

# TETON COUNTY FIRE RESCUE- JOB Description

WILDFIRE MITIGATION COORDINATOR

REPORTS TO: FIRE CHIEF

## SUMMARY:

The Wildfire Mitigation Coordinator manages Teton County Fire Rescue's wildland fire response, prevention, and mitigation efforts under the general supervision of the Fire Chief or their designee. This position is charged with implementing the tenants of the National Cohesive Strategy in the department and community. This position develops and leads strategies to reduce wildfire risks and collaborates closely with local, state, and federal government agencies, stakeholders and non-governmental organizations to enhance community resilience.

This position requires strong leadership, integrity, accountability, and the ability to collaborate effectively. The Wildfire Mitigation Coordinator is critical in the Department's mission to preserve and protect lives and property by delivering timely and skilled response to emergency situations and committing to providing public service and education that promotes health, safety and security to the citizens and visitors of Teton Valley.

This position is full-time, non-bargaining, FLSA-exempt.

## ESSENTIAL JOB FUNCTIONS:

### Wildland Fire Operations

- May direct wildland fire response activities, coordinating with local, state, and federal partners.
- Lead development and implementation of wildland fire mitigation strategies, including fuel reduction programs.
- Manage all aspects of the seasonal fuels crew program.
- Assists with the management of aspects of the department's deployment program.
- May act as Incident Commander for significant wildland fire incidents.

### Community Risk Reduction

- Develop programs to educate the public on wildfire risk reduction and promote home hardening and defensible space initiatives.
- Work with community stakeholders to enhance wildfire awareness and preparedness.
- Work with the Teton Valley Fire Action Community Team (TVFACT) and assist with Neighborhood Ambassador programs.

## Administrative

- Assist the Fire Chief with administrative activities as assigned.
- Participate in managing the fire department in coordination with the Fire Chief, Deputy Fire Chiefs and Battalion Chiefs as executive team members.
- Assist with strategic planning and participate in defining the organization's strategic goals and objectives.
- Assist with budget planning for wildland fire mitigation/operations and resource allocation.
- Participate in interagency partnerships and maintain strong relationships with mutual aid partners.
- Ensure accurate reporting, operations documentation, grants, deployment reimbursements, and compliance with department policies, guidelines, and applicable laws.
- Apply for and manage various grants related to mitigation activities.

## MINIMUM REQUIRED QUALIFICATIONS:

- A bachelor's degree in forestry, public administration, fire service administration, or a related field, or a minimum of ten (10) years of an equivalent combination of education and experience sufficient to perform the position's essential duties successfully.
- Minimum of eight (8) years in wildland firefighting, with three (3) years in a supervisory role.
- Certifications: NWCG Task Force or Strike Team Leader, NWCG Incident Commander Type 4.
- Strong knowledge of wildland fire behavior, weather patterns, and suppression strategies.
- Knowledge of the principles of public sector administration, budgeting, human resource management, financial management, and federal, state and local government.
- Ability to plan and organize various administrative, fiscal, and business management activities.
- Ability to demonstrate progressive and increasing responsibilities in administrative management and professional development.
- Thorough knowledge of and ability to implement Department/District rules, regulations, policies, and procedures.
- Ability to keep accurate and comprehensive records and prepare technical and administrative information and recommendations.

- Ability to work with computer databases and industry software programs effectively.
- Ability to collaborate with and direct personnel activities.
- Ability to analyze and investigate issues and work with the appropriate staff to develop solutions and execute necessary actions.
- Ability to communicate effectively, both orally and in writing.

## DESIRED QUALIFICATIONS:

- Experience with community-based risk reduction and wildfire education programs.
- Advanced training in wildfire prevention, fuels management, fire modeling and emergency response planning.
- NWCG Fire Behavior Analyst, Planning Section Chief, or Structure Protection Specialist.
- NWCG Incident Commander Type 3.
- NFPA Community Wildfire Mitigation Specialist.
- National Registry EMT-Basic or higher certification.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT:

This position requires physical endurance and the ability to work in varied terrain during wildland firefighting operations. Tasks may include lifting, hiking, and carrying equipment in challenging environments.

The physical and mental demands are representative of those that employees must meet to successfully perform the essential functions of this position, including duties of subordinate classifications.

The duties of this position may also be performed in an office setting, which requires the ability to stand, sit, read, communicate, reach, and manipulate objects, as well as operate equipment such as a computer.

While performing the duties of this position, the employee may also be involved in operating vehicles and apparatus in all weather conditions, day and night.

The tasks may be performed in emergency and stressful situations requiring mobility over all terrains and throughout buildings, necessitating working in cramped spaces, crawling, exposure to hazardous conditions, and the physical ability needed for wildland firefighting.

Reasonable accommodation may be made for any known disability that may interfere with the employee's ability to perform these duties. If the employee needs accommodations to perform the position's essential duties, the employee should notify the Fire Chief.