

CITY OF FLAGSTAFF

Flagstaff is the largest community in the high country and is the county seat for Coconino County, the largest county in the United States. A historic Route 66 town, Flagstaff is ideally located at the juncture of Interstate 17 and Interstate 40. Though still reflecting a small-town atmosphere, it maintains a selective growth plan with new expansion programs underway.

The City of Flagstaff is Northern Arizona's Employer of Choice! Our City government is devoted to enhancing the quality of life of our citizens and the experience of the many visitors who are attracted to Northern Arizona.

Date Posted: March 6, 2020
Vacancy No: 041-20
Position Title: Wildland Fire Manager
Division / Section: Fire/Fire Prevention
Position Status: Full Time; FLSA Exempt; Benefit Eligible
Work Week: Monday – Friday
Salary Range: \$66,110.10 - \$70,076.71 Annually DOE
Closing Date: March 20, 2020

Actively promotes the City's stated mission and values. Under the direct supervision of the Community Risk Reduction Deputy Fire Chief, and a member of the Fire Department Executive Staff, incumbent must exhibit leadership in assigned Wildland Fire Management program operational areas Community Prevention, Preparedness, Hazard Mitigation, Response, and Recovery, and possess the ability to direct assigned staff, interact with city staff and multiple stakeholders, represent the City, and complete special projects and other duties as assigned.

Duties include development and delivery of a professional wildland fire program, including administrative, planning, supervisory, and technical work, ability to take command of wildland fire incidents, and participation in other all-risk emergency incidents at a staff-command level to the extent qualified and as available.

ADMINISTRATIVE DUTIES

- **Supervisory:** This job has full responsibility for supervision (hires, directs, schedules, transfers, promotes, coaches, rewards, disciplines, and recommends for termination) assigned personnel.
- **Budgetary:** This job has full responsibility for budgeting at the program level including providing input on vehicle maintenance needs, material and equipment needs, and associated costs; seeks, requests, and manages grants and contracts; oversees permit process (to include associated fees); and processes reimbursements related to incident responses.
- **Strategic Planning:** This job has responsibility for strategic planning at the program and division levels, and with external collaborative/partnerships within the realm of expertise and Council direction and objectives, including assisting with developing and implementing long and short-term goals, and provides input, reviews, and comments on strategic planning efforts.
- **Policies/Procedures:** This job has full responsibility for policies and procedures at the program level, to include creating, and assisting with training employees on Citywide, Fire Department, and program related policies, procedures, and standards.
- **Compliance:** This job has full responsibility for following and ensuring compliance with Federal, State, and Local laws, rules, regulations and City policies and procedures including in the areas of Wildland Urban Interface Code, OSHA, Federal and State Wildland Fire and All-Hazard standards and guidelines, FAA, and Payroll.
- **Council Communications:** This job periodically briefs Council on issues (verbally or via City Council Report), hosts field tours, crafts Staff Summaries and presents to Council during Work Sessions and/or Council Meetings for discussion and adoption, responds to Council inquiries as a

Subject Matter Expert, and carries out day-to-day activities in accordance with Council's adopted priorities and direction.

- Reporting: This job has full responsibility for evaluating and reporting on internal wildland fire management operations and to internal audiences on external wildland fire/forest health partnerships, collaborative efforts, and stakeholder groups and associated activities and efforts.

EXAMPLES OF THE WORK PERFORMED (ILLUSTRATIVE ONLY)

