



Central Lyon County Fire Protection District Job Description for Risk Reduction Chief

Definition:

Under the direction of the Fire Chief, the Risk Reduction Chief supervises and manages the Risk Reduction Division, a comprehensive risk reduction program in the District to reduce or eliminate the loss of life and property by fire and safeguard the community.

The Risk Reduction Chief has direct supervisory responsibilities and is expected to provide the Fire Chief with reports, routine schedules of work to be performed, detailed expenses, proposed budgets, and meeting notes relevant to the position duties.

Risk Reduction Crews are used primarily for working on fuels projects which include hazardous fuels reduction and restoration of fire adapted ecosystems. This work may entail thinning of timber, woodlands, shrubs, or finer fuels with mechanized equipment, chainsaws or hand tools; utilizing prescribed fire to reduce fuels; piling and chipping of slash; chemical application to undesirable fuels; monitoring pre and post fire effects; and fire suppression on occasion.

The Risk Reduction Chief and Crews respond to, and provide support to, District Fire and EMS calls.

Examples of Duties and Responsibilities:

- Develops and establishes goals, objectives, policies, and best practices for risk reduction and wildland fuels management; oversees and evaluates skills and training activities; develops, recommends and implements changes in service delivery; oversees the development, updating and maintenance of the District's policies and best practices relative to risk reduction and wildland fuels management.
- Supervises assigned staff including staff selection, staff training, work assignment and review, coaching and development, performance evaluation, discipline and conflict

resolution. Participates in the development and planning for recruitment and promotional processes and staff development programs.

- Train, motivate and evaluate members; provide or coordinate staff training; work with employees to correct deficiencies; initiate discipline and develop behavior modification plans.
- Research, develop, implement, and maintain grant applications and programs that support fuel reduction within the District.
- Monitors and analyzes risk reduction operations; identifies areas for improvement and develops training accordingly, stays current on recent developments, literature and programs related to assigned areas(s).
- Assist the Fire Chief or designee with formulation of budget(s) by recommending expenditures, monitoring budget(s), coordinating purchases for commodities and capital equipment for the District relative to wildland fuels management.
- Prepare and present administrative and analytical reports including prescribed fire plans, fuel reduction plans, biomass and removal plans, staff reports and other necessary documents and correspondence.
- Responsible for observing the principles of risk management during emergency operations, project implementation, and day to day functions.
- Coordinate the "Trailer Drop Program," ensure trailers are delivered to residential properties, pick up the trailers when full, and the hazardous fuels collected are properly disposed of.
- Investigate complaints of fire hazards and prepare reports.
- Perform as a Firefighter, commensurate with qualifications, responding apparatus, operating, management positions, and rehab/medical monitoring.
- May perform the necessary tasks associated with the certified level of EMS including but not limited to taking blood pressures, administering oxygen, performing CPR, operating AED, medication administration, and all State approved skills. Safely operates an ambulance in emergency situations, while transporting a patient to the hospital safely as qualified.
- Accurately maintain and complete all required paperwork and documentation.
- Coordinates and may participate in conducting public education programs for Community Risk Reduction.
- May be assigned other duties in the District at the discretion of the Fire Chief.

Knowledge, Ability and Skills:

- Must have exceptional customer service skills and ability to work as a member of a team.
- Supervise personnel, including training, assigning and reviewing work, and conducting performance evaluations.
- Effectively communicate to multiple audiences including citizen groups, political leaders, agency representatives and volunteers both orally and in writing.
- Knowledge of the theory, principles, practices and techniques related to wildland fire prevention as identified in the 2024 WUI Code.

- Knowledge of procedures for working safely around power lines, including proper equipment operation, use of personal protective equipment (PPE), and establishing safe work zones.
- Analyze problems and emergency situations, quickly develop effective and reasonable courses of action, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Must be able to complete all required documentation, unit logs, homeowner assessments, and document daily activities.
- Project and time management techniques in order to complete assigned projects in a timely manner in order to meet deadlines.
- Knowledge of wildland fire suppression, including Wildland Urban/Interface operations, and wildland fire management, including prescribed fire for fuel reduction sufficient to participate in programs designed to prevent the occurrence of wildland fires, and intrusion of wildland fires to structures.
- Knowledge of the tactics, principles, practices and procedures of basic firefighting, the incident command system, hazardous materials and rescue response.
- Ability to act in accordance with the Federal and State Laws, Fire District Policy, standard operating procedure and standard operating guidelines, and relevant Nationally Adopted Standards of OSHA and NFPA.
- Knowledge of the fire prevention inspection methods, procedures and techniques.
- Ability to interact with the public and officials in a fair, tactful, and polite manner in the course of implementing or enforcing fire codes, regulations, and laws.
- Knowledge of structure firefighting fundamentals and ability to engage in exterior support role.
- Knowledge of basic Emergency Medical Service (EMS) and ability to engage during medical emergencies or provide patient care to the level certified.
- Ability to "back" a trailer.

