



## Blue Lake Rancheria Wildland Fire Captain Job Description



**Department:** Wildland Fire Department

**Reports to:** Battalion Chief

**Status:** Full time, non-exempt/hourly

**Remote/Non-remote**

### POSITION SUMMARY

Under direction of the Battalion Chief, this position will assist in all aspects of fire management functions, including, preparedness, suppression, fuels management, prevention, detection, project management and administration. This is a uniformed position.

### DUTIES & RESPONSIBILITIES

- Supervises personnel as assigned to various functions such as engine crews, fuels crews, hand crews, heavy equipment, and aviation resources.
- Participates in the collection of fire weather data, fuel, map projects, and maintains appropriate records, including fire reports.
- Supervises subordinates assigned in the collection and evaluation of weather, fuels, topography, and fire behavior data for wild land fires.
- Participates in prescribed/cultural fire operations.
- Trains subordinates in the operation of fire pump operations, portable pumps, chain saws, and other common fire equipment.
- Coordinates the performance of tasks to control and extinguish fires as needed.
- Assigns responsibility for vehicle logs, maintenance and upkeep of all vehicles, equipment, or other fire related gear.
- Supervises personnel in timekeeping, record keeping and submission of timesheets.
- Performs other related duties as assigned.

### MINIMUM QUALIFICATIONS

- Must be 18 years or older, required.
- Highschool diploma or GED or better preferred.
- 3 years of firefighting experience at the Advanced Firefighter/ Squad Boss level.
- A valid State Commercial Driver's License Class B or higher with a Tanker endorsement.
- Qualified and red carded as an Engine Boss (ENGB).
- Chainsaw FALA/B Certificate.
- Current First Aid and CPR Certification.
- Knowledge of hazardous fuels reduction and prescribed burning.
- Ability to effectively communicate.
- Sufficient physical strength and dexterity to accomplish fieldwork (Work Capacity Test-Arduous).
- Demonstrable ability to use originality and good judgment in adapting accepted practices and procedures required to accomplish specific tasks under changing or unexpected circumstances.

- Twelve months' supervisory experience preferred.
- Available for extended emergency incident dispatches (14 - 28 days)

### **SUPERVISORY RESPONSIBILITIES:**

- Performs the full range of supervisory duties and responsibilities.
- Plans work of subordinates based on priorities, nature of assignment.
- Develops work performance plans and evaluates the performance of subordinates.
- Provides advice, instruction, and guidance to subordinates on work and administrative matters.
- Effects disciplinary actions and determines developmental training needs of employees.
- Supervises subordinate employees including assigning and reviewing work, evaluation performance, and training.
- Takes necessary disciplinary action and making hiring and termination decisions.
- Use and promote a team approach to management and ensure accountability throughout the workplace.

### **CONDITIONS OF EMPLOYMENT:**

- All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
- All applicants will acknowledge and follow all Blue Lake Rancheria personnel and other policies and procedures.
- Valid state issued driver's license required. Must be insurable on the Tribe's insurance policy.
- Position could require travel and occasional work outside of regular work schedule.

### **WORK ENVIRONMENT:**

The work environment temperature can fluctuate between 40-90 degrees Fahrenheit due to open doors and windows. The job will require inside and outside activities. There are many distractions, and the noise level can escalate.

### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to walk, stand, use hands and fingers, handle, or feel. Employee will have prolonged periods of standing and constant movement. The employee must lift and/or move up to 50 pounds often.