Battalion Chief – Wildland Fire

Job Description

Department:	Sheriff - Fire
Position:	Career Service
Grade:	728
Supervisory:	Supervisor
Reports to:	County Fire Chief

Summary

Under the general direction of the County Fire Chief, coordinates and directs field operations for Utah County Fire and is responsible for personnel involved in wildland fire suppression and related activities. This position serves as an assistant to the County Fire Chief and Deputy Fire Chief.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise fire personnel and hold them accountable for standards set for safety and productivity; organize and prepare fire personnel for fire suppression and projects; direct resources from other entities as needed.
2. Conduct performance appraisals and make recommendations regarding the hiring, training, and retention of staff; resolve difficult personnel issues.
3. Deploy and manage personnel and County resources; make recommendations for improvements in firefighting processes.
4. Plan, direct, and effectively coordinate assigned programs.
5. Assign, direct, participate and supervise firefighting, medical emergencies, and related life and property protection; ensure safe operation of fire equipment and apparatuses.
6. Make decisions with regard to firefighting methods used in accordance with state and federal requirements.
7. Assist in the development of training programs; provide training, education, and technical expertise in wildland fire qualifications and other emergency and rescue services.
8. Assist in the development of assigned area budget.
9. Ensure fire personnel maintain accurate and current qualifications and training records in accordance with the National Wildland Coordination Group.
10. Facilitate recordkeeping in an incident management system.
11. Produce written documents including resource documentation, reporting forms, time tracking records, and other documents required by contracts and agency policy, as assigned.
12. Research and write grant requests for projects and other suppression needs.

For Office Use Only

Job Code: 4207
Job Title: Battalion Chief - Wildland Fire
FLSA: Non-Exempt
Effective Date: 11/7/2026
Public Safety: Fire

Worker's Compensation: Fire
Background Level: Civilian
Safety Sensitive: Yes
DOT: No
ML: Manager

13. Assist with the inspection and maintenance of fire suppression equipment including equipment assigned to Utah County by the Utah Division of Forestry, Fire, and State Lands.
14. Assist in the development and implementation of fire management, fuels management, and fire hazard reduction plans.
15. Assist the Emergency Services Division of the Sheriff's Office; perform job related and other non-fire activities.
16. Assist with, coordinate, and participate in Fire Community Services, public education, community relations, and fire prevention programs and activities.

Knowledge, Skills, and Abilities

- Knowledge of fire ground and emergency operations
- Knowledge of wildland fire operations and Urban Interface
- Knowledge of Incident Command System
- Knowledge of Wildland fire management, planning and practices including prescribed fire, fuel management, fire histories, and fire hazard analysis
- Knowledge of local fire contracts and agreements
- Skilled in supervisory techniques
- Skilled in written and verbal communication
- Ability to effectively and efficiently evaluate emergency situations, determine the appropriate response, and implement the appropriate incident action plan
- Ability to operate and maintain various types of fire-fighting equipment
- Ability to lead others
- Ability to maintain cooperative relationships with those contacted in the course of work activities
- Ability to remain calm and decisive in chaotic and confusing situations

Supervisory Responsibility

This position has direct supervisory responsibility and serves as a coach and mentor for other positions in the department.

Work Environment

Work may be performed in an environmentally controlled building but is regularly performed for sustained periods outdoors and in all weather conditions. While performing the duties of this job, the employee is exposed to unknown, dangerous and/or life-threatening conditions. There is risk of bodily injury from heat, smoke, flames, exhaustion, and from moving mechanical parts such as equipment, tools, or machinery. The incumbent is exposed to conditions such as fumes, noxious odors, dusts, mists, gasses, and poor ventilation. This job regularly requires the use of protective devices, such as National Fire Protection Association (NFPA) approved Personal Protective Equipment. Work exposes the incumbent to high-stress situations and may include contact with the public in confrontational and emotionally charged circumstances. This role routinely uses standard office equipment such as a laptop,

desktop, smartphone, photocopiers, shredders, and filing cabinets. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This job requires physical readiness and stamina to respond quickly in dangerous situations and to work in steep, slippery, or otherwise adverse environments. While performing the duties of this job, the employee is required to use a high degree of manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee must regularly walk, stand, crouch, or run on narrow, slippery, or erratically moving surfaces. The employee regularly carries equipment up and down steep, mountainous terrain. The employee must frequently lift, carry, push, pull or otherwise move objects weighing up to fifty (50) pounds. The employee works for sustained periods of time maintaining concentration and attention to detail. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee communicates via radios. Incumbents are expected to meet the requirements of the Work Capacity Test (WCT) for Wildland Firefighters at the arduous level. Incumbents are required to take and pass this test annually. The employee regularly drives a motor vehicle.

Position Type/ Expected Hours of Work
Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. The ability to work irregular shifts, which may include nights, weekends, and holidays is a requirement.

Travel
This position may require significant travel within the state and to other states during the fire season. Otherwise travel is primarily local during the business day, although out-of-area and overnight travel may be expected, up to fifty (50) percent.

Required Education and Experience
1. High School diploma or equivalent.
2. Four (4) years of work experience in professional wildland fire suppression, including two (2) years as a squad leader or in another related supervisory position.

Preferred Education and Experience
1. Preference may be given to applicants who have successfully completed advanced training and requirements in wildland fire suppression tactics.

2. Preference may be given to applicants with Type 4 Incident Command certification under the NIIMS incident command system.

Additional Eligibility Qualifications

1. Applicants must possess certification as Single Resource Boss under the current National Wildfire Coordination Group's qualification system (red card).
2. Applicants must possess Type 4 or Type 4 (trainee) or higher, Incident Command certification under the NIIMS incident command system. If applicant has Type 4 trainee, must complete certification within two (2) years.
3. Applicants must be able to meet the requirements of the Work Capacity Test (WCT) for Wildland Firefighters at the arduous level during the probationary period for new hires or during the trial period for promoted County employees. Said probationary period shall not exceed twelve (12) months; said trial period shall not exceed twenty-four (24) months. Incumbents are required to take and pass this test annually.
4. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
5. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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