

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Wildland Firefighter Crew/Engine Boss

Class Code: 60641

Pay Grade: GG

A. Purpose:

The Wildland Firefighter Crew/Engine Boss directs the activities of multiple hand/engine crew members by acting as a liaison between managers and the crew, directing firefighting activities, organizing and scheduling projects and daily work, facilitating safety procedures and training, and performing logistical and administrative functions to ensure safety and wellbeing of the crew and crew preparedness to respond as needed.

B. Distinguishing Feature:

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

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

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 hand/engine crew and responds with the crew to wildland fires and other emergencies.
 - a. Makes evaluations of on-site conditions, makes tactical decisions, and determines appropriate responses.
 - b. Recognizes, reacts to, and communicates changes in weather and fire behavior, topography, fuel types, etc., and adapts planned strategies and tactics to identify and relocate fire lines, escape routes, and safety zones.
 - c. Gives direction on tactical assignments to squad bosses/engine crew members.
 - d. Oversees the safety of assigned personnel during fire line operations.
 - e. Travels with the crew on out-of-area assignments.
 - f. Keeps management informed of activities.
2. Supervises squad bosses and engine crew members to ensure non-fire assignments are accomplished according to management direction.
 - a. Conducts daily project briefings with squad bosses/crew members.
 - b. Determines crew needs for the projects and conducts on-site training as needed.
 - c. Prepares production reports for the crew.
 - d. Reviews crew activities to ensure that work is completed safely and in a timely way.
 - e. Organizes and coordinates future projects.
 - f. Purchases minor supplies to support project activities.
 - g. Inspects crew vehicles and equipment to ensure proper upkeep.
3. Performs administrative and operational functions to carry out the goals and objectives to maintain crew/engine status.
 - a. Approves time forms, leave requests, and travel reimbursement requests.
 - b. Participates on interview panels for the hiring of squad bosses/crew members.

- c. Completes PPAR's as needed.
- d. Monitors personnel issues, documents issues, and recommends disciplinary action.
- e. Manages monthly budget for operating expenses.
- f. Develops a physical fitness program for assigned personnel, and oversees physical fitness of crew members.
- g. Ensures sufficient supplies, materials, and equipment to allow self-sufficiency of the crew for a period of 48 hours.
- h. Conducts a biannual survey of all crew members to identify training needed, and coordinates with the supervisor to secure needed classes.
- i. Arranges crew travel and lodging and approves expenses while on assignment.
- j. Oversees vehicle and equipment maintenance.

4. Performs other work as assigned.

D. Reporting Relationships:

Reports to a Wildland Fire Program Specialist / Wildland Fire Management Officer. Supervises squad bosses and crew members / engine crew members.

E. Challenges and Problems:

Challenged to take sufficient preventive measures, and implement all the steps of preparedness necessary to ensure the safety and wellbeing of the crew. This is challenging because it requires being fully prepared for incidents and emergencies where parameters are unknown until the last minute; crew members have varying levels of expertise and must be evaluated and trained as soon as possible; there are numerous crew members and monitoring them in hazardous situations is difficult.

Problems include managing a large number of personnel and keeping downtime to a minimum, maintaining crew morale in trying situations, employee conflicts and disciplinary actions, and keeping equipment and supplies at an appropriate level of readiness.

F. Decision-making Authority:

Decisions include daily schedules and project assignments for the crew; Crew Bosses have final approval for crew members and squad bosses, equipment and supplies needed to keep the crew ready; corrective actions for minor employee infractions; recommendations for approval of employee time sheets and per diem reimbursement.

Decisions referred include final approval of employee time sheets and reimbursements; resolution of major disciplinary issues; personnel actions such as hiring, termination, and promotion; approval of major purchases and budget requests; performance standards for the crew; and overall crew structure.

G. Contact with Others:

Daily contact with Wildland Fire Program Specialists regarding project work; with various federal agencies to receive direction on assigned project work; with private landowners while working on private land to ensure the crew is meeting the objective of the owner; with field office staff such as Wildland Fire Management Officers; with the general public regarding fire prevention, preparedness activities, and issuing campfire and burning permits.

H. Working Conditions:

Works on fires and is exposed to burns, smoke inhalation, heat exhaustion, and extensive hard labor; works in emergency situations and may be exposed to uncertain conditions, bad weather, hazardous materials, etc.; works on projects which require use of power and hand tools which have an element of risk; and walks and works in rough terrain.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- firefighting methods and equipment;
- firefighting safety practices and techniques;
- fire behavior and potential in various fuels, weather conditions, and terrain;
- vehicle and equipment maintenance and appropriate tools.

Ability to:

- organize and manage a large number of employees efficiently;
- communicate information clearly and concisely;
- maintain required physical fitness standards.

J. Licensure and Certification:

Must be qualified as a Crew/Engine Boss according to the National Wildlife Coordinating Group PMS-310-1, must possess or have the ability to obtain a valid driver's license and must be certified in CPR. Engine Bosses must also possess or have the ability to obtain a Class B CDL and become qualified as Incident Commander Type 4.