- Provides excellent customer service to both internal and external customers.
- Manages Wildland Fire staff focused on prevention, preparedness, hazard mitigation, response, and recovery activities and efforts designed to restore forests (in and around the community), protect the community from unwanted wildfire, and ensure safe and effective response to wildfire.
- Ensures all efforts are planned and implemented with attention to policy, accuracy, safety, and established practices.
- Keeps Community Risk Reduction Deputy Fire Chief apprised of current-and-planned operations, challenges, and opportunities.
- Communicates and enforces City and Department rules, regulations, and procedures.
- Attends, hosts, and/or leads meetings representing the Division, Department, and/or City.
- Prepares and presents professional quality oral and written reports.
- Develops, tracks, and reports on wildfire related topics as needed, to include submission of quarterly and annual objectives and accomplishment reports.
- Identification of trends and new metrics to communicate progress, success, and challenges.
- Prepares, evaluates, and/or recommends policies, procedures, regulations, and personnel actions, as needed.
- Develops and maintains effective relationships with interagency partners on a local, regional, and national level: Serves as City/Department representative to a variety of collaborative efforts.
- Monitors status of proposed federal and state legislation; examines intent and potential impacts, and communicates with, and/or provides briefing paper to, appropriate City staff as needed.
- Directs grant, donation, and contract efforts, including invoice preparation and submission.
- Performs in a leadership role within the joint City-County Emergency Operations Center (EOC).
- Manages the Department's Incident Qualification System (IQS), to include Task Books, individual qualifications and Incident Qualification Cards, the Department's Call-Out program, and annual Wildfire Refresher training.
- Develops, submits, and tracks invoices related to reimbursable emergency incidents.
- Develops subordinates to their individual maximum level of competence.
- Develops and implements a strategic plan to create healthy and resilient forests, protect the community by reducing the wildland fire hazard, and ensure a safe environment from which to conduct wildfire suppression efforts.
- Oversees efforts by Wildland Fire Management program staff that result in:
 - Inventory and prioritization of properties to be treated, and preparation of forest stewardship, structure protection, Firewise neighborhood and forest treatment plans and prescriptions
 - Hiring, training, use, and supervision of work crews to conduct forest treatments, to include tree thinning/harvesting, debris disposal, and prescribed fire operations
 - Planning, delivery, and implementation of a community-wide education program on reduce home-and-property wildfire hazards
 - Application of the Greater Flagstaff Community Wildfire Protection Plan, the Flagstaff Wildland Urban Interface Code, the City's Wildfire Restrictions and Closure Plan, City Council Goals, both the Fire Depts. Strategic Plan and Procedures, and other pertinent planning and direction documents, to include review, input, and/or revision as necessary
 - Inclusion and use of volunteers and student interns
 - Issuance of permits, development plan reviews plans, and property inspections/hazard assessments

- Develops and presents both informational and action items to the City Council on a variety of wildfire, forest health, watershed protection, and other related topics throughout the year,
- Arranges for and conducts training of Fire Dept. personnel and others as required in wildfire management, forest health, wildfire suppression, and other related topics.
- Monitors and maintains a computer database for properties, information, modeling, and other contemporary information systems functions.
- Responds to emergencies in a supervisory and technical capacity.
- Assists Department senior staff and Fire Administration personnel with development and accomplishment of Dept. goals and objectives.
- Prepares and manages the Wildland Fire Management program budget.
- Works collaboratively with others in the Community Risk Reduction Division, the Fire Department and the City.
- Other duties as required

MINIMUM REQUIREMENTS

- Bachelor's degree in Forestry, Fire Ecology, Fire Science or a related discipline OR a federal service 301 [Program Manager w/Fire programmatic responsibilities], 401 [Fire Management Professional], or 462 [Fire Management Technician] Series classification).
- Five years of experience in the field of Wildland Fire Management, to include experience in emergency management and public education.
- Three years of supervisory experience.
- Qualified, per National Wildfire Coordinating Group (NWCG):
 - As a Task Force (TFLD) and/or Strike Team Leader Crew or Engine (STCR or STEN) or higher within the Operations function of the Incident Command System (ICS)
 - Faller 3 (FAL3) and/or training/experience in Chain Saw operations and maintenance.
 - Prescribed Fire Burn Boss 2 (RxB2) and/or experience in Rx Fire planning and operations.
- Experience working with either the Incident Qualification System (IQS) or the Incident Qualification Command System (IQCS)
- Or any combination of education, experience, and training equivalent to the Minimum Requirements.

DESIRED EXPERIENCE AND TRAINING

- Knowledge of Greater Flagstaff Area Community Wildfire Protection Plan (CWPP), the National Cohesive Strategy, Firewise and Fire Adapted Community programs, Incident Qualifications System (IQS), and Emergency Operations Center (EOC) operations.
- Understanding of Annual Operating Plans, Cooperative Agreements, and other similar documents.
- Experience working successfully with partnerships and community-based collaborative groups.
- Experience with Fire Code and/or regulation development and enforcement, particularly regarding Wildland Fire Management and Wildland Urban-Interface issues.
- Knowledge of interagency Wildland Fire agreements, dispatch procedures and protocols, and reimbursement processes.
- Experience with budget, grant, donation, and contract management.
- Experience working on Incident Management Teams (IMT's) at the Type 1, Type 2 or Type 3 level.
- NWCG professional qualification as a Division/Group Supervisor (DIVS), Incident Commander Type 3 (ICT3), and/or another Command & General Staff level position, as well as Prescribed Fire Burn Boss 2 (RxB2).
- Experience in Wildland Urban Interface (WUI) fire-fighting/management operations.
- Experience in serving as a Wildland Fire, and Emergency Management Subject Matter Expert (SME).

OTHER REQUIREMENTS

- Must possess, or obtain upon employment, a valid Arizona driver's license.

