



## CLASS SPECIFICATION

Class Code: 18950  
Date Est: 05/2021  
Last Rev: 03/2026  
Last Title Chg:  
FLSA: Non-exempt  
Probation: 12 Months

### FIRE MANAGEMENT OFFICER

#### **DEFINITION**

Under general direction, plans, coordinates, and supervises numerous District, cooperator, and contractor personnel in the areas of emergency response and natural resource management across the State of Nevada. Assumes command in emergencies and large-scale natural resource projects while overseeing planning, operational, logistical, and financial sections of the Incident Command System in both areas; and performs related duties as assigned.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A Bachelor's degree from an accredited college or university in forestry, fire science or closely related field, and six (6) years of professional experience in fire or natural resource management in areas such as fire suppression and fuels management; OR five years of experience as a Fire Captain or Wildland Battalion Chief with TMFPD; OR an equivalent combination of education and experience as described above.

#### **LICENSE OR CERTIFICATE**

##### **Required at time of application:**

- A valid driver's license is required.
- CPR certification with hands-on skills assessment
- NWCG qualified Class "B" Sawyer/Faller II (*current or previous*).  
*If previously qualified, will re-obtain above listed qualifications within three years of appointment*
- NWCG qualified Division/Group Supervisor (*current or previous*).  
*If previously qualified, will re-obtain above listed qualifications within three years of appointment*
- Fire Service Instructor which meets NFPA, NWCG standards or equivalent. (*current or previous*)  
*If previously qualified, will re-obtain above listed qualifications within three years of appointment*

##### **Required at time specified below:**

- A valid Nevada Class A Commercial Driver's License, or equivalent, which complies with the Nevada Department of Motor Vehicles' requirement within one (1) year of appointment .
- Certification as an Arborist through the International Society of Arboriculture within one (1) year of appointment.
- Certification as a Pesticide Applicator through the Nevada Department of Agriculture within one (1) year of appointment.
- Prescribed Fire Burn Boss (RXB) or higher withing three years of appointment.
- NWCG qualified Incident Commander Type III OR NWCG Type II (or higher) Section Chief (Operations, Logistics, Plans, Finance, etc.) within three (3) 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.*)

During wildland fire frontline response and field operations and fire mitigation projects, will coordinate and implement training programs for District, cooperator, utilities, and contractor personnel across the State of Nevada; evaluate requirements; assess needs; incorporate new equipment and procedures; organize training resources; develop written plans; compile training materials; secure funds; coordinate instructors; maintain records of employee training needs and training completed; and coordinate with related agencies in sharing resources to provide for staff development; training occurs in classroom, field, and “on the job” settings and is centered around emergency response and natural resource management operations.

Gather and evaluate information for budget review and requests; summarize program descriptions; prepare justifications; and prepare justifications for new personnel and equipment for both District and utilities; maintain budgetary control over portions of the TMFPD and NV Energy Natural Disaster Preparedness Plan budgets; review and authorize expenditures, budget reports, and invoices, and billing processes; obtain quotes; submit documentation and purchase orders; compares invoice to purchase order to verify receipt; participate in grant data compilation; grant application writing, grant budget estimates, and grant reporting/invoicing.

Manages contracts through first-line oversight in the field during fire mitigation and fire suppression projects, and contractor/vendor personnel and equipment for both NV Energy and District for specific projects; assist with negotiation and reporting/invoicing with large-scale multi-million dollar contracts between District and utility companies; ensures contract compliance of vendor, cooperator, and District personnel equipment; reviews and signs off on payment for work performed.

During front-line fire mitigation projects, will also supervise, train, direct, and provide professional, technical and administrative personnel numbering up to 300 personnel on multiple and simultaneous large-scale front-line projects and fire prevention activities across the State of Nevada, through the utilization of the Incident Command System; these fire suppression duties are performed in areas related, but not limited to forest management including timber harvesting, 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 prescribed burn plans.

During front-line fire suppression projects, will also supervise, train, direct, and provide professional, technical and administrative personnel numbering up to 300 personnel on multiple and simultaneous large-scale emergency response and prevention activities across the State of Nevada through utilization of the Incident Command System; coordinate the organization, staffing, and operational activities of fire crews on an assigned shift; while in the field, organizes front-line emergency operations per department standards; ensures the operational readiness of assigned shift; while in the field conducts training and drills in all phases of emergency response; monitors factors that impact emergency response capabilities; identifies opportunities for improving service delivery methods and procedures, reviews with appropriate management staff, and implements improvements and modifications; acts as Incident Commander on scene and other operational and liaison roles during Emergency Response.

