

**CALDWELL FIRE DEPARTMENT**

**FIRE DIVISION CHIEF - WILDLAND**

**(Safety/Suppression Position)**

**JOB DESCRIPTION**

Class specifications are intended to present a descriptive list of the range of duties employees perform in the class. Specifications do not reflect all duties performed within the job.

**JOB OBJECTIVES**

The Wildland Division Chief oversees administrative tasks such as planning, organizing, supervising, and budgeting. They also oversee procurement, training, safety, prevention, and fire suppression activities within their division. Additionally, the Division Chief serves as the administrative head of the division, ensuring that department activities comply with policies, procedures, local agreements, MOUs, and collective labor agreements.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to the managing Deputy Fire Chief.

Exercises direct supervision over a subordinate staff of the assigned division.

This position supervises and manages firefighters and members during training periods and routinely during fireground drills, exercises, and incidents, including reserve and full-time members.

**ESSENTIAL JOB FUNCTIONS**

*The following tasks are typical for positions in this classification. Any single position may not perform all these tasks and/or may perform similar related tasks not listed here:*

* Plans, coordinates, supervises, evaluates, and establishes procedures for the CRFPD Wildland Program, including records and reports management, district training plans/data, and wildland response plans to implement directives from the Fire Chief.
* Oversees the administration of the wildland response services, including licensing, policy, and procedure of wildland response.
* Coordinates the wildland program, mission, and response. This includes supervision of line personnel assigned to this program.
* Develops programs to prepare entry-level firefighters and deploy reserve firefighter personnel.
* Prepares and submits reports to the Fire Chief and/or Administrative Control Board regarding District and Departmental activities and prepares various other reports as appropriate and requested by the Fire Chief.
* Responsible for the conduct, efficiency, and discipline of assigned personnel.
* Develop schedules and manage work programs for assigned personnel.
* Completes staff performance evaluations.
* Assists in formulating department operating procedures and policies.
* Researches and develops specifications for equipment and supplies used in assigned specialties and forwards data for budget preparation.
* Required to respond to fires and major disasters to act as Incident Commander, Safety Officer, or other functions in ICS.
* Serves as a member of the Fire Chief's Command Staff.
* When required, investigate workplace injury investigations.
* Manages assigned budgets.
* Performs related work as required or otherwise assigned.
* When required, acts as the Senior Duty Officer on a rotational basis.

**MINIMUM QUALIFICATIONS**

* Associate degree in Fire Science or EMS or a related field. Bachelor’s degree preferred. Equivalency is considered and will be reviewed based on earned credit hours and work experience.
* Eight or more years of experience in forestry, fuels management, fire suppression, or a closely related field.
* Currently Qualified per National Wildfire Coordinating Group “Red Card” standards (PMS 310-1):
  + Crew Boss (CRWB)
  + Engine Boss (ENGB)
  + Firing Boss (FIRB)
  + Strike Team or Task Force Leader (STCR/TFLD)
  + Incident Commander 4 (ICT4)
* Demonstrated Crew supervision and leadership.
* NFPA Firefighter II (or equivalent).
* NFPA Fire Officer I (or equivalent). Fire Officer II preferred.
* NFPA Fire Instructor I (or equivalent). Fire Instructor II preferred.
* Incident Command IS-100, IS-200, IS-700, IS-701, IS-703, IS-800. IS-300 and IS-400 are preferred.
* Possession of a valid driver's license with a satisfactory driving record. Must be insurable by the city’s carrier.
* Within 90 days,possess State of Idaho EMT or Paramedic Certification (or be Nationally Registered).
* Must be proficient in Fire Service RMS, electronic records management, and Microsoft Suite (MS Word, Excel, PowerPoint, Outlook).
* Minimum of five (5) years related experience in progressively more responsible positions in emergency services.
* M410 or equivalent.
* ICC Fire Inspector 1 is desirable.
* Subject to an extensive background check, drug testing, and physical examination.
* Must pass annual Wildland Work Capacity “Pack Test” at the Arduous Level.
* One year of active experience as a command staff officer with the Caldwell Fire Department or three years of direct supervisory experience from another full-time public safety organization of similar size and composition.
* Education or experience in lieu of actual certification(s) may be granted and will be evaluated by the Fire Chief.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

*The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

* Duties involve fieldwork, requiring above-average physical fitness and endurance. Work requires prolonged standing, walking over uneven ground, reoccurring bending, reaching, lifting, and carrying of items weighing over 50 pounds, shared lifting and carrying of heavier items, and similar strenuous activities requiring at least average agility and dexterity.
* Duties include demands for strenuous activities in emergencies under adverse environmental conditions and over extended periods. Operation of some specialized fire equipment can place extended physical stress on incumbent during fire activities.

Position requires that the individual be capable of meeting the 13 essential job tasks listed in Chapter 5, NFPA 1582 "Standard on Comprehensive Occupational Medical Program for Fire Departments" 2007 Edition. This standard may be reviewed online at [www.nfpa.org.](http://www.nfpa.org/)

• Environment:Office setting with travel to emergency rescue and/or firefighting incidents; exposure to noise, dust, grease, smoke, fumes, gases and extreme heat; work at heights on ladders; work with water; may be required to work irregular hours, involving evenings and weekends.

• Mobility:Incumbent may be required to maintain physical condition necessary for performing emergency firefighting duties; standing and walking for prolonged periods of time; heavy or moderate lifting; bending, stooping, kneeling, crawling; climbing with both legs and arms; operating motorized equipment and vehicles.

• Vision:Vision sufficient to distinguish objects in limited visibility; to read small print, computer screens and printed documents.