

Texas A&M System-Wide Classification Description

Classification Title Code/Title: Task Force Coordinator IV

Exempt Status: Exempt

Pay Grade: 12

Job Summary: The Task Force Coordinator IV, under general supervision, provides local oversight and leadership to the fire suppression task force and employees assigned to it for various activities. Assists in interactions with the communities, fire departments, and other response teams, and supports agencies and organizations within the branch and across the State as needed.

Essential Duties and Responsibilities

- Serves as an emergency responder with required qualifications /certifications.
- Delivers capacity building programs to Volunteer Fire Departments (VFDs) and Municipal Fire Departments.
- Works with fire departments and communities on fire-related issues to promote local capacity building and increase capabilities on a local and Statewide level.
- Serves on relevant agency and State teams with related training and preparedness.
- Manages and accounts for assigned credit cards, vehicle log books, daily activity time reports, and any assigned equipment in accordance with applicable laws, rules, procedures, and guidelines.
- Complies with loss prevention, environmental health, and safety standards as established by applicable laws and rules.
- Instructor for ICS and IMT courses

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – Bachelor's degree in applicable field or equivalent combination of education and experience.

Experience – Ten years of related experience in fire suppression with a recognized fire department or wildland fire agency. Experience in bull dozer operation.

Knowledge, Skills, Abilities - Ability to multi task and work cooperatively with others. Strong verbal and written communication skills. Ability to work in a high stress environment. Knowledge of word processing, spreadsheet, and database applications. Knowledge of wildland firefighting skills, including wildfire hand tools, firefighter personal protective equipment, wildland fire apparatuses, and water delivery equipment. Knowledge of the principles and concepts of the Incident Command System, FFII, and FFI-ICT 5. Proficient use of GPS-related programs

Registration, Certification, or Licensure - Valid driver's license and Texas Class A commercial driver's license (CDL). NFPA 1041 Instructor II certification. Incident response unit level qualification with ICS field experience; ICT 3; unit leader qualification.

Supervision Received/Given - This position generally supervises employees.

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- **Other Requirements** - Work beyond normal office hours and/or work on weekends. Travel required. Work capacity testing maintenance annually as designated.