Wildfire Program Coordinator Job Description

1325.1 GENERAL PURPOSE
The Wildfire Program Coordinator performs a variety of operational and administrative duties; such as the prevention, mitigation, preparedness, response, and recovery of wildfire, search and rescue, wildfire safety, and hazardous materials. This position is non-exempt and receives supervision from the Assistant Chief of Operations.

1325.2 ESSENTIAL JOB FUNCTIONS
- Provides leadership, coordination and direction in the application and implementation of policies, procedures, and guidelines for all wildfire management program elements.
- Coordinates, develops and administers wildfire prevention and mitigation projects, including education and outreach.
- Develops, implements, and maintains wildfire / mitigation programs, presentations, materials, equipment and displays.
- Identifies and implements training and drill scenarios that assure the response capability and readiness of assigned staff.
- Assists the wildfire station Captain with planning, coordinating, and administering annual wildfire related training evolutions for LFRA members.
- Coordinates, prioritizes and initiates all wildfire hazard reduction and fuels management activities with consideration to firefighter safety, public safety, and cost effectiveness by using the full range of strategic and tactical options, consistent with policies and procedures.
- Coordinates and documents operations with cooperating agencies on multi-agency wildfires, addressing risk to human safety and potential for damage to resources and improvements.
- Coordinates the hiring and supervision of the seasonal wildfire fighter workforce.
- Responsible for the general efficiency, conduct, effective performance and safety of all personnel assigned, as well as a professional and safe work environment; ensures all personnel conduct themselves in a manner consistent with polices and recognized standards.
- Monitors fire season severity predictions, fire behavior, and fire activity levels and takes appropriate actions to ensure safe, efficient and effective operations.
- Assists with the planning and coordination of the wildfire management budget, including researching/identifying grant funding opportunities and sources - federal, state, and local.
- Works with the Shift Battalion Chiefs to arrange personnel coverage.
- Oversees the care and operation of all assigned wildfire apparatus, fire stations, and equipment and facilities under their command.
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- Operates, drives, positions and spots vehicles and apparatus in a safe, proficient and professional manner in emergency and non-emergency situations.
- Maintains effective community relations with members of the community, reinforces the organizational values of the department relative to our customers, and extends our services to the public at every opportunity.
- When a local declaration of emergency or disaster is declared and/or the Emergency Operations Center (EOC) is activated, all LFRA employees may be required to work as a Disaster Service Worker.

1325.3 OTHER JOB FUNCTIONS
- May be deployed to wildfire assignments outside of LFRA's jurisdiction for 24-72 hours.
- Dependent upon qualifications, may respond to emergencies such as but not limited to fires, emergency medical incidents, extrications, technical rescue, hazardous material spills, mutual aid and public assistance calls.
- Participate in professional development opportunities.
- Serves as the primary contact for Prescribed Fire requests.
- Prepares fire related reports and maps including Prescribed Fire Burn Plans, Incident Action, and Fire Suppression Operation Plans.

1325.4 SUPERVISOR DUTIES
Responsible for the supervision of all assigned personnel.

1325.5 JOB QUALIFICATIONS
Knowledge, skills and abilities:
- Solid knowledge and application of firefighting, fire protection, fire investigation and emergency response strategies, tactics, multi-company operations and incident management system, particularly in a wildfire environment.
- Solid knowledge of fire behavior, chemistry of fire and fire dynamics.
- Knowledge of progressive fire and rescue practices and standards being utilized in the fire and rescue services within the department and at the state and national level.
- Principles and practices of budget preparation and administration.
- Advanced leadership, supervisory, management and motivational skills essential to effective and efficient development and utilization of human resources.
- Instructional techniques associated with the development of presentations course outlines, job analysis, lesson plans, student/fire company assignment sheets, evaluation techniques/instruments, and the ability to teach and present associated skills/materials to firefighting personnel and the general public.
- Short- and long-range planning principles.
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- Intermediate skill level using Microsoft Office Suite, with an emphasis on Excel and Power Point
- Proficient computer skills including word processing, data management systems and specific and customized software applications (i.e. records management and data analysis systems)
- Effective time management skills
- Ability to act effectively in emergency and stressful situations.
- Work independently without direct supervision
- Excellent written and verbal communication skills, including the ability to write reports related to incident response.
- Ability to effectively communicate and follow verbal and written instructions in the English language.
- Establish and maintain effective working relationships with internal and external stakeholders

Education:
Associate degree in Natural Resources, Forestry, Ecology or related field preferred.

