



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>FIRE MANAGEMENT OFFICER II</b>	<b>37</b>	<b>D</b>	<b>1.812</b>
<b>FIRE MANAGEMENT OFFICER I</b>	<b>36</b>	<b>D</b>	<b>1.814</b>
<b>BATTALION CHIEF</b>	<b>35</b>	<b>D</b>	<b>1.816</b>
<b>FIRE CAPTAIN</b>	<b>33</b>	<b>D</b>	<b>1.850</b>
<b>FIREFIGHTER II</b>	<b>31</b>	<b>D</b>	<b>1.819</b>
<b>FIREFIGHTER I</b>	<b>28</b>	<b>D</b>	<b>1.852</b>

**SERIES CONCEPT**

Positions in this series manage, supervise and participate in wildland fire suppression; fire prevention and education; presuppression; equipment and facility maintenance; and forestry and fire law enforcement. Assist the Forestry Program Manager – Fire to ensure that the components of the divisions Wildland Fire Protection Program are managed and operated in an efficient, accurate and safe manner consistent with State, federal and division regulations, policies and procedures.

Manage, supervise and participate in functional areas of fire protection; compile information, develop plans and make recommendations concerning training, prevention, suppression, emergency operations, fuels management, support services and administration; develop plans, regulations, guidance documents and reports on regional wildfire activities; implement and coordinate regional wildfire activities with State, federal and local partners.

Exercise leadership through direct command or implementation of the Incident Command System (ICS).

Respond to wildland fires, floods and other emergencies.

Control wildland fires; build hand lines, fall trees, lay hose lines and direct nozzles; lead dozers; set backfires; direct aerial drops; provide structural protection; and mop up and patrol fire areas to safeguard life, natural resources and structures.

Supervise and/or participate in presuppression activities; develop preplans and preattack fire plans; check fire access roads, gates and water supplies; and review and update dispatch response cards.

Supervise and/or participate in hazardous fuels mitigation; determine fuel types and fuel loading; and plan, direct and implement fuels management activities including prescribed burning.

Supervise and/or participate in fire prevention activities; inspect areas designated for prescribed burning; advise land owners of regulations; determine approval/denial of fire permit; check campfires; advise the public of fire danger, safety and fire restrictions; make safety presentations to homeowners, students and civic groups; conduct defensible space inspections; and post signs to educate the public and reduce fire occurrence.

Train volunteer fire departments, cooperative fire agencies, and various firefighting personnel; schedule classes or demonstrations; review materials, techniques and strategies; and provide on-the-job training to improve firefighting techniques and effectiveness.

Enforce forestry and fire laws and prosecute offenders; investigate complaints of illegal burning, camp fires and plant materials harvesting; interview witnesses and suspects; collect evidence, preserve the crime scene, and determine the point of origin and cause of fire; advise the public of applicable laws, write citations and testify in court.

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**SERIES CONCEPT (cont'd)**

Supervise or maintain fire apparatus and equipment to maintain constant readiness; make daily inspections and follow preventive maintenance schedules; check, clean, sharpen, adjust and make minor repairs to equipment; report mechanical problems and arrange for repairs; and replace used equipment and supplies.

Perform related duties as assigned.

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**CLASS CONCEPTS**

**Fire Management Officer II:** Under general direction, incumbents are responsible for planning, organizing and directing the administration of regional fire programs including budget preparation. Incumbents coordinate and administer wildland fire prevention, protection and control activities, and hazardous fuels mitigation; develop and maintain cooperative fire protection agreements; and coordinate fire management activities with federal, state and local cooperators.

Maintain and track equipment inventories and costs; manage and administer various federal, State and county programs for fire suppression equipment, training, and prevention; write grant proposals for various programs for cost share dollars; coordinate and participate in resource management programs; monitor and direct emergency response, and provide backup support and technical assistance as necessary; ensure fire reporting and billing documentation is compiled in a timely manner; provide administrative oversight for applicable volunteer fire departments under the direction of the Division of Forestry; develop and review prescribed burn plans; and review and approve expenditure requests.

Train, supervise and evaluate the performance of subordinate professional, technical and support staff including Battalion Chiefs in an assigned geographic region; and assist the Forestry Program Manager in developing and monitoring the regional budget, strategic planning for the region, drafting policies and procedures, and coordinating activities consistent with division, State and county policies and objectives.

**Fire Management Officer I:** Under general direction, the incumbent is responsible for managing, administering and supervising the operations of the southern region. Incumbents coordinate and administer wildland fire prevention, protection and control activities and hazardous fuels mitigation; develop and maintain cooperative fire protection agreements; and coordinate fire management activities with State, federal and local cooperators. Because the region is limited in geographical area, the position functions as both the Battalion Chief and Fire Management Officer.

Direct and administer a regional fire program including budget preparation; maintain and track equipment inventories, fire suppression equipment and documentation for fire reporting and billing; maintain and track budget expenditures and approve purchase orders; assist program manager with budget forecasting; establish contracts and agreements; ensure agreements follow State and division policy.

