

5.305 Risk Reduction Crew Supervisor

Effective: March 18, 2024

DISTINGUISHING FEATURES

The Risk Reduction Crew Supervisor assists the Division Chief of Risk Reduction with all training activities, resource management, and daily activities of the Risk Reduction Crew. The position assists in the planning, management, service delivery, instruction and coordination of personnel, equipment, and resources to accomplish the fuels reduction efforts of the District. The Crew Supervisor coordinates with other divisions as needed to support risk reduction initiatives. All work is performed in accordance with District guidelines and policies.

SUPERVISION RECEIVED AND EXERCISED

The Crew Supervisor functions under the direct supervision of the Division Chief of Risk Reduction or designee but may be supervised by another ranking member or Chief Officer as needs arise. Supervision is expected to be exercised over the Risk Reduction Crew members. Authority is extended to direct activities, redirect efforts, influence behavior, and develop positive work ethic. The Crew Supervisor has the authority to stop crew work in progress to ensure safe operations. The Crew Supervisor will provide input and assist with periodic crew member performance reviews. Disciplinary authority extends up to and including the recommendation of suspension and/or termination of assigned personnel. Supervision is exercised in accordance with District policies, regulations, and guidelines.

The Crew Supervisor may exercise supervision otherwise commensurate with the individual's qualifications and the nature of the assigned work.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The essential functions of this position include, but are not limited to the following duties and responsibilities:

- Creates and supervises activities toward reducing fire risk around homes including along access and egress routes, creating defensible space fire areas, promotes fire prevention and wildfire home hardening practices.
- Conducts and supervises home wildfire risk assessments and writes prescriptive work plans.
- Participates in and supervises post fire mop-up, monitoring, and recovery activities. Provide smoke checks and after incident monitoring of the environment to prevent rekindling of fires and other duties as may be assigned.
- Functions as the first line supervisor for assigned personnel. Enforces District rules, regulations, and procedures. Provides input for performance appraisals. Coaches assigned personnel, contribute to skill development and mental and physical readiness of the crew.
- Completes and maintains reports, work records and necessary personnel forms. Establishes and maintains cooperative relationships with partner agencies, landowners, and regulatory agencies.

KNOWLEDGE

- Wildfire hazardous fuels removal and remediation.
- Operation and experience with variety of hand/power tools including chainsaws, power trimmers, pole saws, weed trimmers, brush trimmers, ladders, pruners, engine driven woodchippers, dump bed trailers, etc.
- Wildfire safety and suppression principles.
- Knowledge of geography and conditions which affect operations.
- Knowledge of basic Federal, State, and local laws and regulations related to fire protection, defensible space requirements, safety, labor relations, and personnel management.
- Coaching techniques; volunteer development, leading and directing, mentoring, and training.

SKILLS AND ABILITIES

- Direct the activities of a crew and maintain control of complex assignments.

5.305 Risk Reduction Crew Supervisor

Effective: March 18, 2024

- Use hand tools or power equipment by cutting, scraping, digging, chopping, or burning out to remove flammable materials.
- Operate vehicles including cars, trucks, cache vans, ATV's, Type III, and Type VI fire engines.
- Use portable and mobile radios.
- Follow oral and written directions.
- Function as a member of a team: deal effectively with people of all ages and backgrounds.
- Maintain effective performance management and morale of assigned members.
- Read and understand written material and technical instructions.
- Utilize common sense and understanding to conduct daily functions.
- Address problems to achieve the District's Mission, Vision, Values, and Strategic Goals.
- Delegate, establish priorities, and follow through with commitments.

VALUES AND GUIDING PRINCIPLES

All employees of the district are required to demonstrate positive values to be an effective member of the organization. The Crew Sup must be able to demonstrate the following:

Accountability: To one another and those we serve.

Professionalism: Embodying compassion, competence, courage, and humility.

Safety & Wellness: Strategically safe in action; committed to physical and mental well-being; working hard, retiring healthy.

Teamwork: Aligning our individuality to achieve the mission.

