

	<b>RULES AND REGULATIONS</b>	Personnel Job Descriptions Wildland Engine Captain
	Revised Date:	Article: I Section: XXXX
	Effective Date:	Pages: 1
	Kevin Ward Board Chairman	Britt Clark Fire Chief

GENERAL PURPOSE

The principal function of an employee in this class is to provide administrative oversight, supervision, and leadership to Wildland Fire District personnel. The employee will be assigned to wildland shift work or deployment and is responsible for managing wildland emergencies, personnel, stations, apparatus, equipment, and training functions related to wildland operations. A Wildland Captain may also be assigned additional administrative duties and may perform the duties of other employees within the District as needed.

The principal duties of this class are performed in a wildland fire environment where the employee is subject to deployment and potential personal danger due to fire behavior, rugged terrain, and environmental conditions.

SUPERVISION RECEIVED

Works under the general supervision of the assigned Wildland Division Chief or other designated command staff.

SUPERVISION EXERCISED

Wildland Captains supervises employees assigned to their station within the Wildland Fire Division.

ESSENTIAL FUNCTIONS

Under the direction of the Wildland Division Chief, Wildland Captains shall:

1. Provide effective wildland fire leadership and supervision of assigned personnel and operations.
2. Maintain crew integrity, accountability, and operational cohesion during all deployments and local project work.
3. Model professionalism, enforce discipline, and promote team cooperation in high-stress environments.
4. Ensure fiscal accountability through effective oversight and execution of the Division’s budget, maintaining comprehensive knowledge of budget planning and expenditures.

5. Represent the District as an officer and professional when engaging with the public and other agencies.
6. Identify and address personnel matters, complaints, and suggestions appropriately while keeping the chain of command informed.
7. Enforce all applicable policies, procedures, rules, regulations, and special orders issued by the Wildland Division Chief or command staff.
8. Maintain operational readiness and effective communication for all supervised wildland personnel.
9. Ensure timely and accurate communication between supervisors and crew members.
10. Maintain consistent communication with the Wildland Division Chief or acting chief regarding all matters affecting the Division.
11. Ensure all apparatus, equipment, tools, and the local property cache are properly maintained, inventoried, and operational for wildfire assignments and daily operations.
12. Supervise daily crew duties, responsibilities, and assignments both during deployments and on district, including project work and training.
13. Maintain and perform training duties, documenting all training in accordance with NWCG, District, and State agreement requirements (e.g., Incident Qualifications System - IQS).
14. Train and mentor wildland fire personnel to ensure operational efficiency, safety, and coordination.
15. Complete and submit all required reports and records in accordance with the State of Utah Wildland Fire Policy, applicable MOUs, and District policy.
16. Maintain proficiency in required documentation, including ICS forms, timekeeping, vehicle tracking, incident organizers, and resource orders.
17. Manage and oversee personnel deployments and operational activities.
18. Perform other duties as assigned by the Wildland Division Chief or authorized wildland officers.
19. Maintain qualifications and meet all conditions of employment as outlined in District policies.
20. Execute effective operations using knowledge of wildland fire behavior, suppression tactics, and safety procedures.
21. Demonstrate a thorough understanding of National Wildfire Coordinating Group (NWCG) standards and Incident Command System (ICS) operations.

22. Oversee the use and maintenance of wildland firefighting equipment and engines, including fleet accountability.
23. Communicate clearly and effectively in dynamic, high-stress operational environments.
24. Accurately complete and review fireline documentation in a timely manner.
25. Apply problem-solving and sound decision-making skills in field environments.
26. Analyze changing conditions and adapt operational strategies in real time.
27. Work irregular and extended shifts under physically and mentally demanding conditions.
28. Communicate effectively with a variety of stakeholders, including command staff, cooperating agencies, and crew members.
29. Maintain physical readiness and professional conduct throughout all deployments.

#### Minimum Qualifications Education & Experience

High School Diploma or GED (required)

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

#### Licenses & Certifications

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

NWCG Red Card Qualification for:

1. Single Resource Engine Boss (ENGB)
2. Incident Commander Type 4 (ICT4) trainee

#### Physical Demands

The physical demands described here are representative of those required to perform the essential functions of the 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 possess the visual acuity and physical fitness necessary to perform wildland firefighting tasks

#### Work Environment

Work is primarily performed in outdoor settings under extreme environmental conditions

Regular exposure to fire, smoke, heat, hazardous terrain, inclement weather, and fatigue

Standard shifts may extend to 16 hours with extended deployments and primitive living conditions

Noise levels range from quiet (staging areas) to loud (fireline and equipment)

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 personnel assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required. This job description does not imply or create any employment, compensation, or contract rights. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time without notice. This job description supersedes all previous versions.