

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Wildland Firefighter Crew Foreman

Class Code: 060642
Pay Grade: GF

A. Purpose:

The Wildland Firefighter Crew Foreman provides direction and training to squad bosses and firefighters; leads an assigned squad during fire assignments; maintains equipment, purchases supplies, ensures physical training is performed, and assists crew/engine bosses with various office duties to achieve goals and objectives.

B. Distinguishing Feature:

The Wildland Firefighter Crew Foreman is the first-level lead worker of multiple squad bosses within a Type II initial attack handcrew.

The Wildland Firefighter Squad Boss is the first-level lead worker over one of multiple squads within a Type II initial attack hand crew.

The Wildland Firefighter Crew/Engine Boss is a crew boss responsible for supervising crew foremen and multiple firefighters; or as an engine boss responsible for multiple firefighters, dependent upon the size of equipment utilized.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Provides work direction to multiple squad bosses and responds to wildland fires and emergencies to ensure appropriate responses to fires and other emergencies.
 - a. Ensures the safety of the crew by assessment, communication, and mitigation of hazards during fire incidents.
 - b. Briefs squad bosses on daily assignments.
 - c. Makes adjustments to fire suppression tactics based on current and expected fire behavior and weather.
 - d. Maintains contact with the crew/engine boss and ensures adherence to the chain of command.
 - e. Supervises and maintains accountability for the crew during travel and at emergency sites.
 - f. Gives directions on tactical assignments to squad bosses/crew members.
 - g. Oversees the safety of squad bosses and crew members during fire line operations.
 - h. Briefs fire crews, including those from Volunteer Fire Departments (VFD).
 - i. Ensures personnel are outfitted in personal protective equipment (PPE), individuals are briefed on strategy and tactics, and that they follow standard firefighting orders.
2. Leads squad bosses and firefighters according to management direction to ensure proper completion of non-fire assignments.
 - a. Provides on-the-job training as needed to assigned personnel.
 - b. Supervises chainsaw operations.
 - c. Conducts daily briefings with squad members/firefighters and assigns work.
 - d. Writes production reports for project work.
 - e. Determines crew needs for the projects and conducts on-site training as needed.
 - f. Reviews crew activities to ensure work is completed safely and in a timely manner.
 - g. Organizes and coordinates future projects.

3. Assists crew/engine bosses with performing general and daily administrative and operational functions to carry out the goals and objectives to maintain engine/crew status.
 - a. Assists with the completion of daily employee time and per diem reports.
 - b. Resolves or refers conflicts among squad/crew members, documents issues, and recommends disciplinary action.
 - c. Requests and justifies logistical needs for the squads/crew.
 - d. Recommends employees for advancement within the squad crew.
 - e. Participates in review of applications and recommendations for hires.
 - f. Participates on interview panels for the hiring of squad bosses/crew members.
 - g. Develops and initiates a physical fitness training program for assigned personnel and oversees physical fitness of squad bosses and crew members.
 - h. Ensures sufficient supplies, materials, and equipment are available to allow self-sufficiency of the crew for a period of 48 hours.
 - i. Assigns daily work, provides training, and monitors quality of completed work.
4. Participates in prescribed fire activities to assist in ongoing efforts to prevent wildfires through the reduction of fuel and to restore fire to the landscape.
 - a. Supervises the burn which includes responsibility for safety and control of the squad bosses and the crew, briefing the squad bosses and crew to accomplish objectives, logistics, and contingency plan for escape fire.
 - b. Records weather, wind, and humidity in the area on a continuing basis.
 - c. Ignites fire with methods as designated in the burn plan.
 - d. Monitors burned area and cools down hot spots as needed.
 - e. Oversees crew cleanup.
 - f. Compiles costs and billing information for the burn.
 - g. Performs a post-fire evaluation.
5. Assists crew/engine bosses in planning and implementing wildland fire training.
 - a. Plans, coordinates, and instructs National Wildfire Coordinating Group (NWCG) wildland fire training classes.
 - b. Assists in training squad bosses and seasonal fire crew members.
 - c. Ensures crew members and squad bosses adhere to standards and policies, identifies those who need training, and recommends employees for advanced training.
6. Participates in the management of permanent and mobile fire caches to ensure readiness.
 - a. Stocks vehicles with firefighting supplies and equipment to be used as a mobile cache.
 - b. Repairs equipment and restocks supplies after each fire event.
 - c. Repairs, repaints, and revitalizes hand tools and other equipment in the crew caches; and marks them to denote ownership.
 - d. Assists with upkeep of a crew cache.
 - e. Purchases supplies to support project activities.
 - f. Inspects crew vehicles and equipment to ensure proper upkeep.
 - g. Schedules fire engines/crew trucks owned by Fleet and Travel Management for maintenance and repair.
 - h. Maintains and repairs department-owned equipment vehicles, trailers, generators, and other equipment.
 - i. Organizes and stows equipment on all fire crew trucks.
7. Performs other work as assigned.

