



# Captain-Single Resource Boss

## Job Description

Department: Sheriff  
Position: Career Service  
Salary Range: \$45,448 - \$60,034  
Supervisory: Yes  
Reports to: Fire Division Supervisor

### Summary

This position coordinates and directs field operations for Utah County Fire and is responsible for personnel involved in wildland fire suppression and related activities. This position serves as an assistant to the Fire Division Supervisor in assigned role.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise fire personnel and hold them accountable for standards set for safety and productivity. Organize and prepare fire personnel for fire suppression and projects. Direct resources from other entities as needed.
2. Make decisions with regard to firefighting methods used in accordance with state and federal requirements.
3. Conduct performance appraisals, and make recommendations regarding the hiring, training, and retention of staff.
4. Deploy and manage personnel and county resources. Make recommendations for improvements in firefighting processes.
5. Assign, direct participate and supervise firefighting, medical emergencies, and related life and property protection. Ensure safe operation of fire equipment and apparatus.
6. Ensure fire personnel maintains accurate and current qualifications and training records in accordance with the National Wildland Coordination Group.
7. Produce written documents, such as track hours, resource documentation, reporting forms, and other documents required by contracts and agency policy, as delegated.
8. Facilitate recordkeeping in an incident management system.
9. Assist with, coordinate and participate in Fire Community Services, public education, community relations, and fire prevention programs and activities.
10. Research and write grant request for projects and other suppression needs.
11. Assist 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.
12. Assist in the development and implementation of fire management, fuels management, and fire hazard reduction plans.
13. Assist in the development of training programs; provide training, education, and technical expertise in wildland fire qualifications.

### For Office Use Only

Class Code: 4204  
Class Title: Captain-Single Resource Boss  
FLSA: Non-Exempt  
Effective Date: 6/20/17

Worker's Compensation: Fire  
Background Level: Civilian  
Safety Sensitive: Yes  
DOT: No

**Knowledge, Skills, and Abilities**

Knowledge of wildland fire operations and Urban Interface

Knowledge of Incident Command System

Knowledge of Wildland fire management, planning and practices including prescribed fire, fuel management, fire histories, and fire hazard analysis

Knowledge of local fire contracts and agreements

Skilled in supervisory techniques

Ability to operate and maintain various types of fire-fighting equipment

Ability to lead others

Ability to maintain cooperative relationships with those contacted in the course of work activities

**Supervisory Responsibility**

This position supervises seasonal fire personnel.

**Work Environment**

This job occasionally operates in an office environment, but is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. Employees are exposed to conditions such as fumes, noxious odors, dusts, mists, gasses, and poor ventilation. Employees are exposed to possible bodily injury from moving mechanical parts such as equipment, tools, or machinery. This job requires the use of protective devices, such as masks, goggles, and gloves. Work exposes incumbent to unknown and dangers and / or life-threatening conditions. Work exposes incumbent to possible bodily injury from heat, smoke, flames, and exhaustion. This position regularly drives a motor vehicle.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. This job requires equipment to be carried up and down steep mountainous terrain. Specific vision abilities by this job include close vision and ability to adjust focus. 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.

**Position Type/ Expected Hours of Work**

Incumbent must work 40 hours each week to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

**Travel**

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This position requires up to 25 percent travel.

**Required Education and Experience**

1. Equivalent to four (4) years of work experience in professional wildland fire suppression including two (2) years as a squad leader or in another related supervisory position

**Preferred Education and Experience**

1. Preference may be given to applicants who have successfully completed advanced training and requirements in wildland fire suppression tactics

**Additional Eligibility Qualifications**

1. Incumbent must possess certification as a Single Resource Boss under the current National Wildfire Coordination Group’s qualification system (red card)
2. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within 60 days of employment
3. Selected applicants may be subject to, and must pass, a background check

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Below is to be completed after an offer has been extended and accepted.**

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

Department Head \_\_\_\_\_

HR Director \_\_\_\_\_

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position

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Employee \_\_\_\_\_ Date \_\_\_\_\_

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