

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: CREW BOSS - WILDLAND FIRE  
CLASS CODE: 4204

FLSA STATUS: NON-EXEMPT  
SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: 10/17/2014 (REVISED 04/11/2006 VERSION)  
DEPARTMENT: SHERIFF

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## **JOB SUMMARY**

Under direction from the Assistant Fire Warden, coordinates and directs field operations of a Utah County twenty-person wildland fire crew.

## **CLASS CHARACTERISTICS**

This is a mid-level supervisor classification responsible for overseeing a crew of two or more squads involved in wildland fire suppression and related activities.

## **ESSENTIAL FUNCTIONS**

- Supervises the crew in meeting standards for safety and productivity and organizes and prepares the crew for fire suppression and projects.
- Ensures the crew maintains accurate and current qualifications and training records in accordance with the National Wildland Coordination Group.
- Tracks hours and processes related paperwork. Completes all documents and reporting information required by contracts and agency policy as delegated.
- Responds to wildland fires and performs fire suppression activities.
- Performs as an Initial Attack Incident Commander in Utah County's unified command system as assigned.
- Directs resources from other entities as needed.
- Maintains fire scene safety in accordance with agency policy and jurisdictional guidelines.
- Initiates action on wildland fires and requests resources for fire suppression operations.
- Assists with the inspection and maintenance of fire suppression equipment including equipment assigned to Utah County by the Utah Division of Forestry, Fire, and State Lands.
- Researches and writes grant requests for fuel mitigation projects and other suppression needs as assigned.
- Assists in the development and implementation of fire management, fuels management, and fire hazard reduction plans.
- Assists in the development of training programs; provides training, education, and technical expertise in wildland fire qualifications.
- Conducts performance appraisals, and makes recommendations regarding the hiring, training, and retention of staff.
- Performs related and other non-fire activities when assigned including, but not limited to, assisting the Fire Marshall with community education and fuel mitigation and other projects.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:** Wildland fire operations and Urban Interface.  
Incident Command System.  
Wildland fire management, planning and practices including prescribed fire, fuel management, fire histories, and fire hazard analysis.  
Local fire contracts and agreements.

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**Skill in:** Supervisory techniques.  
**Ability to:** Operate and maintain various types of fire-fighting equipment.  
Lead others.  
Maintain cooperative relationships with those contacted in the course of work activities.

### **PHYSICAL DEMANDS**

Regularly walk, stand, or stoop; Frequently lift or otherwise move objects weighing up to 50 pounds; Use tools or equipment requiring a high degree of dexterity; Carry equipment up and down steep mountainous terrain; Walk, stand, crouch, or run on narrow, slippery, or erratically moving surfaces; Regularly drive a motor vehicle; Work for sustained periods of time maintaining concentrated attention to detail; Need to distinguish between shades of color; and Communicate via radios. Applicants must be able to meet the requirements of the Work Capacity Test (WCT) for Wildland Firefighters at the arduous level during the probationary period for new hires or during the trial period for promoted County employees. Incumbents are required to take and pass this test annually.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **WORKING CONDITIONS**

Work is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather; Work is performed occasionally in an environmentally controlled room and partially environmentally controlled buildings; Work is performed in a very noisy place; Work exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation; Work exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery; Work requires use of protective devices such as masks, goggles, and gloves; Work exposes incumbent to unknown, dangerous, and/or life-threatening conditions; and Work exposes incumbent to possible bodily injury from heat, smoke, flames, and exhaustion.

### **EDUCATION AND EXPERIENCE**

Equivalent to Four (4) years work experience in professional wildland fire suppression including Two (2) years as a squad leader or in another related supervisory position. Preference may be given to applicants that have successfully completed advanced training and requirements in wildland fire suppression tactics. Selected applicants are subject to, and must pass, a full background check.

### **LICENSING AND CERTIFICATION**

Incumbent must possess certification as a Crew Boss under the current National Wildfire Coordination Group's qualification system (red card); and Must possess a valid state of Utah driver's license. Incumbent must obtain type 4 Incident Commander certification during the probationary period for new hires or during the trial period for promoted County employees. County employees being reassigned or transferred to this classification must possess this certification upon reassignment or transfer.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.