D. Reporting Relationships:

Reports to a Wildland Firefighter Crew/Engine Boss. Provides direction to squad bosses and firefighters.

E. Challenges and Problems:

Challenged to manage firefighters to ensure safety and efficiency on assignments with adverse conditions. This is difficult because each assignment has hazards, strategies, and tactics which must be explained to squad bosses and the crew, all equipment must be maintained and repaired in adverse conditions which are prone to damage and wear out equipment.

Problems include accomplishing work with limited resources, maintaining crew morale in trying situations, employee conflicts and disciplinary actions, ensuring crews maintain fitness levels, and maintaining equipment and supplies at an appropriate state of readiness.

F. Decision-making Authority:

Decisions include daily schedules and project assignments for the crew; management and maintenance of equipment and supplies to keep the crew ready; corrective actions for minor employee infractions; assists with completion of employee time sheets and per diem reimbursements.

Decisions referred include purchases of equipment needs, approval of request for material and equipment, resolution of employee issues requiring minor corrective actions, first reports of injury, and work schedules.

G. Contact with Others:

Daily contact with squad bosses and fire crews to brief them on daily work assignments, oversee physical fitness training, and provide training; with the dispatch center to provide information about the fire district and current activities and conditions; with VFD to provide technical advice on preparedness and equipment readiness; with private landowners while working on private land to ensure the crew is meeting objectives of the Wildland Urban Interface Technician; and with the general public regarding fire prevention, preparedness activities.

H. Working Conditions:

Fights wildland fires, which are inherently dangerous, in all kinds of terrain, wind, and weather conditions; is exposed to smoke inhalation, heat exhaustion, dehydration, and burns; handles tools by hand such as axes, picks, and chainsaws and performs hard, manual labor; operates around heavy equipment such as dozers, fire engines, and aircraft; repairs and maintains heavy equipment; works on project or equipment maintenance which requires the use of power tools, hand tools, and welders; routinely lifts and moves heavy objects.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- firefighting safety practices and techniques;
- the methods, procedures, equipment, and tools of wildland fire suppression;
- fire behavior and fire potential in various fuels, weather conditions, and terrain;
- vehicle and equipment maintenance;
- Microsoft Office programs.

Ability to:

- provide leadership necessary for training and daily supervision of a diverse group of firefighters;
- manage a fire including organizing resources, choosing strategies and tactics, overseeing suppression, completing a fire file, and investigating source and cause of fire;
- interpret and implement fire mobilization plans and quickly locate sufficient personnel and equipment to accomplish fire suppression;
- maintain and operate a fleet of specialized firefighting equipment;
- read maps and understand topographical features and their effect on fire suppression efforts;
- interpret and explain department policies and procedures;
- effectively present instructional material in firefighting and fire use to adult learners;
- maintain physical fitness standards;
- maintain firefighting qualifications standards at the designated level;
- communicate effectively.

J. Licensure and Certification:

Must be qualified, or working towards qualifications as a Crew Foreman and Incident Commander Type 4 according to the National Wildfire Coordinating Group PMS-310-1, must possess or have the ability to obtain a valid driver license and should be certified in CPR.