



CLASS SPECIFICATION

Class Code: 18756
Date Est: 01/2020
Last Rev: 12/2022
Last Title Chg:
FLSA: Non-exempt
Probation: 12 Months

SQUAD BOSS

DEFINITION

Under general supervision, manages smaller programs within the District, serves as a Single Resource Leader in the Truckee Meadows Fire Protection District (TMFPD) wildfire and fuels management crew and/or a wildland fire suppression module (crew, engine, heavy equipment, aircraft, felling team, etc.) leading, supervising, and managing assigned equipment and personnel; and performs related duties as assigned.

EXPERIENCE AND TRAINING REQUIREMENTS

Graduation from high school or successful certification of equivalency (GED) AND five (5) seasons of wildland/fuels management experience OR three seasons of experience as a Crewmember with TMFPD

LICENSE OR CERTIFICATE

Required at the time of application:

- CPR certification with hands-on skills assessment
- FEMA ICS100 Introduction to ICS
- FEMA IS-700 An Intro to the Incident Management System
- NWCG S-211 Portable Pumps and Water Use
- NWCG S-212 Power Saws
- NWCG S-230 Crew Boss Single Resource OR S-231 Engine Boss Single Resource OR S-236 Heavy Equipment Boss OR S-372 Helicopter Manager
- NWCG S-270 Basic Air Operations OR NWCG S-271 (Helicopter Crewmember)

Required at the time of appointment:

Valid Class C driver's license

Required within one year of appointment:

- NWCG S-236 Heavy Equipment Boss
- NWCG L-180 Human Factors
- NWCG S-260 Business Management
- NWCG S-290 Intermediate Fire Behavior
- Qualification as NWCG Single Resource Leader (Crew Boss, Engine Boss, Heavy Equipment Boss, Helicopter Manager, Feller Boss)
- Qualification as NWCG Prescribed Fire Burn Boss III
- Qualification as NWCG FALLER II
- Completion of the TMFPD Natural Resource Task Book
- Possession of a Nevada Class B driver's license, or equivalent, which complies with the Nevada Department of Motor Vehicles' requirement with air brake and tanker endorsement.

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 personnel numbering up to 50 personnel on 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; develops and reviews and implement prescribed burn plans; direct the operation of specialized equipment such as wildland apparatus, chain saws, and portable pump.

Supervise, train, direct, and provide professional personnel numbering up to 50 personnel on medium scale emergency response and prevention activities across the District, through utilization of the Incident Command System; coordinate the organization, staffing, and operational activities of subordinate personnel and equipment on an assigned crew unit; perform and oversee emergency operations per department standards; ensure the operational readiness of assigned resource; conduct training and drills in all phases of emergency response; identify opportunities for improving service delivery methods and procedures, review with appropriate management staff, and implement improvements and modifications; act as Incident Commander during Emergency Response; direct the operation of specialized equipment such as wildland apparatus, chain saws, and portable pumps; responsible for observing the rules of fire safety and fire behavior while on the fireline.

Responsible for direct day to day supervision of a wildland resource within TMFPD such as interviewing and hiring, time and leave approval, training compliance oversight, assigning, reviewing and signing off of assignments, evaluating performance, scheduling, and disciplinary action; supervise three to five direct reports; assigned resource 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.

Supervise, train, and evaluate competencies of trainee District, cooperator, contractor and utilities staff in both fire and natural resource project settings; may 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 short 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; develop and implement a comprehensive physical training program for direct subordinates to enhance the ability of crewmembers to perform the required arduous firefighting duties.

Participate 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; manage specific programs within the Wildland Division, including but not limited to, oversight in wildland fire training, equipment inventory and tracking, purchasing; TMFPD herbicide application program, TMFPD Green Waste Program, TMFPD Curbside Chipping Program, TMFPD/Keep Truckee Meadows Beautiful Christmas Tree Recycling Program, the NFPA Fire Wise Program, radio programming, and small scale budget and grant management within these programs.

