

WILDFIRE MITIGATION MODULE AMERICORPS TEAM LEADER

Pulaski County

Department: Emergency Management

Reports to: Wildfire Mitigation Module Leader

Supervisor Exercised: None

Supervision Received: Emergency Management Coordinator

Classification (FLSA): Non-Exempt, Part-time, On Call, Seasonal. Position is grant funded and driven by the workload and weather.

Work Hours: 8:30 to 5:00 Monday through Friday with a 30-minute lunch break from September 3 2024 to October 31 2024, additional weekend, evening and some holiday work may be required.

ESSENTIAL FUNCTIONS: This is a supervisory level position. The employee provides supervision to 8 to 10 AmeriCorps Team personal completing hazard fuel reduction projects through thinning, brush disposal, and prescribed burning; participates in and presents public education programs; may respond to wildfire assignments as part of an organized crew; participates in training activities, station and equipment maintenance and performs other support and related duties.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be allowed to enable an individual with disabilities to perform the essential functions. Employee must successfully pass a drug test and background check. Must possess a valid Driver's license at time of application and during employment. Must be 18 years of age.

RESPONSIBILITIES (Major Duties 80%-100%):

- Lead personal in hazard fuels reduction activities, working as part of a seasonal crew performing fieldwork to accomplish thinning, pruning, mastication, piling slash, fire line construction and prescribed burning associated with wildland fuels projects. This will include operating equipment, such as: a chipper, leaf blower, chainsaw, pole saw, hand tools and drip torches.
- Provide personal fire/fuels and safety training in the techniques, practices, and methods of prescribed fire use and in the safe, efficient operation and use of hand and power tools, equipment and vehicles used in hazard fuels reduction and prescribed fire activities.
- Lead personal in safety sessions and project critiques. (After Action Review)
- Ensures own and others welfare and safety in all aspects of the assignments.

- Ensures daily repairs and maintenance of equipment, such as: a chipper, leaf blower, chainsaw, pole saw, hand tools and/or other equipment. Maintains equipment daily in an operable condition, troubleshoots equipment in need of repair.
- Assists preparing hazardous fuels reduction projects by flagging treatment areas, property ownership corners and lines, and riparian or wildlife management zones, cultural surveys, and GPS.
- Maintains timesheet on a bi-weekly basis.

(Additional Duties <20%):

- May be assigned to serve as a supervisor of an engine or hand crew assigned to suppress wildland fires. Performs assignments as a lead wildland firefighter in developing a working knowledge of fire suppression strategies, tactics, and fuels management techniques, practices and terminology. This consists of fire line construction, use of pumps and engines, hose lays using appropriate nozzles and nozzle adjustments in the effective use of water and additives, working in and around aircraft such as helicopters, safety rules, and basic fire behavior.

WORK ENVIRONMENT:

The work is primarily performed outdoors in wildland urban interface areas in steep terrain where surfaces may be extremely uneven, rocky or covered by vegetation. Temperatures may exceed 100 degrees F and fall well below freezing. Risks include dust, smoke inhalation, fire entrapment, snake or insect bites and stings, exposure to excessive machinery noise and falling and rolling material. Personnel must adjust and cope with exposure to weather elements, dust and smoke, poor work situations under an unpredictable set of circumstances. The hazardous nature of certain jobs requires that protective clothing be worn (hardhat, gloves, leather boots, flame resistant clothing and other personal protective equipment). Work requires travel by vehicle and/or foot.

PHYSICAL DEMANDS:

Arduous: Duties include rigorous fieldwork requiring above average physical performance, endurance and conditioning. Position requires prolonged work in an upright stationary position, traversing over uneven ground, recurring lower oneself down to objects, positioning oneself to gain access to objects at greater heights, moving of items weighing over 50 pounds and shared transporting of heavier items and similar strenuous activities requiring at least average agility and dexterity. Duties include some strenuous activities in emergencies under adverse environmental conditions and over extended periods of time. Operation of some specialized fire equipment can place extended physical stress.

PERSONAL PROTECTIVE EQUIPMENT:

The incumbent is required to supply their own work boots and appropriate work clothing. Boots are to be ALL leather with a vibram sole, tops to be a minimum of 8 inches (inside measure). Long work pants and a work shirt are required for all project work. Management program will supply Nomex clothing, fire pack with fire shelter, work gloves, hard hats, safety glasses, and hearing protection for work and fire assignments.

EDUCATION AND EXPERIENCE & JOB REQUIREMENTS:

- Be able to pass the moderate work capacity test annually (25lbs. for 2 mile in 30 minutes or less).
- High school Diploma or GED preferred.
- Must have taken and successfully passed the following NWCG courses: I100, L-180, S-190, S-130, S-131, S-212, S-219 and the following NIMS classes: IS100, 200, 300, 700 and 800.
- Able to qualify as a FFT1.

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day-to-day activities to promote effective teamwork to accomplish the goals of the County

TRAINING AND JOB DEVELOPMENT:

- Participates in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Pulaski County Administration reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job without accommodation.
- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job with accommodation(s).

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

Employee Name: _____
(Please print)

Employee Signature

Date