



CLASS SPECIFICATION

Class Code: 18801
Date Est: 07/2020
Last Rev: 12/2022
Last Title Chg:
FLSA: Non-exempt
Probation: 12 Months

CREW BOSS

DEFINITION

Under general supervision, serves as a crew leader of multiple fuels management squads and/or multiple wildland fire suppression resources. Provides highly responsible staff and equipment for emergency response and natural resource management; and performs related duties as assigned.

EXPERIENCE AND TRAINING REQUIREMENTS

Graduation from high school or successful certification of equivalency (GED) AND one (1) year of experience as a Squad Boss with TMFPD; OR three (3) years of experience as a Crew Member with TMFPD; OR ten (10) full seasons of experience in wildland firefighting or fuels management; INCLUDING five (5) years of experience in a lead or supervisory role in any environment; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

Required at time of application:

- CPR certification with hands-on skills assessment.
- FEMA ICS100 Introduction to ICS
- FEMA ICS200 Basic Incident Command System for Initial Response
- FEMA IS700 An Intro to the Incident Management System
- FEMA IS800 National Response Framework
- NWCG L-180 Human Factors
- NWCG L-280 Followership to Leadership
- NWCG S-211 Portable Pumps and Water Use
- NWCG S-212 Power Saws
- NWCG S-219 Firing Operations or NWCG S-234 may substitute for S-219 requirement
- NWCG S-230 Single Resource Leader
- NWCG S-260 Incident Business Management
- NWCG S-270 Basic Air Operations
- NWCG S-290 Intermediate Wildland Fire Behavior
- NWCG M-410 Facilitative Instructor or equivalent
- Red card qualification as two of the following: NWCG Crew Boss, Engine Boss, Heavy Equipment Boss, Feller Boss or Helicopter Manager; OR Red card qualification as one of the previously listed Single Resource Leader positions AND NWCG Incident Commander Type IV.
- Red card qualification as a NWCG Faller III.

Required at time of appointment:

Valid Class C driver's license.

Required at the times specified below:

- NWCG S-390 Fire Behavior Calculations is required within one year of appointment.

- NWCG S-219 Firing Operations (or equivalent) is required within one year of appointment.
- NWCG S-330 Strike Team/Task Force Leader is required within one year of appointment.
- Certification as a Pesticide Applicator through University of Nevada Cooperative Extension is required within one year of appointment.
- Red card qualification as a NWCG Prescribed Fire Burn Boss III is required within one year of appointment.
- A valid Nevada Class B driver's license is required within two years of appointment.
- Certification through the International Society of Arboriculture as a Certified Arborist is required within two years of appointment.
- Red card qualification in any second NWCG Single Resource Leader (Engine Boss, Crew Boss, Heavy Equipment Boss, Helicopter Manager, Feller Boss), is required within two years of appointment.
- Red card qualification as a NWCG Faller I is required within three years of appointment.
- Red card qualification as a NWCG Strike Team Leader or Task Force Leader is required within two years of appointment.

SUPERVISION EXERCISED

Exercises direct and indirect supervision over project and fire assignment staff.

EXAMPLES OF DUTIES *The following is used as a partial description and is not restrictive as to duties required.)*

Supervise, train, direct, and provide professional, technical and administrative support up to 150 personnel on multiple and simultaneous large-scale projects and prevention activities across the District, through utilization of the Incident Command System, these duties are performed in areas related, but not limited to, watersheds, forest management including timber harvesting, rangeland management, fuels management, pest control, seeding, and prescribed burning activities; evaluate forest insect and disease conditions, determine revegetation requirements to promote erosion control, biodiversity and habitat enhancement; and develops, reviews, and oversees the implementation of prescribed burn plans.

Supervise, train, direct, and provide professional, technical and administrative support up to 150 personnel on multiple and simultaneous large-scale emergency response and prevention activities across the District, through utilization of the Incident Command System, coordinate the organization, staffing, and operational activities of fire crews on an assigned shift, organize emergency operations per department standards, ensure the operational readiness of assigned shift, conduct training and drills in all phases of emergency response, monitor factors that impact emergency response capabilities; identify opportunities for improving service delivery methods and procedures, review with appropriate management staff and implement improvements and modifications; Act as Incident Commander and other operational and liaison roles during Emergency Response Serve off duty standby to ensure availability for emergency response.

Responsible for direct day to day and shift supervision of a "Wildland Battalion" within TMFPD, interviewing and hiring, time and leave approval, training compliance oversight, assign, review and sign off of assignments, evaluate performance, scheduling, and disciplinary action; supervises three to five direct subordinate supervisors with four personnel assigned to each subordinate supervisor; assigned resources may be comprised of heavy equipment, fire engines, hand crews, aircraft, felling teams, etc.; oversee and ensure the safe transport of equipment and personnel to and from natural resource project and emergency sites; coordinate the organization, staffing, and operational activities in the absence of the Wildland/Fuels Division Chief including "all risk" personnel and equipment response; provide highly responsible staff and equipment for emergency response and natural resource management.