Experience:
5 years of wildfire fighting experience with progressive supervisory responsibilities.

License/Certifications

Required:
- Valid driver's license with safe driving record
- Red Card qualifications;
  - NWCG: FFT1, ICT5, ENGB, FAL3 at time of application
  - NWCG; ICT4, FAL2, STEN, TFLD (within 3 years of hire date)
- NIMS 100, 200, 700, & 800 at time of application
  - NIMS 300 & 400 (within 1 year of hire date)
- State of Colorado Emergency Medical Responder – EMR (within 1 year of hire date)
- Basic Life Support (For Health Care Provider) (within 6 months of hire date)

Preferred
- State of Colorado EMT-B or NREMT
- Firefighter I or II
- Hazardous Materials Awareness/Operations
- Fire Officer I or II
1325.6 PHYSICAL REQUIREMENTS
Must be able to:

- Wear and operate protective equipment
- Drive and get into and out of vehicles repeatedly
- Work holidays, evenings and weekends as needed
- Travel for meetings and conferences within and out of the State of Colorado

Strength – Medium

Movement
- Occasional – climbing, balancing, kneeling, crouching, crawling, and feeling.

Auditory - Not limited
- Talking and hearing.

Vision - Required
- Near acuity, far acuity, depth perception, and adjustment.

Environmental Conditions and Physical Surroundings – Exposure
- Frequent – atmospheric conditions and platform for movement.
- Constant – exposure to weather and noise

Equipment Utilized
- Office equipment, basic hand tools, power tools, firefighting equipment and vehicles.

Hazards
- Occasional- working in high exposed places and exposure to toxic or caustic chemicals, exposure to bloodborne pathogens; exposure to infectious diseases.
- Frequent- exposure to dust, fumes, gases or airborne particles and working roadways or construction zones.

Computer Use – Frequent

Driving – Frequent

* Physical Requirements definitions LFRA
Attachments
Physical Requirements definitions LFRA.pdf
Physical Requirements

STRENGTH

- **SEDENTARY** - Exerts up to 10 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Involves sitting most of the time, but may involve walking or standing for brief periods of time.
- **LIGHT** - Exerts up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Physical demands are in excess of those of sedentary work. Light work usually requires walking or standing to a significant degree.
- **MEDIUM** - Exerts 20 to 50 lbs. of force occasionally, and/or 10 to 25 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects. Physical demands are in excess of those for light work.
- **HEAVY** - Exerts 50 to 100 lbs. of force occasionally, and/or 25 to 50 lbs. of force frequently, and/or 10 to 20 lbs. of force constantly to move objects. Physical demands are in excess of those for medium work.
- **VERY HEAVY** - Exerts in excess of 100 lbs. of force occasionally, and/or in excess of 50 lbs. of force frequently, and/or in excess of 20 lbs. of force constantly to move objects. Physical demands are in excess of those for heavy work.

MOVEMENT

Rare – 0-1% of the time
Occasional – up to 1/3 of time
Frequent – from 1/3 to 2/3 of time
Constant – 2/3 or more of the time

- **CLIMBING** - Ascending or descending using feet and legs and/or hands and arms. Body agility is emphasized.
- **BALANCING** - Maintaining body equilibrium to prevent falling on narrow, slippery, or erratically moving surfaces; or maintaining body equilibrium when performing feats of agility.
- **STOOPING** - Bending body downward and forward. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
- **STANDING** - Remaining on one’s feet in an upright position without moving about.
- **WALKING** - Moving about on foot.
- **SITTING** - Remaining in a seated position.
- **WALKING ON UNEVEN TERRAIN** - Walking outdoors or in construction areas; surfaces are not paved or smooth.
- **KNEELING** - Bending legs at knees to come to rest on knee or knees.
- **SQUATTING** - Sitting in a low or crouching position; bending body downward and forward by bending legs and spine.
- **CRAWLING** - Moving about on hands and knees or hands and feet.
- **REACHING** - Extending hand(s) and arm(s) in any direction.
- **FORCEFUL GRIPPING** - Seizing, holding, handling, turning, or otherwise working with hand or hands. Fingers are involved only to the extent that they are an extension of the hand.
- **FINE FINGER MANIPULATION** - Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.
- **FEELING** - Perceiving attributes of objects, such as size, shape, temperature, or texture, by touching with skin, particularly that of fingertips.
- **TRUNK TWISTING/BENDING** - Twisting the upper body (trunk) or bending the upper body to the side by greater than 20 degrees at waist.
- **BACKWARD BENDING** - Extending the back, backwards; arching the back.
• CERVICAL FLEXION – Lowering the chin down toward the chest.
• CERVICAL EXTENSION – Raising the chin upward.
• CERVICAL ROTATION – Moving the head looking left and right.
• CERVICAL LATERAL FLEXION – Directing the ear toward the shoulder tip on both sides.

