

	RULES AND REGULATIONS	Personnel Job Descriptions Fire Warden
	Revised Date: <u>10/8/2024</u> 03/24/2026	Article: I Section: 102.32.1
	Effective Date: <u>6/10/2003</u> 03/24/2026	Pages: <u>35</u>
	Kevin Ward Board Chairman	Britt Clark Fire Chief

GENERAL PURPOSE

The Fire Warden functions as a State and District representative in the prevention and suppression of wildland fires. The Fire Warden also has a mitigation and public education role in protecting our communities from wildland fires. The Fire warden is responsible for Cooperative Wildfire System (CWS) data submission and tracking to ensure the County and District are meeting the CWS requirements. This position will function as a shared and collateral assignment, serving both as the County Fire Warden and the Weber Fire District Wildland Division. Execute all statutory and programmatic duties of the State as Fire Warden.

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SUPERVISION RECEIVED

Works Administratively, works under the direct supervision of the ~~Operations Deputy Weber Wildland Division~~ Chief. As a shared position with the Utah Division of Forestry, Fire & State Lands and Weber County, receives direction as outlined in the agreement to carry out assigned responsibilities and duties.

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SUPERVISION EXERCISED

Provides supervision as needed or in an acting capacity to designated personnel in the Assistant Fire Warden and Part Time wildland firefighters. Division when requested by the Division Chief or Deputy Chief.

ESSENTIAL FUNCTIONS

1. — Responsible for developing a wildland fire protection program for the District and the Utah Division of Forestry, Fire & State Lands. (FFSL).
2. — In cooperation with existing fire protection agency personnel, develop and implement a wildland fire prevention program that identifies human-caused fire causes and utilizes local and national prevention techniques to reduce the occurrence of human-caused fires.
3. — Coordinate as needed with the District Fire Marshal to develop a wildland/urban interface program identifying, that will identify critical areas of fire risk and, fire hazard and ways to implement and manage fuel reduction projects to reduce the potential for catastrophic wildfires. This includes mapping critical areas; and providing recommendations to the District Division Chief and Fire Marshal on where and where not to allow residential development and coordinating with local political entities to ensure partnership and compliance.

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4. —Maintain wildland fire suppression equipment within the ~~District~~Division as needed and Weber County, ~~which includes including~~ vehicle readiness for response and the ability to provide equipment on an incident with the proper number and type of personnel.

5. —Issue burning permits and enforce wildland fire protection laws and ordinances. Provide guidance and support to the public for appropriate burning and compliance with laws.

6. —Coordinate with the ~~Deputy Division~~ Chief ~~in providing to provide and facilitate~~ wildland training opportunities to personnel: in the District and County. This includes scheduling courses, getting instructors and management of the Incident Qualification System and certifications.

7. —Administer the Federal Excess Equipment Program in cooperation with the Utah Division of Forestry, Fire ~~and~~ State Lands Fire Management Officer. Conduct audits and reviews when needed and provide support when required.

8. —~~Develop~~Help develop and ~~administer~~assist with the Wildland Fire Prescribed ~~Burns~~Burn and Fuel Mitigation Program on all private and State lands within Weber County. This program will meet the ~~standards~~standards of the State of Utah Fire Management Policy- and NWCG.

9. —~~Responds~~Respond to ~~all brush and~~ wildland fires within ~~District jurisdiction~~the district and county, and other jurisdictions that may request assistance. This includes private or State lands within Weber Fire District and Weber County. The Fire Warden ~~has the discretion to may~~ assume command on any ~~grass, brush or~~ wildland fire occurring on private or State lands within Weber Fire District and Weber County. The Fire Warden ~~will~~may assume command of any incident delegated to the Utah Division of Forestry, Fire & State Lands.

~~10.~~ —~~10.~~ Notify the ~~Operations~~Division Chief, Deputy Chief and ~~State~~FFSL Area Fire Management Officer of any wildland fire that exceeds 10 acres in size, ~~or a will exceed the capacity of the local responding resources, or any~~ wildland fire that is threatening structures, or is ~~a multiple or can become a multi-~~jurisdictional incident.

~~11.~~ —~~11.~~ May respond to all other fires, hazardous materials incidents, medical, or related emergencies occurring in Weber Fire District while on duty during regular hours, and shall operate under the direction of the Incident Commander.

~~12.~~ —~~12.~~ May respond to other fires, hazardous materials incidents, and medical or related emergencies while ~~not on~~off duty and outside of regular hours, as requested.

14. —Have a thorough understanding of cooperative agreements between federal, state, and local entities for efficient and effective wildfire suppression. -Have an understating of all of the applicable agreements such as FFSL Cooperative MOU, CWS, and Fire department manual/rates.

