



26 N. Center Street, Rexburg, ID 83440 • (208) 359-3010

Madison Fire Department Job Description for

WILDFIRE MITIGATION SPECIALIST

GENERAL PURPOSE

Perform a variety of administrative and supervisory work in fuels reduction and fire suppression.

SUPERVISION RECEIVED

Work under the general supervision of the Division Chief

SUPERVISION EXERCISED

Supervise all crew members

ESSENTIAL DUTIES AND RESPONSIBILITIES

- ✓ Clear brush and trees to reduce fire risk
- ✓ Operate specialized equipment, specifically chainsaws
- ✓ Prepare a variety of reports and records including, but not limited to, purchase order requests, incident reports, training reports, injury reports, etc.
- ✓ Maintain a safe work environment by ensuring all PPE is used and worn, including hearing protection, eye protection, gloves, helmet, Nomex clothing, chaps, etc.
- ✓ Do housekeeping, inventory and equipment maintenance chores at assigned station
- ✓ Ensure that all assigned crew members, apparatus and equipment are ready for duty
- ✓ Ensure all assigned crew members carry out their duties in a timely manner
- ✓ Function within department SOGs
- ✓ Use and understand area maps to direct work projects
- ✓ Fairly evaluate performance of assigned crew members
- ✓ Maintain positive working relationships with crew members
- ✓ Supervise crew members during the suppression of wildland fires
- ✓ Ability to deploy to wildland fire incidents with the fuels reduction crew, acting as the crew supervisor, or on an engine for extended periods of time

PERIPHERAL DUTIES

- ✓ Carry out duties in a safe and timely manner
- ✓ Effectively work within the established command structure
- ✓ Maintain positive working relationships with crew members
- ✓ Coordinate activities with other supervisors and exchange information as needed
- ✓ Adequately perform all other duties assigned in appropriate association to this job

MINIMUM QUALIFICATIONS

Education and Experience:

- ✓ High school diploma or GED equivalent
- ✓ Certification at the level of NWCG FFT1 (Advanced Wildland Firefighter)
- ✓ Certification of NWCG S-212 Wildland Fire Chainsaws
- ✓ NWCG Intermediate Faller (FAL2)
- ✓ Completion of Incident Command Courses (ICS) 100, 700
- ✓ Three years experience in wildfire suppression

Necessary Knowledge, Skills and Abilities:

- ✓ *Thorough knowledge of:*
 - Fire behavior and characteristics; firefighting techniques, practices and standards
 - Department vehicles and equipment capabilities, as well as a good working knowledge of vehicle and power tool mechanics and operation
 - Vehicle and equipment maintenance
 - Camaraderie and motivation of crew members
- ✓ *Ability to:*
 - Pass the Arduous Work Capacity Test
 - Follow detailed verbal or written work instructions
 - Communicate effectively in verbal and written forms
 - Use job-related software applications
 - Maintain effective working relationships with fellow employees, supervisors and the public
 - Work in dangerous situations
 - Perform strenuous physically demanding labor
 - Work a standard of 40 hours per week outdoors for primary fuels reduction responsibilities; additional hours required if on wildland fire deployment
 - Prepare and maintain adequate and orderly reports and records
 - Effectively supervise others
 - Plan, assign, and direct the work of subordinates
 - Analyze situations quickly and correctly and make decisions
- ✓ *Skill in operation of the listed tools and equipment*

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

- ✓ Certification at the level of NWCG ENGB (Engine Boss)
- ✓ NWCG Faller 1 (FAL1)
- ✓ Additional education in Fire Science or supervision

- ✓ NWCG Crew Boss (CRWB)
- ✓ Incident Command courses (ICS) 200 & 800
- ✓ Familiarity with department response area and department policies and procedures

SPECIAL REQUIREMENTS

- ✓ Maintain a valid Idaho Driver's License
- ✓ No felony convictions or disqualifying criminal histories within the past seven years
- ✓ Must be able to read, write and speak the English language
- ✓ Must meet insurability requirements of department insurance carrier
- ✓ All crew members shall meet department dress and grooming standards

TOOLS AND EQUIPMENT USED

Vehicles, radio, computer, calculator, telephone, department apparatus, fire suppression tools and equipment, chainsaws, and related tools

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that are encountered or must be met by any employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit, walk, talk, hear, and smell or taste; use hands and fingers to handle and operate objects, tools and controls. The employee is frequently required to reach with hands and arms, climb, balance, stoop, kneel, crouch, crawl and lift and/or move up to 175 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus.

Work is performed primarily in outdoor settings; in all weather conditions, including temperature extremes; during daylight hours. Work is often performed in physically demanding situations. The employee is exposed to hazards associated with fire, chainsaws and falling trees, including smoke, airborne particles, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. The employee frequently works near moving mechanical parts.

The noise level in the work environment is usually moderate during brush clearing work, and loud during the use of chainsaws.

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.

This 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 the requirements of the job change.

All department employees work in a drug- and tobacco-free environment.

Enacted by: Corey R. Child Chief	Date Enacted: July 2024 (supersedes all other job descriptions to this date)
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Employee Signature

Date