

<b>Job Title</b>	Regional Fire Coordinator II
<b>Job Code</b>	
<b>Exempt Status</b>	Exempt
<b>Position Status</b>	
<b>EEO Classification</b>	

### **Job Summary**

The Regional Fire Coordinator, under general supervision, provides localized oversight and leadership to the region and employees assigned to the region for various activities.

### **Essential Duties and Responsibilities**

- Interacts with communities, fire departments, other response systems, support agencies, and organizations within the region and across the State.
- Serve as emergency responder (including wildland fire)
- Promotes and delivers local capacity building and increased capabilities on local and statewide levels. Initiates a portfolio of certification.
- Assist with the delivery of Forest Resource Protection programs to local communities.
- Participates in Texas Forest Service (TFS) training and meets or exceeds performance evaluations.
- Completes monthly reporting requirements of position and assists with delivery of Forest Resource Protection Programs to local communities.
- Operates and maintains wild land fire suppression equipment and responds to wild land fires and other all-hazard incidents.
- Assists in the administration of assigned personnel and delivery of programs. Assists with data collection.
- Manages and accounts for TFS credit cards, vehicle logs, daily activity time reports, and assigned TFS 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.

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* – Four years of related experience.

*Knowledge of* – Knowledge of word processing, spreadsheet, and database applications. Knowledge of firefighting with an emphasis on wild land with field experience. Understanding of forest resource development and vegetation identification. Completion of Regional Fire Coordinator I career ladder requirements and related Employment Development Manual (EDM). FFI/ICT5 qualification and proficient use of mapping and GPS related programs.

*Ability to* – Ability to multitask and work cooperatively with others. Strong verbal and written communication skills. Ability to present information clearly and concisely.

*Licensing / Professional Certification* – Texas Class A Commercial Driver License (CDL) and National Fire Protection Agency (NFPA) 1041 Certification

*Physical Requirements* – Ability to walk two miles in 30 minutes or less while carrying a 25 pound backpack. Emergency response may require long hours with minimal rest and primitive conditions; exposure to harsh environmental conditions such as smoke, wind, sunlight, rain and temperature extremes; exposure to emotionally stressful situations.

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

**Supervision of Others**

This position generally supervises employees.

**Other Requirements**

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	