Interview, train, assign, and review work, initiate disciplinary action, and evaluate performance, including in the field during project implementation and fire suppression.

Assist in the formulation and development of policies and programs; compile technical data; consult with field personnel; assess needs; develop goals, objectives, and timeframes; write specifications; design and plan activities; evaluate budget provisions; analyze, evaluate and develop grant proposals; coordinate resources available; and formulate annual work plans for implementation; including in the field during project implementation and fire suppression.

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.

Maintains awareness of and ensures compliance during day-to-day and emergency operations in the field 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.

Prepares and presents oral and written reports; communicates clearly both in written and verbal formats; provides natural resource educational information to the public regarding best management practices to provide technical information and assistance to private landowners, civic organizations and governmental agencies and entities.

Must use judgment in selecting appropriate standards because of the number, similarity, linkage, and overlapping nature of regulations (e.g., when State law, Federal law, and agency policies, procedures or guidelines address the same issue).

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.

District Community Wildfire Protection Plan.

Statewide programs and projects; federal, State, and local laws, regulations, policies, and procedures as applied to forest and rangeland management and wildland fires; contract and grant administration.

Division policies and procedures regarding budget and personnel management; division budget policies and procedures; State purchasing rules and practices.

District and NV Energy mapping systems utilizing GIS.

NV Energy Natural Disaster Preparedness Plan

Drafting and implementation of Cooperative Agreements for fire response.

#### **Ability to:**

Perform a variety of firefighting and emergency rescue assignments.

Train, supervise and evaluate the performance of assigned personnel.

Analyze problems and develop and recommend effective solutions.

Develop and justify budgetary requests.

Coordinate and implement training and resource management programs.

Negotiate contracts, leases and agreements.

Read, interpret and explain technical documents.

Utilize District specific software and programs.



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

**Knowledge of:**

Wildland firefighting techniques, the wildland urban interface, aircraft and heavy equipment usage, sawyer operations, ignition techniques, and safety considerations.

Principles, theory and practices of Fire Protection, especially as it relates to wildland fires in the urban interface.

Forestry and fuels management, especially the principles, practices, and methods used in site evaluation and hazard reduction efforts.

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

Wildland fire management; fuels management practices; appearance, habitat, characteristics and economic value of various types of vegetation; combustibility and fire-retardant properties of various types of vegetation; budget preparation, allocation and management.

Current best practices, developments and trends in fire service including fire suppression, prevention, modern fire command, emergency medical care, rescue, and hazardous material incidents.

Current Federal, state, and local laws pertinent to the assigned function, including fire and emergency medical services.

Budget development and fiscal control methods and techniques.

Purchasing processes and requirements.

Relevant occupational hazards and safety standards.

Principles and practices involved in planning, resource allocation, human resources, leadership techniques and coordination of people and resources, specific to emergency response and natural resource management.

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

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

Complex communication hardware including multi-channel two-way radios with numerous programmable frequencies and computers for accessing fire weather and fire modeling programs, and Global Positioning System units.

Computer operations and various software packages.

Basic Life Support medical treatment.

**Ability to:**

Execute radio programming and maintenance with the WCRCS

Exercise leadership through direct command or implementation of Incident Command System (ICS).

Supervise personnel, including training, assigning, and reviewing work, administering discipline, and conducting performance evaluations.

Develop, plan, organize, implement and coordinate statewide fire management programs and projects, new

programs, program components and services and evaluate their effectiveness in meeting goals/objectives and develop and implement program modifications.

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

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

Provide emergency medical treatment for sick and injured people.

Plan, prioritize, and organize work to meet multiple deadlines and timelines with multiple and congruent management resource projects and emergency responses.

Prepare and maintain clear, concise, and accurate records and reports.

Develop and give written, visual, and oral presentations.

Understand and follow oral and written directions.

Effectively represent the District in contacts with the public and other public safety agencies, including making effective public presentations.

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

Exercise emotional control and work under stressful situations.

Analyze emergency situations and quickly develop an effective, logical and reasonable course of action.

Develop and present recommendations regarding work procedures and cost-effective services.

### **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 are 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 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.*