Maintains awareness of and ensure compliance with District and utilities policies, procedures, guides, and established practices; maintains awareness of and ensures compliance with local, state, and federal laws including but not limited to Endangered Species Act, Clean Water Act, Historic Preservation Act, Environmental Protection

Act, etc. while overseeing, managing, and implementing emergency and natural resource related functions; projects managed by this position where compliance with federal laws are at play are generally limited to within the District.

Supervise, train, and evaluate competencies of trainee District Battalion, cooperator, contractor and utilities staff in both fire and natural resource project settings; oversee training scenarios and curriculums by developing objectives, and schedules, develop sites and agreements for field trainings, brief resources on training plans and work processes; complete evaluations, and develop and implement corrective action plans with staff; manages long term training and development plans and matrixes of assigned staff relating to NWCG 310-1 guidelines and natural resource management practices; ensures subordinate staff compliance with the Incident Qualification System (IQS) and subsequent participation in the national ordering system for wildland fire response; Manages IQS accounts and currency for all assigned personnel including but not limited to class and task book requirements, physical agility compliance, refresher trainings, and emergency assignment currency requirements; oversees, ensures compliance with, and participates in physical training for assigned Battalion.

Administer, coordinate and oversee regional and/or specialized programs related to natural resource management; plan projects and programs; prepare and maintain assigned budgets and statistical data concerning assigned programs; write comprehensive reports, management plans and environmental assessments; secure external sources of funding for project implementation; develop plans and make recommendations concerning training, prevention, suppression, emergency operations, fuels management, support services and administration; develop plans, regulations, guidance documents and reports on district wildfire activities; implement and coordinate district wildfire activities with federal, State, and local partners; Compile data relating to a variety of emergency response, natural resource management, training, and subordinate program elements within the Division and present that data to citizens, cooperators, and public oversight bodies; Manages project implementation scheduling up to six months in advance while balancing priorities of the Division, the District, utilities partners, the public, and cooperating agencies;

Manage large portions of multi-million-dollar contracts and grants, oversee and implement related reporting and invoicing components; write multi-million dollar grant proposals independently and contribute data, information, and plan components for grants and contracts related to field; oversee and ensure purchasing and budget compliance of subordinate battalion and programs; may perform cost share negotiations related to emergency response; ensure emergency response reporting and invoicing of subordinate personnel and equipment is done timely and in compliance with District, state, and federal standards; gather and evaluate information for budget review and requests; summarize program descriptions; prepare justifications; and prepare justification for new personnel and equipment; participate in the preparation of the budget; maintains budgetary control over supplies and equipment.

Independently and with little oversight manages large portions of the Wildland Division and provides subject matter expertise during Strategic Planning for the Division, the District, and utilities; ensure subordinate supervisor and staff compliance with their roles in strategic planning initiatives; run strategic planning workshops with subordinate staff and filters/fine tunes suggestions while establishing the road map for initiative accomplishment; assist in developing, formulating, and coordinating programs, policies and procedures related to areas such as resource management, safety and training, fleet and inventory management and fire management.

Participate and serve on committees related to the fire service and other District, utility, and cooperator business; stay abreast of new trends and innovations in the field of fire suppression and prevention; attend meetings and trainings as required; coordinate division activities with other federal and State agencies, special interest groups and the public; represent the division and provide information to the public and governmental entities; make presentations; appear before governmental and regulatory bodies; prepare press releases and interact with the media.

Provide natural resource educational information to the public regarding best management practices for forest health, forest stewardship, defensible space, fuel reduction, and fire-safe landscapes; conduct community workshops and presentations; prepare publications and media reports; provide technical information and

assistance to private landowners, civic organizations and governmental agencies and entities; prepare and review forest resource and vegetative management plans for public and private lands.

Serves as acting Division Chief when assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Coordination of regional programs and projects.

Goals, objectives, functions, protocol, staffing, and activity guidelines for assigned programs.

Principles and practices of program planning, implementation, and evaluation.

Budget, contract and grant administration.

Policies and procedures of the Truckee Meadows Fire Protection District.

District and NV Energy mapping systems including ArcGIS.

Geography of the district, including major streets, landmarks, and water systems.

Purchasing processes and requirements.

Make appropriate plans and tactical decisions in multi-company wildland and other emergency response situations.

Pesticide application.

Prescribed fire operations.

Arboriculture and plant science.

Complex funding sources within the Wildfire/Fuels Division and when/where/how they can be utilized.

Regional Fire Management Programs and projects.

Ability to:

Plan, organize and coordinate regional fire management programs and projects.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Federal, state and local laws and regulations.

Conservation related projects.

