and wildland firefighting operations and assignments.
2. Develop and implement prescribed burn plans.
3. Assign and supervise sub-groups of crew members operating at various project locations.
4. Provides first line supervision of firefighting crews at prescribed burns and wildland fire incidents.
5. Supervise the fuels crew in meeting standards for safety and productivity.
6. Organize and prepare the fuels crew for a variety of projects and wildland firefighting assignments.
7. Track and report fuels crew hours, approve and submit crew time sheets.
8. Conduct daily safety briefings and assure continual adherence to all safety policies during all operations.
9. Assists in the recruitment and selection of crew personnel.



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

10. Recommends promotions, commends outstanding performance, takes disciplinary action when needed, resolves employee complaints, and oversees the performance evaluation process.
11. Implements policy and operating procedures for crew and ensures employee compliance.
12. Procurement of equipment and supplies.
13. Assume responsibility for the inspection and maintenance of all crew facilities, tools, equipment and vehicles assigned to the fuels crew.
14. Assist in the implementation of fuels management and fire hazard reduction plans.
15. Assist in determining strategy and tactics based on fire behavior. Assists in determining when additional resources are required and/or circumstances require withdrawal of crew to a safe location.
16. Direct resources from other agencies when operating within the Fire District.
17. Coordinates and provides direction for fire crew training and development.
18. Ensure that the fuels crew meets and maintains minimum training qualifications as set by the Fire District and the National Wildland Coordination Group (NWCG)
19. Designs and leads crew physical training program.
20. Monitors and reviews quality of work performed.
21. Assume duties of Battalion Chief/Crew Superintendent, as assigned.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of

- Wildland fire operations and urban interface wildland firefighting techniques sufficient to determine strategy and tactics.
- Defensible Space and *Living With Fire* guidelines.
- Air operations and safety procedures.
- Pertinent federal, state and local laws, ordinances and regulations.
- Incident Command System
- Wildland fire management, planning and practices including prescribed fire, fuel management, fire histories, and fire hazard analysis.
- Local fire contracts and agreements.
- Principles and practices of supervision and training.
- Personnel, fiscal, property, and purchasing guidelines and procedures.

Skill to

- Use a personal computer, telephone, and mobile or portable radio.
- Communicate effectively orally and in writing.

Ability to

- Design and implement fuels reduction projects in a manner that complies with State and Federal laws and regulations.



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

- Think and act quickly, analyze an emergency situation and decide on an appropriate course of action within the scope of assigned duties.
- Direct extinguishment, mop up, and fire line construction.
- Instruct and lead fire training sessions and courses.
- Lead daily physical conditioning program to assure the crews physical stamina for firefighting.
- Distribute wildfire prevention educational materials to raise wildfire awareness, gains public participation in TDFPD programs, and builds a successful reputation,
- operate and maintain various types of fire-fighting equipment.
- Lead others and have the ability to maintain cooperative relationships with those contacted in the course of work activities.
- Supervise, train and evaluate assigned staff.
- Contribute to and maintain a positive and safe work attitude.

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
- Five (5) 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 throughout duration of employment.

- Qualification as CRWB (S-290, S-230).
- Qualification as ENGB within 2 years of employment (S-231)
- Completion of I-200, L-280, S-270, S-260, S-219.
- Qualification as - Intermediate Faller (FAL2)
- Current CPR card
- Ability to pass Work Capacity Test at the Arduous Level.
- Maintain red card currency.
- Qualification as RXB3 within one (1) year.
- Completion of L-380 within - (3) years.
- Completion of S-390 within one (1) year.
- Initiation of FIRB task book within one (1) year.
- Initiation of ICT 4 task book within two (2) years.
- Completion of S-336 Tactical Decision Making in Wildland Fire within two (2) years
- Completion of I-300 & I-400 Advanced ICS within two (2) years



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

- Provide general assistance with diagnosing problems, maintaining and testing fire equipment and apparatus including fire pumps.
- Possession of a valid driver's license.
- Valid Nevada Class A license; OR a Nevada Class B license with F endorsement or an equivalent California license within one (1) year.

Special Requirements:

- Able to respond within 120 minutes to Tahoe Douglas Fire Protection District fire station 22 when emergencies are dispatched
- The Captain/Crew Foreman is expected to return to work at times of emergency or when wildfires pose a threat to the Fire District as directed.
- Be able to commit to fire assignments outside the district up for to twenty-one (21) or more 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 individuals who have been offered employment are encouraged to discuss potential accommodations with a qualified Tahoe Douglas Fire Protection District representative.

The physical and mental/intellectual 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



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

hands/fingers to handle objects and operate tools or controls, and reach with hands and arms. The employee is frequently required climb, balance, stoop, kneel, crouch, crawl, and 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 by successfully completing 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 a qualified Tahoe Douglas Fire Protection District representative.

WORKING CONDITIONS

Work is performed under the following conditions:

Position functions indoors in an office type environment and in forested wildland environments. Position frequently travels by car to meetings and to conduct field duties. 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. Employee 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

PRINT NAME

SIGNATURE

DATE