



DOUGLAS FOREST PROTECTIVE ASSOCIATION POSITION DESCRIPTION

Position Revised Date: 01-29-10

New Revised

SECTION 1. POSITION INFORMATION

A. Classification Title: Wildland Fire Suppression Specialist
C. Working Title: **Wildland Fire Suppression Specialist**
E. Employee Name:

B. Classification No:
D. Effective Date:
F. Working Unit:

J. Position: Seasonal Limited duration Academic Year
 Full Time Part Time Intermittent Job Share

K. Health Insurance: Yes No **Retirement:** Yes No
Accrued Leave: Yes No **Holiday Pay:** Yes No
Eligible for Overtime: Yes No

L. DFPA Provided Housing: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	M. Current ICS Qualification	N. Fitness Level: <input checked="" type="checkbox"/> Arduous <input type="checkbox"/> Moderate <input type="checkbox"/> Light
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Employee must be certified as: FFT2 within 30 days of hire date to qualify for Steps 1-2.

Employee must be certified as: FFT1 to qualify for steps 3-4.

SECTION 2. PURPOSE OF POSITION

The purpose of this position is to perform a wide variety of manual tasks in the areas of forest fire prevention, pre-suppression, and fire suppression. Serves as a member or operator of an engine or a hand crew. This position is responsible for engine/crew readiness of an assigned crew. This position coordinates and/or performs physical labor necessary to suppress and extinguish wildfire. Duties include detection, pre-suppression, prevention, and suppression. Also completes routine building and ground maintenance.

SECTION 3. DESCRIPTION DUTIES

Suppression: Performs pre-suppression/readiness duties such as road brushing, live fire training, water hole location, and developing knowledge of fire fighting equipment, protection district; roads, topography, and land owners under supervision. Performs wildland firefighting activities, locates fires using maps, Global Positioning System (GPS), and compass. May serve as the Initial Attack Incident Commander on fires. Determines initial size up of fire potential, sets control objectives, coordinates/assigns resource deployment, and determines strategies and tactics. Makes initial size-up of fire potential, determines fire fighting resource needs, directs suppression action of engines, fire fighting equipment, and personnel until relieved. Oversees or constructs fireline using hand tools or power equipment by cutting, scraping, digging and chopping or burning out to remove flammable materials. Oversees or participates in mop-up duties by scraping, digging, chopping and applying water to remove heat. Operates and monitors firefighting vehicles in support of wildfire suppression. Determines fireline location for dozer. May serve as squad boss on hand crew. Performs weather observations as assigned and have an intermediate

understanding of Fire behavior and National Fire Danger Rating System (NFDRS). Performs initial fire cause determination by protecting the origin, evidence collection, and witness identification, and determines need for wildland fire investigator. Responsible for Wildland Urban Interface (WUI) suppression activities, including providing exterior structure protection and responding to rural vehicle fires. Perform other duties as assigned.

Prevention: Performs public outreach activities such as home shows, civic groups, fair, and parades. Leads/conducts fire patrol activities within assigned geographic area including contacts with recreationists and the public. Ensures proper posting of fire prevention signs and communicates general public education of fire prevention statutes and rules. Uses portable and mobile radios.

Maintenance: Performs landscape activities such as mowing, weeding, pruning, spreading bark or rock using hand tools and power equipment. Performs building maintenance activities such as; minor repairs, roofing, painting, concrete work, and custodial duties. Responsible for vehicle maintenance activities such as fire readiness, daily safety inspections, fluid checks, wash and wax, fire engine inventories. Performs equipment maintenance by cleaning saws, pumps, and mowers; cleaning, inspecting, and sharpening hand tools such as Pulaski, shovel, and hazel hoe; cleaning and inspection of fire fighting equipment such as hose and appliances. Responsible for completion or oversight of individual projects as assigned.

Vehicle Operation: Operates department vehicles including cars, trucks, cache vans, ATV's, and fire engines. Operates fire engines Type 6 (200 gallons) and larger. Ensures all fire fighting equipment is fire ready to support fire suppression activities by completing safety inspection, submitting requests for maintenance, and maintains general up-keep.

Administrative Duties: Completes vehicle inspection checklist. Participates in safety meetings. Participates in coaching of experience based ongoing fire training for engine/hand crew. Completes fire report forms from gathered info, preliminary investigation reports, vehicle logs, and shift tickets. Purchases needed materials for approved projects.

Additional Duties: Maintains positive relationships with landowners, cooperators, and the public. Participates in district and landowner cooperative projects as assigned.

SECTION 4. WORKING CONDITIONS

Employee is expected to work in a safe and efficient manner, including reporting to work for scheduled shift with all personal protective equipment (PPE). Required to drive wildland fire engines obeying all traffic laws and drives on steep narrow forest roads. Required to work various shifts including holidays, nights, weekends, and long hours on short notice. Assignments to emergency incidents may require employee to be away from duty station for up to 21 days. Occasionally required to work under adverse conditions such as noise, smoke, heat, rough terrain, dust, inclement weather and exposure to poison oak, bees and poisonous snakes. Requires occasional exposure to heavy equipment operations, aircraft, hazards of burning and/or falling material, and chemical and biological pesticides.

SECTION 5. POSITION RELATED DECISION MAKING

Responsible for making sound decisions, which can affect the overall safety and effectiveness of the crew. Also requires good decision making during fire situations that can affect the outcome of extinguishing a wildfire in the initial attack stages.

SECTION 6. REVIEW OF WORK

Classification Title	How	How Often	Purpose of Review
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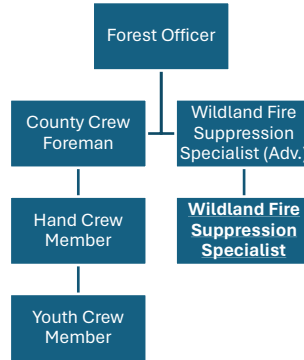
Wildland Fire Supervisor
County Crew Foreman

Verbal/Written
Verbal/Written

Ongoing
Ongoing

Performance/Policy Compliance
Performance/Policy Compliance

SECTION 7. ORGANIZATIONAL CHART



SECTION 8. GUIDELINES

Oregon Forest Laws and Administrative Rules, Chapter 477; Oregon Administrative Rules, Chapter 629; District Fire Operations Plan; District Fire Prevention Plan; District Safety Plan; Protection Unit Handbook; First Aid Card; Working Guidelines; Fireline Handbook; firefighting pocket reference guide. CPR, blood borne pathogens, HAZMAT awareness. Possess basic knowledge of forest fire fighting techniques.

Assists fire warden with administration of fire prevention activities, these guidelines provide the requirements, authority, policy, direction and instructions for administering Fire Protection and other activities required to accomplish District goals and objectives.

SECTION 9. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

District Manager Signature

Date