Participate in annual strategic planning for the Division and oversee elements of the Strategic Plan centered around the Wildland Division; manages subordinate staff assignments related to program oversight and strategic planning.

Participate and serve on committees related to the fire service and other District; stay abreast of new trends and innovations in the field of fire science, fire suppression and prevention; attend meetings and trainings as required; perform various public information and public relation tasks; answer questions from the general public.

Oversee and coordinate building and grounds maintenance function including landscape maintenance, minor
Squad Boss

building repairs, minor cosmetic repairs, and snow removal; perform maintenance and repair analysis of fire stations and associated buildings and make recommendations on repairs and maintenance; manage assigned property and may procure, maintain and inventory tools and equipment to meet individual crew needs, including hand tools, chainsaws, firing equipment, food and water provisions, and personal protective equipment; ensure the maintenance of crew fleet equipment (i.e. crew carrying vehicles, fire engines, pickups, and stake side trucks) by coordinating repairs and scheduling maintenance with approved maintenance facilities; secure temporary replacement of vehicles as needed; maintain vehicles to a specified degree of fire readiness and appearance.

Work with ArcGIS, District and utilities mapping software; gather data and records information on fuel types, weather conditions, fire behaviors, production rates, costs associated with project and emergency response, data related to all assigned programs within the Division, and status of work accomplished.

Provide Basic Life Support as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

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

Knowledge of:

Policies and procedures of the Truckee Meadows Fire Protection District.

Geography of the district, including major streets and landmarks.

Basic tree, brush, and vegetation identification.

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

District utilities, natural resource management and emergency response mapping and GIS systems.

Various subordinate programs and operating standards within the Wildland Division.

Purchasing processes and requirements.

Ability to:

Perform a variety of fuels reduction and wildland firefighting assignments.

Provide supervision for fuels management / fire resources.

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

Knowledge of:

Basic mathematics.

Fire line terminology.

Principles and practices of fuels reduction.

District and utilities mapping systems.

Fire behavior in various weather conditions; wildland fire suppression tactics; equipment maintenance and fire control techniques.

Project and time management techniques in order to complete assigned projects in a timely manner and meet deadlines.

Principles of management, supervision, labor/management relations, training, and work evaluation.

Relevant occupational hazards and safety standards.

Two-way radio communication.

Radio and MDT functionality and programming requirements.

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

Principles, use and limitations of basic mechanical, fire and natural resource management tools and equipment.

Goals, objectives, functions, protocol, staffing, and activity guidelines for the respective assigned program.

Natural resource management practices and policies.

Computers, software and technology (word processing, spreadsheets).

Basic Life Support medical treatment.

Skills in:

Firefighting tools and equipment.

Power and hand tools.

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

Ability to:

Select and implement appropriate suppression tactics and strategies.

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

Analyze situations quickly and reach logical conclusions in emergencies.

Plan, assign and supervise the work of others.

Use 800 Mhz and VHF Radio

Plan, organize, and prioritize daily activities.

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

Understand and follow oral and written directions.

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

Exercise good judgement and safe work practices.

Provide emergency medical treatment to sick and injured persons.

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.

Effectively communicate to multiple audiences including citizen groups, political leaders, agency representatives and volunteers.

Develop and implement new programs.

Prepare clear, concise, and accurate records and reports.

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

Work independently in the absence of direct supervision.

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

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to stand and walk for extended periods. 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 sit, stoop, bend, kneel, and climb. Corrected hearing and vision to normal range. Verbal communication and reading ability. Ability to work at considerable heights. Ability to tolerate exposure to extreme weather conditions, heat, fumes, smoke, pressurized water, and chemicals. May work in extreme weather conditions, from the low teens of winter to summer high desert temperature's over 100 degrees. Ability to perform sustained and vigorous activities in a variety of environmental conditions.

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.

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

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.

Must pass an annual physical exam and medical exam in order to continue 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.

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