Respond to emergency incidents in the role of Fire Management Officer; coordinate statewide emergency response of resources for the protection of life and property in the southern region; participate in fire prevention activities for wildland fires; conduct prescribed burnings; conduct defensible space inspections and homeowner fire inspections; educate public in fire safety and fire danger; supervise staff on the use of the Smokey Bear program; enforce forestry laws.

Train, supervise and evaluate a small staff of Fire Captains and other professional positions.

**Battalion Chief:** Under general direction of a Fire Management Officer, incumbents manage the day-to-day fire

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**CLASS CONCEPTS (cont'd)**

**Battalion Chief:** (cont'd)

protection operations of an assigned geographic area including fire readiness, staffing, fire prevention, training and incident command. They also assist with administrative duties in areas such as budget preparation, scheduling, planning and equipment maintenance, and are supervisory in nature.

**Fire Captain:** Under general supervision of a Battalion Chief, incumbents serve as a shift supervisor with responsibility for utilizing personnel and equipment during emergencies and supervise assigned personnel.

**Firefighter II:** Under general supervision, incumbents have greater responsibility in operating and maintaining fire apparatus (i.e., pump and hydraulic systems and emergency vehicles and equipment) than a Firefighter I. Incumbents perform the full range of emergency response and presuppression duties described in the series concept. Incumbents perform leadwork duties and are required to obtain and maintain the required certifications as identified by the agency.

**Firefighter I:** Under direct supervision, incumbents at this level perform all or part of the duties outlined in the series concept. Perform fire suppression, basic fire inspections and related duties. Incumbents participate in hazardous fuels mitigation and fire prevention activities; train volunteer and various firefighting personnel; maintain fire apparatus and equipment for constant readiness.

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**MINIMUM QUALIFICATIONS**

**SPECIAL REQUIREMENTS:**

- \* Pursuant to NRS 284.4066, all positions in this series have been identified as affecting public safety. Persons offered employment in this class must submit to a pre-employment screening for controlled substances.
- \* Applicants may be required to pass a thorough medical examination and physical agility test prior to appointment and for continuing employment.
- \* Applicants may be required to undergo a background investigation prior to being considered for employment.
- \* Positions in this series are required to work varied shifts including evenings, weekends and holidays.
- \* A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- \* All positions in this series must have certifications as identified by the agency at the time of application.
- \* Incumbents must obtain additional certifications, as identified by the agency, within specific timeframes identified by the agency, and must maintain those certifications as a condition of continuing employment.

**INFORMATIONAL NOTES:**

- \* Some positions in this series are required to obtain and maintain a Nevada commercial driver's license with endorsements as specified by the agency.

**FIRE MANAGEMENT OFFICER II**

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in forestry, fire science or closely related field, and four years of professional experience in fire or natural resource management in areas such as fire suppression and fuels management; **OR** Associate's degree from an accredited college or university in forestry, fire science or closely related field, and five years of professional experience in fire or natural resource management in areas such as fire suppression and fuels management;

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### MINIMUM QUALIFICATIONS (cont'd)

#### FIRE MANAGEMENT OFFICER II (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

**OR** Graduation from high school or equivalent education and six years of professional experience in fire or natural resource management in areas such as fire suppression and fuels management; **OR** two years of experience as a Battalion Chief in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Detailed knowledge of:** wildland fire management; fuels management practices; forestry and fire law enforcement; appearance, habitat, characteristics and economic value of various types of vegetation; combustibility and fire retardant properties of various types of vegetation; budget preparation, allocation and management. **Ability to:** plan, organize and coordinate regional fire management programs and projects; and all knowledge, skills and abilities required at the lower levels.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Detailed knowledge of:** coordination of regional programs and projects; federal, State and local laws, regulations, policies and procedures as applied to forest and wildland fires; contract and grant administration. **Working knowledge of:** State and division policies and procedures regarding budget and personnel management; division budget policies and procedures; State purchasing rules and practices. **Ability to:** train, supervise and evaluate the performance of assigned personnel including Battalion Chiefs.

#### FIRE MANAGEMENT OFFICER I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in forestry, fire science or closely related field, and three years of professional experience in fire or natural resource management in areas such as fire suppression and fuels management; **OR** Associate's degree from an accredited college or university in forestry, fire science or closely related field, and four years of professional experience in fire or natural resource management in areas such as fire suppression and fuels management; **OR** Graduation from high school or equivalent education and five years of professional experience in fire or natural resource management in areas such as fire suppression and fuels management; **OR** one year of experience as a Battalion Chief in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at the time of application):

**Detailed knowledge of:** Nevada Revised Statutes and State policies related to personnel management, budget and accounting processes; division policies and procedures related to fire suppression operations and equipment. **Working knowledge of:** wildland fire management; fuels management practices. **Ability to:** properly educate public on wildland fire prevention; plan and organize emergency response of resources; use and implement the ICS system for the management of emergency incidents; train, supervise, and evaluate the performance of assigned staff; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** forestry and fire law enforcement; budget preparation, management and forecasting. **Ability to:** plan, organize and coordinate fire management programs and projects; establish and maintain cooperative and effective working relationships with representatives of federal, State and local agencies; negotiate and administer contracts, interlocal agreements, cost-share agreements and mutual aid agreements; identify and pursue external funding sources for fire management programs.

