

Red Lodge Fire Rescue
POSITION DESCRIPTION
January 2025

<u>POSITION:</u>	Crew Member
<u>DEPARTMENT:</u>	Fire – Hazardous Fuels Reduction
<u>ACCOUNTABLE TO:</u>	Assistant Crew Leader, Crew Leader
<u>POSITION STATUS:</u>	Temporary – Full Time
<u>PAY RATE:</u>	\$21.53 -27.00 / hourly plus longevity raises as required
<u>BENEFITS:</u>	Optional PERS Membership, Employee Leave per Policy 2.306

SUMMARY OF WORK:

The position involves working on a wildland fire fuels reduction crew in the removal of hazardous fuels in the wildland urban interface (WUI), responding to emergency calls including local and national wildland fire, emergency medical, and other emergency calls for service.

JOB CHARACTERISTICS:

Duties:

- Work on a fuel mitigation crew in the removal of hazardous wildland fire fuels.
- Respond to and mitigate wildland fire and other emergencies according to Department policies and procedures.
- Ensure apparatus, equipment, and supplies are in a state of readiness for response.
- Identify apparatus and equipment in need of repair and make appropriate arrangement for repairs and/or removal from service.
- Assist with the maintenance of apparatus and inventory for job duties assigned.
- Maintain a professional level of cleanliness of apparatus, apparatus bays, and storage areas, bathrooms, meeting rooms, offices, hallways and grounds.
- Drive and operate apparatus according to department policies and procedures.
- Complete Department documentation in an accurate and timely manner.
- Represent the Department at public functions including fire prevention events.
- Interact with the public to maintain a positive image for the department.
- Disseminate and receive information from supervisors and other staff.
- Maintain professional competency by attending training classes, and continuing education classes.
- Develop and maintain positive working relationships with volunteer staff and other fire and emergency medical services agencies.
- Assist with the evaluation of home ignition hazards in the WUI.
- Perform other duties as assigned.

Personal Contacts:

Work requires frequent contact with Fire and EMS Volunteers and other Department personnel. Contact with the public is frequent and occasionally stressful and dangerous.

Supervision Received:

This position receives supervision from a Crew Supervisor and/or Assistant Crew Supervisor and is indirectly supervised by the Assistant Chief in charge of hazardous fuels reduction programs.

Supervision Performed:

This position provides no direct supervision of subordinate employees.

Essential Functions:

Work is performed both indoors where there is a reasonable control of temperature and outdoors where there is no control of temperature or environment and where conditions may be extreme. Work may be performed under extremely stressful situations, extremely physically strenuous situations, around infectious biological material, and in confined hazardous environments where movement is severely restricted. Hazards are encountered frequently during the course of duty. The position may be exposed to infectious biological material capable of direct, indirect and airborne transmission. The position may be exposed to traffic on roadways moving at a high rate of speed. Exposure to extreme heat and cold that may cause severe body discomfort may be encountered. Exposure to unstable building situations where the building may collapse is possible. The position may also encounter unstable people who may be verbally or physically abusive or violent. The position requires both fine and gross motor skills. The position may require heavy lifting with or without the assistance of others, walking over rough terrain and climb stairs or ladders while carrying equipment. Frequent strenuous efforts such as climbing, crawling, jumping or crouching may be required. The position is also required to sit and or type for extended periods of time.

JOB REQUIREMENTS:

Knowledge: This position requires knowledge in:

- Operational characteristics, services, and activities of an emergency service program including wildland fire suppression, fire prevention, and emergency medical services.
- Fire science theory, principles, and practices and their application to a wide variety of emergency service operations including wildland fire suppression and prevention.
- Hazardous fuels removal.
- Fire operations in the WUI, including reducing risk to property.
- Chainsaw use, repair, and maintenance.
- Basic understanding of the Incident Command System (ICS).
- Problem solving techniques and methodology.
- Operational characteristics of fire apparatus and equipment.

Skills: This position requires skill in:

- operation of fire apparatus, and;
- operation of firefighting equipment;
- operation of chainsaws;
- hazard tree falling.

Abilities: The position must be able to:

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Retain presence of mind and act quickly and calmly in emergency situations.
- Operate and effectively use specialized fire tools and equipment including safety equipment.
- Maintain contact and preserve good relations with the public; respond to requests and inquiries from the general public.
- Work effectively with a variety of community groups.
- Effectively present and communicate information/directions in one-on-one and small group situations to the general public and other employees of the organization.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.
- Work irregular and on-call hours including weekends, evenings, and holidays.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work well with others, work with neighboring services, and partner organizations, communicate effectively, remain calm and organized during stressful emergency situations, provide reassurance to upset and injured persons.

EDUCATION AND EXPERIENCE:

Education:

This position requires a high school diploma or equivalent.

Experience:

No experience is required.

Certifications:

- CPR
- NWCG Firefighter Type 2 (Entry Level Firefighter) or Equivalent
- NIMS I-100, I-700

Additional desired certifications:

- NWCG Firefighter Type 1 (Advanced Firefighter / Squad Boss)
- NWCG / DNRC Faller A
- NWCG ENGB

JOB PERFORMANCE STANDARDS

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance standards include, but are not limited to, the following:

- Performs assigned duties effectively and efficiently.
- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.
- Establishes and maintains effective working relationships with employees, neighboring departments, associated disciplines and the public
- Effectively deals with additional tasks assigned by supervisors.
- Deals tactfully and courteously with the public, government officials, and other service providers
- Demonstrates compliance with Department policies and procedures
- Shows initiative in career development by seeking training and learning opportunities

Reviewed by _____ on _____
(Employee’s signature) (Date)

Approved by: _____ on _____
(Supervisor’s signature) (Date)

Approved by: _____ on _____
(Chief’s signature) (Date)