Trust & Integrity: Confident in one another, honest, consistent, and respectful.

LEADERSHIP COMPETENCIES

The district has identified the top eight (8) leadership competencies under the Lominger Development Model for the Risk Reduction Crew Supervisor. The Crew Sup must be able to demonstrate the following:

Action Oriented: Readily takes action on challenges, without unnecessary planning; identifies and seizes new opportunities; displays a can-do attitude in good and bad times; steps up to handle tough issues.

Collaborates: Works cooperatively with others across the organization to achieve shared objectives; represents own interests while being fair to others and their areas; partners with others to get work done; credits others for their contributions and accomplishments; gains trust and support of others.

Communicates Effectively: Is effective in a variety of communication settings: one-on-one, small and large groups, or among diverse styles and position levels; attentively listens to others; adjusts to fit the audience and the message; provides timely and helpful information to others across the organization; encourages the open expression of diverse ideas and opinions.

Cultivates Innovation: Comes up with useful ideas that are new, better, or unique; introduces new ways of looking at problems; can take a creative idea and put it into practice; encourages diverse thinking to promote and nurture innovation.

Drives Engagement: Structures the work so it aligns with people's goals and motivators; empowers others; makes each person feel his/her contributions are important; invites input and shares ownership and visibility; shows a clear connection between people's motivators and the organizational goals.

Plans and Aligns: Sets objectives to align with broader organizational goals; breaks down objectives into appropriate initiatives and actions; stages activities with relevant milestones and schedules; anticipates and adjusts effective contingency plans.

Resourcefulness: Marshals resources (people, funding, material, support) to get things done; orchestrates multiple activities simultaneously to accomplish a goal; gets the most out of limited resources; applies knowledge of internal structures; processes, and culture to resourcing efforts.

5.305 Risk Reduction Crew Supervisor

Effective: March 18, 2024

Situational Adaptability: Picks up on situational cues and adjusts in the moment; readily adapts personal, interpersonal, and leadership behavior; understands that different situations may call for different approaches; can act differently depending on the circumstances.

WORK ENVIRONMENT

Work involves indoor and outdoor activities in a general station and office environment, residential settings, and occasional emergency scene exposure. Noise exposure and hot/cold environments will need to be tolerated within the functions of this position as well as driving in inclement weather. Work will occur in various locations throughout the District and often in uneven terrain. The work schedule is 40 hours per week; some evening and weekend work may be required as well as attendance at meetings and field and classroom training.

PHYSICAL AND MENTAL JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each of the essential job functions satisfactorily. This position involves extended periods of sitting, standing, walking, crouching, bending, stooping, twisting, turning, climbing and balancing, regular limb extension, pinching and grasping, moving, lifting and carrying objects that will require exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly, as well as keyboard typing, talking and listening both in person and over the phone, and driving a wide array of motorized vehicles in all conditions. The sensory requirements for this position include vision, hearing, and touch. The individual in this position must frequently exercise use of good judgment and be able to work with minimal supervision. This position requires the use of proper personal protective equipment.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires the physical and mental capabilities to read information printed on paper and displayed on computer monitors, hear, speak, and communicate verbally using the English language, cognitive thinking and mathematical calculation capabilities, manual dexterity to manipulate maintenance equipment, and specialty lift and transport vehicles.

MINIMUM EXPERIENCE AND QUALIFICATIONS

- Graduation from high school or GED equivalent.
- 18 years of age or older.
- Valid driver's license.
- Two (2) years in wildland fire suppression OR a college level degree in forestry or closely related natural resources field and one year of wildland suppression.
- Crew Boss (single resource) Trainee

DESIRABLE QUALIFICATIONS

- NWCG S-230 Crew Boss (CRWB) or NWCG Engine Boss (ENGB)
- NFPA Apparatus Equipped with a Fire Pump

CIVIL SERVICE STATUS:

Classified

FLSA STATUS:

Non-Exempt

BARGAINING UNIT:

Yes

Policy Approval:


Fire Chief

3-24-24
Date