Principles and practices of management, organization, supervision and training.

Basic tree, brush, and vegetation identification.

Fuels reduction and wildland firefighting methods, tools, and equipment.

Fire behavior and fire control techniques to carry out wildland fire suppression and Firefighting and rescue methods, tools, and equipment.

Project and time management techniques.

Budget development and fiscal control methods and techniques.

Relevant occupational hazards and safety standards.

Operation and maintenance of firefighting equipment, apparatus, and special devices and materials.

Basic Life Support medical treatment.

Computers and technology (word processing, spreadsheets).

Supervisory principles and practices as they relate to establishing goals, objectives, and work standards.

Basic mathematics.

Principles and practices of basic budget development and implementation.

Principles and practices of fire behavior, fire control techniques and fuels reduction.

Fire line terminology.

Natural resource management fundamentals.

Fuels management prescription development and implementation.

Incident Qualification Systems.

Interagency Resource Ordering Capability (IROC) processes.

NWCG training requirements.

Dispatch procedures.

Incident Management Team operations/procedures.

Incident Command Systems (ICS)/National Incident Management System (NIMS)

Geographic Information Systems.

Equipment inspection and maintenance.

Two way radio communication.

Skills in:

Firefighting tools and equipment.

Power and hand tools.

Natural resource management tools and equipment (including chainsaws, chippers, masticators, yarders).

Ability to:

Plan, assign and supervise the work of others.

Perform a variety of fuels and natural resource management projects.

Evaluate work priorities and processes to determine their effectiveness and efficiency.

Read, interpret, apply, and explain pertinent laws, statutes, codes, regulations, protocols, and standards including administrative and departmental policies and procedures.

Develop and implement program components and services.

Evaluate programs to determine their effectiveness in meeting goals and objectives and develop and implement program modifications.

Analyze emergency situations and quickly develop effective, reasonable and logical courses of action.
Provide emergency medical treatment to sick and injured persons.

Recognize and train staff in work methods and procedures that promote a safe working environment for employees and others.

Plan, organize, prioritize, direct and coordinate the work of others.

Utilize basic computer programs.

Perform basic administrative functions.

Construct fire line.

Field program VHF radio (both handheld and mobile) equipment during project and emergency response.

Use 800 Mhz and VHF Radio

Learn a variety of fuels reduction and firefighting duties, methods, tools, and equipment.

Plan, organize, and prioritize daily activities.

Read and comprehend laws, regulations, policies, and procedures.

Utilize NV Energy and District mapping Systems.

Understand and follow oral and written directions.

Prepare, present and maintain records and prepare reports.

Understand basic arithmetic elements using whole numbers, decimals, percentages, and fractions.

Exercise good judgement and safe work practices.

Exercise emotional control and work under stressful situations.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with departmental personnel, other agencies, the public, and others contacted in the course of work.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Work crews consist of hourly employees. Work hours will normally involve 40-hour work weeks, but are variable and may include weekends, evenings, and/or holidays. Incumbents may work irregular hours, weekends, holidays or evenings.

Duties involve hiking, lifting, bending, and carrying heavy loads in mountainous terrain on steep slopes varying between 30 to 90%. Must be able to regularly lift 65lbs or 1/3 of their total weight unassisted. Ability to frequently stoop, bend, kneel, and climb. Corrected hearing and vision to normal range. Ability to work at considerable heights. May work in extreme weather conditions, from the low teens of winter to summer high desert temperature's over 100 degrees. Must display the ability to show good judgement and safe work practices during shift lengths of 16 to 24 hrs. for a 16-day period. Ability to participate and lead in a daily physical training program consisting of 30 to 45 min. of cardiovascular challenge and 15 to 20 min. of strength training exercises. Ability to tolerate exposure to extreme weather conditions, heat, fumes, smoke, pressurized water, and chemicals.

This position requires lifting up to 65 lbs. unassisted.

All licenses and certifications required to be kept current and maintained for continued employment.

Applicants will be required to undergo a background investigation prior to being considered for employment.

Applicants will be required to pass a thorough medical examination which may include, but not be limited to, a physical agility test prior to appointment and for continuing employment.

May work in and around aircraft such as helicopters.

Special Requirements:

Positions are required to work weekends and /or holidays and must be available for emergency assignments up to 18 days in duration.

Pursuant to NRS 284.4066, all positions in this series have been identified as affecting public safety. Persons offered employment in this class must submit to a pre-employment screening for controlled substances.

Ability to operate apparatus including driving, pump operation, lifting and pulling hose and equipment. Ability to stand and walk for extended periods. Ability to frequently stoop, bend, kneel, and climb. Corrected hearing and vision to normal range. Ability to work at considerable heights. Ability to perform sustained and vigorous activities in a variety of environmental conditions. Ability to tolerate exposure to heat, fumes, smoke, pressurized water, and chemicals.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.