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### MINIMUM QUALIFICATIONS (cont'd)

#### BATTALION CHIEF

**EDUCATION AND EXPERIENCE:** Associate's degree in fire science or closely related field and four years of progressively responsible firefighting experience in wildland fire suppression; **OR** Graduation from high school or equivalent education and five years of progressively responsible firefighting experience in wildland fire suppression; **OR** one year of experience as a Fire Captain in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Notes)*

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):**

**Detailed knowledge of:** the locations and equipment assigned to State and volunteer fire stations; principles of training and supervision; interagency mutual aid agreements; water delivery and hydrant systems; safety regulations and insurance requirements related to training; mitigation, isolation and evacuation techniques used in hazardous materials emergencies. **Ability to:** plan, organize and deploy personnel and equipment in highly complex emergency situations; develop and implement emergency response plans appropriate to the situation; and all knowledge, skills and abilities required at the lower levels.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):**

**Detailed knowledge of:** Nevada Revised Statutes and State policies related to personnel management, budget and accounting processes; division policies and procedures related to fire suppression operations and equipment.

#### FIRE CAPTAIN

**EDUCATION AND EXPERIENCE:** Associate's degree in fire science or closely related field and three years of firefighting experience; **OR** Graduation from high school or equivalent education and four years of firefighting experience; **OR** one year as a Firefighter II in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Notes)*

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):**

**Working knowledge of:** tactics and strategy used in wildland firefighting; **Ability to:** supervise a fire crew or Engine Company in any call-out situation; apply the principles of the ICS in incidents of moderate to high complexity; evaluate complex situations and request appropriate additional resources; provide firefighting training to assigned personnel; inspect, test and ensure proper operation of all firefighting equipment within a company; maintain records and prepare reports; communicate effectively both orally and in writing; apply principles of fire prevention, inspection and investigation; deal effectively with victims, bystanders and responding personnel in emergency situations; and all knowledge, skills and abilities required at the lower levels.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):**

*(These are identical to the Entry Level Knowledge, Skills and Abilities required for Battalion Chief.)*

#### FIREFIGHTER II

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and three years of firefighting experience; **OR** two years of experience as a Firefighter I in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Notes)*

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### MINIMUM QUALIFICATIONS (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** pump operations and hydraulic systems; State and federal forestry and fire laws; emergency vehicle and equipment operation. **General knowledge of:** principles and practices of fire prevention and investigation; applicable regulations and standards. **Ability to:** apply the principles of ICS to an incident of moderate complexity; operate power driven fire apparatus such as 4-wheel drive trucks, engines and water tenders; use and maintain fire tools; perform basic maintenance to vehicles and equipment; make observations and prepare reports; use specialized resources such as helicopters, tactical aircraft, air tankers, bulldozers and fire suppression crews; and all knowledge, skills and abilities required at the lower level.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** fire behavior in various weather conditions; fire suppression tactics applicable to wildland incidents; fire inspection and investigation procedures.

### FIREFIGHTER I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of firefighting experience. *(See Special Requirements and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**General knowledge of:** fire behavior in various weather conditions; fire suppression tactics applicable to wildland incidents; characteristics and application of chemical fire retardants; facility and equipment maintenance. **Working knowledge of:** 2-way radio operations and frequencies; use and limitations of personal safety equipment; first aid and CPR. **Ability to:** function effectively in potentially dangerous and life threatening situations for extended periods of time; function under the ICS system; plan, organize and prioritize daily activities; read and follow written procedures and operations guidelines; communicate effectively orally about fire prevention programs to groups of adults and children; read topographical maps; use wildland fire tools; use rescue and extrication tools.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

*(These are identical to the Entry Level Knowledge, Skills and Abilities required for Firefighter II.)*

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>1.812</u>	<u>1.814</u>	<u>1.816</u>	<u>1.850</u>	<u>1.819</u>	<u>1.852</u>
ESTABLISHED:	1/7/99R	9/20/11R 12/7/12PC	7/1/87-12P 10/17/86PC	7/1/74	9/1/64  9/9/69	9/1/64  9/1/69
REVISED:	7/27/00UC					9/16/71
REVISED:						10/21/71
REVISED:					7/1/74	7/1/74
REVISED:				10/14/76		
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REVISED:				1/7/83	1/7/83	1/7/83
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REVISED:				7/22/85PC	7/22/85PC	

