

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: ASSISTANT FIRE WARDEN
CLASS CODE: 4203
EFFECTIVE DATE: 2/4/03
MARKET POINT: Based on applicable market study

DEPARTMENT: Sheriff's Office

JOB SUMMARY

Supervises and coordinates a twenty-person wildland handcrew. Assists the Fire Warden with our Utah County Wildland Fire Program.

CLASS CHARACTERISTICS

This is the secondary wildland fire suppression classification level.

ESSENTIAL FUNCTIONS

Supervises the County's twenty-person wildland fire crew.
Ensures the twenty person crew maintains accurate and current qualifications and training records in accordance with the National Wildland Coordinating Group.
Tracks hours and related paperwork to sustain the twenty person crew.
Responds to, supervises as assigned, and performs fire suppressions activities for wildland fires in the unincorporated portions of Utah County including Federal, State, and private lands.
Performs as the Initial and/or Extended Attack Incident Commander in Utah County's unified command system wildland fires as assigned.
Directs other local fire resources as needed.
Maintains Fire scene safety in accordance with agency policy and jurisdictional guidelines.
Assists with the inspection and maintenance of fire suppression equipment assigned to Utah County by the Utah Division of Forestry, Fire, and State Lands.
Researches and writes grant request for fuel mitigation projects and other suppression needs.
Assists in the development and implementation of fire management, fuels management and fire hazard reduction plans.
Trains County Fire personnel.
Assists in the development of training programs, provides training, education and technical expertise in wildland fire qualifications.
Initiates action on wildland fires, and requests resources for fire suppression operations.
Resolves inter-agency conflicts that arise during multi-jurisdictional incidents.
Serves as liaison for all wildland fire related matters.
Develops urban interface education programs for homeowner associations and private homeowners.
Assists in recruiting seasonal fire personnel for the County Wildland Fire Program.
Performs related and other non-fire activities when assigned within the Sheriff's Office, Emergency Services Division.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of wildland fire operations and Urban Interface; Knowledge of the Incident Command System; Knowledge of wildland fire management, planning and practices including prescribed fire, fuel management, fire histories, and fire hazard analysis; Knowledge of local fire contracts and agreements; Ability to operate and

ASSISTANT FIRE WARDEN

2/4/03

page 2

maintain various types of fire-fighting equipment; Skills in written and verbal communication; and Ability to maintain cooperative relationships with those contacted in the course of work activities.

PHYSICAL DEMANDS

Regularly walk, stand, or stoop; Frequently lift, carry, push, pull or otherwise move objects weighing up to 50 pounds; Use tools or equipment requiring a high degree of dexterity; Walk, stand, crouch, or run on narrow, slippery, or erratically moving surfaces; Regularly drives a motor vehicle; Work for sustained periods of time maintaining concentrated attention to detail; Need to distinguish between shades of color; Communicate via radios; and incumbents must pass an annual fitness test.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather; Work is performed occasionally in an environmentally controlled room and partially environmentally controlled buildings; Work is performed in a very noisy place; Work exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation; Work exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery; Work requires use of protective devices such as masks, goggles, and gloves; Work exposes incumbent to unknown, dangerous, and/or life-threatening conditions; and Work exposes incumbent to possible bodily injury from heat, smoke, flames, and exhaustion.

EDUCATION AND EXPERIENCE

Equivalent to an Associate's Degree in Fire Science or a closely related science field; and two (2) years work experience in professional wildland fire suppression in a supervisory capacity. Preference may be given to applicants that have successfully completed advanced training and requirements in wildland fire suppression tactics. Selected applicants are subject to, and must pass, a full background check.

LICENSING AND CERTIFICATION

Incumbent must possess certification as Engine Captain under the National Wildfire Coordinating Group's qualification system (red card); must possess type 4 incident commander certification under the NIIMS incident command system; and Must possess a valid State of Utah driver's license with an appropriate emergency vehicle endorsement.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.