AUDITORY

Not Limited or Limited

• TALKING - Expressing or exchanging ideas by means of the spoken word. Talking is important for those activities in which workers must impart oral information to clients or to the public, and in those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
• HEARING - Perceiving the nature of sounds. Used for those activities which require ability to receive detailed information through oral communication, and to make fine discriminations in sounds, such as when making fine adjustments on running engines.

VISION

Required or Not Required

• NEAR ACUITY - Clarity of vision at 20 inches or less. Use this factor when special and minute accuracy is demanded.
• FAR ACUITY - Clarity of vision at 20 feet or more. Use this factor when visual efficiency in terms of far acuity is required in day and night/dark conditions.
• DEPTH PERCEPTION - Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.
• ADJUSTMENT - Correction of lens of eye to bring an object into sharp focus. Use this factor when requiring near point work at varying distances.
• COLOR VISION - Ability to identify and distinguish colors.
• FIELD OF VISION - Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point. Use this factor when job performance requires seeing a large area while keeping the eyes fixed.

ENVIRONMENTAL CONDITIONS & PHYSICAL SURROUNDINGS – EXPOSURE

Rare – 0-1% of the time
Occasional – up to 1/3 of time
Frequent – from 1/3 to 2/3 of time
Constant – 2/3 or more of the time

• EXPOSURE TO WEATHER - Exposure to hot, cold, wet, humid, or windy conditions caused by the weather.
• EXTREME COLD - Exposure to non-weather-related cold temperatures.
• EXTREME HEAT/FIRE - Exposure to non-weather-related hot temperatures.
• WET AND/OR HUMID - Contact with water or other liquids; or exposure to non-weather-related humid conditions.
• NOISE - Exposure to constant or intermittent sounds or a pitch or level sufficient to cause marked distraction or possible hearing loss.
• VIBRATION - Exposure to a shaking object or surface. This factor is rated important when vibration causes a strain on the body or extremities.
• ATMOSPHERIC CONDITIONS - Exposure to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation that affect the respiratory system, eyes or, the skin.
• HAZARDS – Exposure or subject to the possibility of serious bodily injury or danger to the worker’s life or health.
• CONFINED/RESTRICTED WORKING ENVIRONMENT - Work is in areas large enough to enter and perform work inside; have limited or restricted means for entry or exit; and are not designed for continuous occupancy.
• PLATFORM FOR MOVEMENT – Work requires walking on uneven surfaces, climbing or working on ladders, scaffolds or heavy equipment.

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**EQUIPMENT UTILIZED**

• Office equipment such as computer, telephone, copier, scanner, etc.
• Basic hand tools such as hammer, shovel, screwdriver, etc.
• Firefighting equipment such as fire hose, hydrant bag, fan, ladders, CO hook/basher, backboard, fire suppression tools, etc.
• Heavy equipment such as extrication tools (spreaders, cutters, rams), generator, etc.
• Vehicles such as utility trucks, fire engines, aerial apparatus, utility task vehicles, etc.

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**HAZARDS**

Rare – 0-1% of the time  
Occasional – up to 1/3 of time  
Frequent – from 1/3 to 2/3 of time  
Constant – 2/3 or more of the time

• Proximity to moving, mechanical parts.  
• Exposure to electrical shock.  
• Working in high, exposed places.  
• Exposure to radiant energy.  
• Working with explosives.  
• Exposure to toxic or caustic chemicals.  
• Exposure to dust, fumes, gases or airborne particles.  
• Exposure to bloodborne pathogens.  
• Working in road ways or constructions zones.

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**COMPUTER USE**

Rare – 0-1% of the time  
Occasional – up to 1/3 of time  
Frequent – from 1/3 to 2/3 of time  
Constant – 2/3 or more of the time

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**DRIVING**

Rare – 0-1% of the time  
Occasional – up to 1/3 of time  
Frequent – from 1/3 to 2/3 of time  
Constant – 2/3 or more of the time