- Regular attendance is an essential function of this job to ensure continuity.
- All Emergency Service Employees shall maintain their principal residence within the state boundaries of Arizona. All Emergency Service Employees, except those holding a position in Fire, will arrive at the assigned or emergency work location within one (1) hour from notification to report to duty.
- Employees may be designated a take home City vehicle.
- Employees who are designated to take home a City vehicle per the Vehicle Take Home Administrative Policy must live within the prescribed area. The defined as a 12-mile radius from City Hall or 35 miles eastbound, westbound, and southbound from the I-17 and I-40 exchanges, or 10 miles from City Hall along Highway 180 North with a five-mile-wide corridor (2 ½ miles on each side).
- Subject to recall based on departmental need and subject to assignment to city and/or interagency incidents.
- Per NWCG standards:
 - Must pass the Wildland Fire Work Capacity Test-Arduous within two weeks of hire and maintain fitness qualification on an annual basis.
 - Must qualify as Prescribed Fire Burn Boss 2 (RxB2) within 36 months of hire.
- Must qualify as a Division Supervisor (DIVS) within 36 months of hire.
- Must obtain an Emergency Medical Technician (EMT) certificate within 36 months of hire.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (ILLUSTRATIVE ONLY)

- Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to calculate cost impacts and trends/projections based on use.
- Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to operate computers including compiling and completing reports using Microsoft Office products, entering data into Firehouse record keeping system, composing emails, and conducting internet research.
- Ability to diagnose and repair minor and intermediate level chain saw problems and other job related tool and equipment issues.
- Considerable knowledge of teaching methodology and community education.
- Ability to prepare and present, both orally and in writing, recommendations/positions as needed to Dept., City staff, and City Council.
- Ability to establish and maintain effective working relationships, including tactful and sincere communication, with others, including co-workers, appointed and elected officials, stakeholder groups, and outside agencies.
- Ability to issue clear instructions, implement oral or written directives, and capacity to make sound decisions and resolve conflicts.
- Ability to easily work in any environmental condition routinely encountered in Wildland Fire Management.
- Knowledge and experience with the National Incident Management System (NIMS), the Incident Command System (ICS).
- Ability to analyze situations, reports, and systems, identify opportunities, trends and/or other issues, evaluate options, and make recommendations/implement an effective course-of-action.
- Ability to attend any-and-all training necessary to increase capacity and effectiveness of program.
- Considerable initiative, independent judgment, and professional decision-making are required.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

- While performing the duties of this job, the employee is frequently required to sit, stand, walk, use hands or fingers to handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and talk and/or hear.
- The employee must periodically lift up to 50 pounds, and occasionally lift up to 100 pounds.
- Vision requirements for this position include: close, distance, and peripheral vision as well as depth perception and ability to adjust focus.
- Working conditions include: periodic exposure to outdoor weather conditions, vibration, and working near moving mechanical parts. The employee will periodically be exposed to fumes or airborne particles and toxic or caustic chemicals. The employee will occasionally be exposed to wet or humid conditions, working in high, precarious places, extreme heat, and risk of electrical shock.
- The noise level in the outdoors work environment may be very loud.

PRE-EMPLOYMENT REQUIREMENTS

- Pre-employment physical requirements for this position include pre-employment physical and an essential job function/ human performance evaluation.
- Pre-employment testing requirements for this position include: a non-regulated drug and alcohol screening.
- Pre-employment vaccination requirements for this position include tetanus and hepatitis A/B.

CLASSIFICATION INFORMATION

- Range 114, C-4-3, FLSA exempt.

PRE-EMPLOYMENT PHYSICAL REQUIREMENTS

- Physical
- Fingerprints
- Non-Regulated Drug and Alcohol
- PSPRS HPE Physical
- Tetanus, Hepatitis A & B Immunizations

Note: The above job description is intended to represent only the key areas of responsibility; specific position assignments will vary depending on the needs of the department. Certification may be required depending on the specific area of responsibility. Section specific criteria are required for advancement (see associated Zone Change Checklist for details).

TO APPLY ONLINE

In order to apply for this position, you will have to fill out a City of Flagstaff application on our website. Visit our website to apply or for more information on this position and other opportunities. You will find complete job descriptions, requirements and application information at:

<http://www.flagstaff.az.gov/jobs>

NOTE: Applications are due to the Human Resources department by 4PM on the closing date regardless of the postmarked date.

TO APPLY IN PERSON

Applications are available and can be turned in at: 211 W. Aspen Ave., Flagstaff, AZ 86001

Call our general information line at (928) 213-2090 or (800) 463-1389 to request an application by mail.

Fax your resume to (928) 213-2089 or E-mail: human.resources@flagstaffaz.gov

Additional information about current and open job vacancies can also be found by calling our job line at (800) 463-1389.

The City of Flagstaff is an Equal Opportunity/Affirmative Action employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age, veteran's status, sexual orientation, and gender identity or expression.

AmeriCorps, Peace Corps and other national service alumni are encouraged to apply.

Paid Holidays • Paid Vacation Days • Paid Sick Days • Health/Dental/Life/Vision Insurance