~~15.~~ —~~Develop an annual budget for programs assigned to administer.~~

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15. Assist with the annual development of the Wildland Division budget plan and assist with other strategic budget planning to ensure the budget remains balanced and in the black

16. —Responsible for implementing and completing specific annual objectives developed annually by representatives of each collaboratively with cooperating agency/agencies to enhance wildland fire preparedness, mitigation, and response capabilities.

17. —~~Responsible for the management and training of Seasonal Wildland Firefighters. Responsible for providing daily direction and~~ Assists in directing project assignments of projects, and ensuring that proper appropriate PPE and equipment are supplied/provided and properly used by seasonal/the wildland firefighters/mitigation crew.

18. —Perform related duties and responsibilities as assigned or required.

Rank:

~~When operating as a representative of the Utah Division of Forestry, Fire & State Lands, the Fire Warden shall function as a Battalion Chief as per Utah Division of Forestry, Fire & State Lands guidelines. When operating as a representative of Weber Fire District, the Fire Warden shall function at the rank of Captain.~~

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Additional Administrative Duties and Responsibilities:

~~The Fire Warden will be responsible for supervising the Wildland Division for the District. This may include the following responsibilities, but is not limited to this list:~~

- Scheduling 3A coverage to ensure that there is always a Warden on-duty or on call during the wildland season.
- ~~Oversee~~In conjunction with Division Chief, assist with overseeing the purchase and maintenance of wildland PPE ~~for the District.~~
 - ~~Oversee the design, specifications, Assist with overseeing and purchase of wildland apparatus and equipment.~~
- ~~Oversee and coordinate~~coordinating the maintenance of wildland apparatus and equipment.
- Coordinate and supervise wildland training, certifications, and ~~tests.~~ testing.
- ~~Develop and administer a yearly budget.~~ Present a budget to ~~Administration~~Division Chief to be adopted by the Board of Trustees.
- ~~Oversee~~Assist with overseeing and ~~coordinate~~coordinating the deployment of District crews on National Deployments as an acting when needed.
- Work as a liaison with the State of Utah on behalf of the ~~District~~ district to support in the negotiation, developing and implementation of agreements and contracts. Assist as needed with the Division Chief, programs connected to FFSL, State of UT.
- ~~Compile~~Assist with compiling and ~~ensure~~ensuring the accuracy of billing from local fires and National Deployments prior to submitting them to the Administrative Services Manager.

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- All positions are expected to be interchangeable during offset or extended deployments.
- Coordinate assistant Fire Warden needs for the county and operational base duties as assigned.
- The Fire Warden may function as an interim WUI Coordinator for the District and County, performing duties associated with that position. This may require cooperative engagement with the FFSL Area WUI coordinating to assist with planning and project implementation.
- Acting assignments will be utilized as needed to ensure uninterrupted execution of critical duties.
- Support mitigation planning and fuels treatment prioritization for the District and County.
- Coordinate with partner agencies to implement funded mitigation projects and engage with communities.
- Maintain documentation and reporting associated with wildfires, mitigation grants and programs. Ensure fire reporting is documented and submitted in the appropriate systems.
- Serve as district liaison with FFSL on cooperative mitigation efforts.
- Coordinate CWPP updates and community risk reduction planning. Complete and ensure CWPP's in the District and County are in compliance with regulatory requirements and current to assist with securing grant funding.
- Coordinate with leadership to provide wildland training opportunities and provide feedback on ways to improve the training system.

Minimum Qualifications

Education & Experience

High School Diploma or GED required.

Minimum 4 years of wildland firefighting experience as Firefighter Type I or higher

Valid State of Utah Driver's License (Class D)

NWCG Wildland Firefighter Red Card Qualification of Single Resource Engine Boss (ENGB) and Incident Commander Type 4 (ICT4)

Physical Demands

The physical demands described here are representative of those that must be met to perform the essential functions of this position.

Frequently required to walk, run, climb, bend, crawl, lift, and carry heavy loads during field operations.

Frequently lift up to 25 lbs; occasionally lift up to 200 lbs. during emergency operations.

Must have the visual acuity and physical fitness necessary for wildland firefighting tasks.

Work Environment

Work is performed primarily in outdoor settings, often under extreme environmental conditions.

Exposure to fire, smoke, heat, hazardous terrain, inclement weather, and fatigue

Long hours (16-hour shifts), extended deployments, and primitive living conditions are standard.

Noise levels vary from quiet (staging areas) to loud (fireline and machinery)

High risk of exposure to dust, smoke, fumes, and other airborne or physical hazards associated with wildland fire suppression.

Disclaimer:- The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.