Desired Attributes:

- Strong work ethic, effective in setting and achieving goals.
- Positive attitude, contributes to creating a good work environment.
- Effective communicator, clear and effective messaging.
- Demonstrates decision making capabilities.
- Self-motivated, works effectively with little direction, able to work independently under general supervision.
- Demonstrates leadership skills by taking initiative.
- Team-oriented, comfortable collaborating, and able to perform in high stress, fast paced emergency situations.
- Follows and relays instructions and information accurately.
- Maintains an adequate level of fitness to perform assigned duties.
- Knowledge of and ability to safely operate heavy equipment, Skid Steer, Brush Hog, Tractor, and Masticator.

Minimum Qualifications/Conditions of Employment: *(Current valid certifications)*

- High school diploma or GED, and five years of full time progressively responsible firefighting experience in forestry, fuels management, fire suppression or a closely related field, including at least two years of supervisory experience at or above the rank of Captain or comparable rank; or an equivalent combination of education, training and experience as determined by Human Resources.
- Nevada Driver's License with F endorsement
- NWCG qualified Engine Boss or higher including STEN or Task Force Leader (TFLD)
- State of Nevada Pesticide Applicator License/Permit

Desired Qualifications:

- Higher education, such as a bachelor's or associate degree from an accredited college or university in Fire Science, Forestry, Natural Resources, Rangeland Management, Fire Technology or closely related field.
- NWCG M-410 Facilitative Instructor or equivalent
- NWCG S-236 Heavy Equipment Boss- Single Resource
- NWCG -339 Division/ Group Supervisor
- GIS Experience
- NWCG S-212 Chainsaw Course
- Emergency Medical Technician (EMT)
- NFPA Firefighter I

Physical Requirements:

The physical requirements described here are representative of those that should be met by an employee to successfully perform the essential functions of the job as a Risk Reduction Chief.

The duties of this position require sufficient mobility, flexibility and body strength to participate in manual labor, and wildland firefighting activities for extended periods of time. These activities are performed wearing standard firefighting personal protective clothing. Other activities include but are not limited to lifting heavy items such as tree limbs and brush, and infrequent lifting of up to 100 pounds may be required. Working outdoors in extremely warm and extremely cold weather is often required. Must have ability to stay physically capable in mentally and emotionally stressful environments. The duties of this position also require sufficient mobility to work in an office setting using standard office equipment including a personal computer, tablet, copy machine and audio-visual teaching aids. The holder of this position must be able to hear and understand the spoken word in an office, classroom and emergency ground environment. The holder of this position must be able to speak and communicate in person, over the telephone and on a two-way radio. The holder of this position must have vision abilities to include close vision, distance vision, peripheral vision, depth perception, and ability to focus.

While performing the duties of this job, the employee is frequently required to talk, hear, sit, stand, walk, use hands to finger, handle, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl,

and smell. Strenuous physical exertion may be necessary, and performance of duties may go for lengthy periods without rest cycles or meal periods. This position can be physically demanding, requiring good health and physical condition to adequately perform job duties. Employee must successfully pass an annual fit for duty exam based on NFPA 1582 and the "Pack Test." Employees may be required to lift and/or move up to 50 pounds and occasionally lift and/or move heavy loads.

Working Conditions:

Work is performed in an office and often in a field environment and will require occasional work in fire suppression environments and other emergency situations. Work requires frequent standing, walking, bending and infrequent lifting up to 100 pounds. Exposed to extreme weather, intense heat, moving traffic, construction sites, fire, smoke, hazardous chemicals and fumes. Work in the emergency firefighting environment; work in intense life-threatening conditions; exposure to fire, smoke, bodily fluids, and noise; running, walking, crawling, climbing, stooping and lifting; work in inclement weather conditions; work under and around power distribution systems.

Must have the ability to stay physically capable in mentally and emotionally stressful environments. The duties of this position also require sufficient mobility to work in an office setting using standard office equipment including a personal computer, copy machines and audio-visual teaching aids.

The employee will maintain managerial control under extremely stressful conditions. The employee will experience frequent interruptions of planned work activities by telephone calls, and response to unplanned events. Position requires occasional strenuous work and long hours and the ability to attend and/or manage an emergency scene at any time. Participation in wildland fire may require the employee to be on the incident for several days.

FLSA STATUS:

Non-Exempt

Special Conditions:

This position has been identified as affecting public safety. Persons offered employment in this series must submit to a pre-employment, and annual, screening test for controlled substances. Candidates will be required to submit to an extensive background investigation, pre-employment criminal history check and fingerprinting.

Required to complete an annual NFPA 1582 and State of Nevada Heart-Lung Bill compliant medical examination.

In compliance with applicable disabilities laws, reasonable accommodation may be provided for qualified individuals with a disability who require and request such accommodation. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

I,.....
(print name)

have received a copy of my job description for Risk Reduction Chief.

Signature

Date

