

North-West Fire Protection District

P.O. Box 1090 • 21455 Hwy 285
Fairplay, CO 80440
Tel: 719-836-3150

Wildland Mitigation & Fuels Specialist

WORK HOURS: As Scheduled in a 28-Day Work Period
FLSA STATUS: Full-Time; FLSA Non-Exempt
EMPLOYMENT STATUS: At-Will
EFFECTIVE DATE: April 1, 2025

This job description is established by the North-West Fire Protection District (“District”) to outline the basic requirements, duties and general responsibilities of the Career Wildland Mitigation & Fuels Specialist position. This position is “at-will,” which means the District may terminate the employment relationship at any time and for no reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship without notice at any time for no reason.

Unless expressly defined in this job description, all terms have the same meaning as defined in the Member Handbook, as may be amended from time to time by the District Board in its sole discretion.

Position Summary

The Wildland Mitigation & Fuels Specialist duties include the performance of the administrative and technical work relating to Wildland and Mitigation Programs within the Fire District. The Wildland Mitigation & Fuels Specialist is responsible for planning, coordinating, and implementation of current and future mitigation programs. Duties involve providing informational programs at community events, service organizational meetings, media outlets and through web-based sources, and serve as a point of contact for those interested in mitigation programs. Public interaction requires a high degree of tact and judgement, and requires the Wildland Mitigation & Fuels Specialist to present his/her self in a professional business manner. The Wildland Mitigation & Fuels Specialist is also responsible for performing the duties and responsibilities set forth in the North-West Fire Protection District Career Firefighter/EMT job description.

Immediate Supervisor

The Wildland Mitigation & Fuels Specialist reports directly to the Wildland Coordinator.

Primary Duties and Responsibilities

The following are an overview of the primary duties and responsibilities for this position and should not be considered an all-inclusive list:

1. Provide leadership, coordination, and direction in the application and implementation of policies, procedures, and guidelines for all wildfire management program elements.
2. Assist in the Coordination, development, and administration of wildfire prevention and mitigation projects, including education and outreach.
3. Develop, implement, and maintain wildland/mitigation programs, materials, equipment and displays
4. Conduct Home Ignition Zone Assessments for homeowners and businesses
5. Create evacuation maps for each community within the District
6. Create a wildfire response map for the District
7. Develop, coordinate, and implement prescribed fire plans
8. Track fuels reduction and risk mitigation efforts with a mapping software

9. Attend HOA & community meetings to discuss wildfire safety, evacuations, and response
10. Work with local ranchers & agricultural partners to ensure safe mitigation practices.
11. Serves as a technical advisor for issues, inquiries, and assistance regarding the District's Wildland Fire Operations
12. Coordinate and/or instruct yearly S130/190 courses required for Red Card status for new NWFPD staff and neighbor agencies
13. Facilitate yearly Refresher Training (RT 130) courses for NWFPD staff
14. Provide an end of the year analysis on identified gaps related to operational, administrative, or training and identify solutions to close identified gaps
15. Seek project funding through grant writing opportunities
16. Establish and maintain effective working relationships within the District and with local, state and federal cooperating agencies
17. Manage, review, revise, and submit all relevant paperwork required by the State of Colorado Division of Fire Prevention and Control as it relates to Wildland Fire Billing.
18. Manage and maintain compliance of all requirements, and be available for 21-day deployment
19. Identify and coordinate new training opportunities for NWFPD staff that will enhance the effectiveness of the level of service provided.
20. Ability to perform all duties of Career Firefighter/EMT

Other Duties and Responsibilities:

1. Assist in maintaining compliance with, and update as needed, the policies and procedures that relate to participation on the North-West Fire Protection District Wildland Team.
2. Assist in management of the Incident Qualification System (IQS), and inputting & documenting relevant qualifications and certifications for NWFPD staff.
3. Assist in issuing of all Red Cards with relevant endorsements based on qualification for NWFPD staff
4. Assist in updating members eligibility for deployment in the Resource Ordering Status System (ROSS)
5. Assist in mobilization and deployment of personnel and equipment when needed.
6. Assist in managing and processing of all relevant paperwork required for each deployment of NWFPD staff.
7. Working knowledge of NWCG and NFPA standards, including PMS 210/311/910.
8. Working knowledge of Colorado Revised Statutes and Colorado Division of Fire Prevention and Control (DFPC) policies regarding wildland firefighting, resource ordering and reimbursement packages.
9. Assist in maintaining the budget for wildland and mitigation programs

Mandatory Minimum Qualifications and Requirements

1. NWCG Engine Boss (ENGB) certification (Must be able to pass an Arduous level Work Capacity Test)
2. NWCG Incident Commander Type 4(ICT4)
3. NWCG Faller Type 2 (FAL2)
4. Five (5) + Years progressive experience in Wildland Fire
5. Possess and maintain a CPR certification annually
6. Possess, or obtain within 30 days of the date of employment and maintain a valid Colorado Driver's License with an acceptable driving record
7. ICS 100, 200, 300, 400, 700, 800 completed within 6 months of hire

Preferred Qualifications

1. NWCG ICT3 or higher certification
2. NWCG Firing Boss (RXB3)
3. NWCG Field Observer (FOBS)
4. S-260 Wildland Incident Business Management
5. EMT-B
6. NFPA Assessing Structure Ignition Potential (ASIP) or equivalent

Working Environment/Physical Requirements

This position requires work in a variety of locations and conditions, including living quarters and office areas, in and around a wide variety of automotive, mechanical, chemical and medical equipment or supplies, and emergency scenes of every type.

This position requires work in all the same environments and conditions as Career Firefighter/EMT & Career Captain positions.