

JOB DESCRIPTION FORM

Job Title: Deputy Fire Warden (Grant Funded thru December 31, 2024) Position#:

Department: GIS

Reports To: Fire Warden

Revised New Regular Temporary Non-Union Union

Full-Time Part-Time Hours per week: VARIES Nonexempt Exempt

Reason for opening:

Prepared By: Human Resources

Date: 07/01/2022

I.	PURPOSE OF THE JOB (What are the end results or objectives of this position? Why does the job exist? What are the primary responsibilities?)
Assist the Carbon County Fire Warden with any tasks directly related to wildland fire prevention, response, planning and mitigation for the county.	
II.	ESSENTIAL FUNCTIONS (What activities are required for the position to exist? Estimate the percentage of time spent in each.)
Assist with local, state and federal liaison duties and strengthen working relationship with mutual aid firefighting resources Develop and coordinate multi-department wildland trainings for rural fire districts Coordinate radio programming and training for all rural fire districts Assist with fire command or assume fire command when Warden not present Assist with management of the burn permit system Maintain detailed inventory of firefighting resources and enter them into National Mutual Aid System (NMAAS) when activated Coordinate fire prevention/education program including the promotion of Firewise and Firesafe MT principles at public events, homeowner association meetings, etc. Encourage enrollment in the County's CodeRed emergency notification system Assist with the management and training of lamResponding notification system for County first responders	

III. **OTHER DUTIES AND RESPONSIBILITIES** (Responsibilities/important duties performed occasionally or in addition to the essential functions of the position.)

Provide backup to the Warden position if and when the Warden is unavailable to respond to fires in the County

Expand the Warden duties to include fire prevention and education programming including Firesafe MT principles, especially to County residents within the Wildland Urban Interface (WUI)

Enhance effective communications between firefighting resources in the County by assisting with the configuration, training and implementation of the County's Land Mobile Radio (LMR) systems and Push-to-Talk (PPT) systems

Assist the Warden with coordination of the wildland training schedule in the preseason and possibly assist with instruction of classes

Help rural fire districts configure lamResponding to best suite their department needs and promote its use to ensure all responders are notified of emerging wildland incidents

Assisting with the County's burn permit system to help monitor and regulate controlled burns and reduce the number of non-emergent fire responses by volunteer departments

Increase coordination between local (rural fire districts, DES), state (DNRC) and Federal (USFS and BLM) by attending local Fire Council meetings and assisting with action items from the meetings

Attend periodic rural fire districts business meetings as a representative of the County and listen to the needs of district

Assist with planning, preparation and execution of evacuations

IV. **KNOWLEDGE AND SKILLS** (For each, indicate whether it is required, preferred, or desirable. Include licenses and certificates.)

Required:

Qualified as a Firefighter Type 2 through the National Wildfire Coordinating Group (NWCG)

Current Basic Firefighter Training including the following classes:

ICS-100, Introduction to ICS

L-180, Human Factors in the Wildland Fire Service

S-130, Firefighter Training

S-190, Introduction to Wildland Fire Behavior

IS-700, NIMS: An Introduction

RT-130, Wildland Fire Safety Training Annual Refresher

Experience with the Incident Command System {ICS}

Knowledge of the Montana State-County Cooperative Fire Control plan (DNRC's Coop Plan)

Current driver's license with acceptable driving record

Preferred

Knowledge with the County's burn permit system

Experience with Land Mobile Radio Systems and radio programming

Wildland fire training experience

Familiarity with wildland fuels in Carbon County

Desirable

Knowledge with the lamResponding application

Knowledge with the CodeRED emergency notification system

Experience with fire danger indices including Energy Release Component (ERC), 100 and 100 Fuel moistures and burn index

V. **FISCAL RESPONSIBILITY** (Budgeting responsibilities, approval privileges on purchase orders and check requests, reporting and auditing functions.)

N/A

VI. **EXTENT OF PUBLIC CONTACT** (Within and outside the company)

Frequent communication with the public and local, state, and federal agencies regarding information related to wildland fires.

VII. **WORKING CONDITIONS AND ENVIRONMENT** (Necessary travel, unusual work hours, unusual environmental conditions, etc.)

Requires performing regular job functions in an adverse working environment containing combination of disagreeable elements, which impact significantly upon the employee's capacity for completing work assignments. This work has the potential for hazardous work conditions.

VIII. PHYSICAL REQUIREMENTS TO PERFORM THE ESSENTIAL FUNCTIONS
 (The essential duties of this position involve the following level of physical activity:)

Physical Activity	Definition	Check one that best describes the frequency			
		Never	Occasionally	Frequently	Continually
Repetitive Motion	Repeating movements of arms, hands, wrists	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Talking	Express or exchange ideas verbally	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hearing	Perceive sound by ear	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seeing	Obtain impressions through the eye	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Activity Level	Definition	Check One
Sedentary	Occasionally lifting/carrying up to 10 pounds or pushing/pulling small objects Sits most of the time Infrequent to occasional walking or standing	<input type="checkbox"/>
Light	Frequently lifting, carrying, pushing or pulling up to 10 pounds <i>and/or</i> occasionally lifting, carrying, pushing or pulling up to 20 pounds Frequent walking or standing or sitting most of the time and using arms or legs to push/pull	<input type="checkbox"/>
Medium	Occasionally lifting, carrying, pushing or pulling 20-50 pounds <i>and/or</i> frequently lifting, carrying, pushing or pulling 10-20 pounds <i>and/or</i> continuous lifting, carrying, pushing or pulling up to 10 pounds Occasional to frequent walking or standing	<input checked="" type="checkbox"/>
Heavy	Occasionally lifting, carrying, pushing or pulling 50-100 pounds <i>and/or</i> frequently lifting, carrying, pushing or pulling 20-50 pounds <i>and/or</i> continuous lifting, carrying, pushing or pulling 10-20 pounds Occasional to frequent walking or standing	<input type="checkbox"/>
Very Heavy	Occasionally lifting, carrying, pushing or pulling 100+ pounds <i>and/or</i> frequently lifting, carrying, pushing or pulling 50+ pounds <i>and/or</i> continuous lifting, carrying, pushing or pulling 20+ pounds Occasional to frequent walking or standing	<input type="checkbox"/>

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other duties upon the request of the supervisor or other governing entity.

For HR Use Only

Approved Denied

By:

Date:

Comments: