



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: February 17, 2022

Staff Contact: Nancy Paulson, City Manager

Agenda Title: For Possible Action: Discussion and possible action regarding the determination of an appropriate bargaining unit for six at-will, grant-funded employees occupying the positions of Senior Wildland Fire Crew Member, Wildland Fire Crew Member, Wildland Fire Equipment Operator and Wildland Fuels Management Officer (collectively, "Wildland Positions"). (Nancy Paulson, npaulson@carson.org and Adam Tully, atully@carson.org)

Staff Summary: The Wildland Positions are currently not part of any bargaining unit and no employee organization has been recognized as an authorized representative for the Wildland Positions. The Carson City Fire Fighters Association, IAFF Local 2251 ("Local 2251") has requested that the City determine the appropriate bargaining unit for the Wildland Positions.

Agenda Action: Formal Action / Motion

Time Requested: 10 minutes

Proposed Motion

Depends on discussion.

Board's Strategic Goal

Efficient Government

Previous Action

On April 1, 2010, the Board of Supervisors ("Board") approved the original Collective Bargaining Agreement between the City and Local 2251 ("CBA"), effective July 1, 2010 to June 30, 2014. The same day the CBA took effect, the Board approved a small amendment regarding bumping rights.

On July 5, 2012, the Board approved the Amended CBA which modified the CBA's Recognition Clause to allow the Association to represent the Fire Prevention Captain.

On November 21, 2013, the Board approved the Second Amended CBA which extended the CBA's term through June 30, 2020, with a 3% cost-of-living increase and health insurance benefit changes.

On June 15, 2017, the Board approved the Third Amended CBA which extended the CBA's term through June 30, 2023 and amended the CBA to accommodate a Basic Life Support program.

Background/Issues & Analysis

On November 18, 2021, the City received a request from Local 2251 to expand the existing bargaining unit for non-supervisory fire suppression, fire prevention and basic life support positions ("Fire Fighter Unit") to include the Wildland Positions. The City, in consultation with the District Attorney's Office, determined that the CBA did

not include the Wildland Positions among the Fire Fighter Unit, the CBA does not expire until June 30, 2023 and the Wildland Positions cannot be added to the Fire Fighter Unit without extensive changes to the CBA or creating some other agreement between the material parties.

On December 10, 2021, the City informed Local 2251 that it did not anticipate altering the Fire Fighter Unit while the CBA remained in effect, but that Local 2251 is welcome to renew its request when negotiations for a successor CBA commence.

Local 2251 subsequently renewed its request, but asked that, alternatively, the Wildland Positions be recognized as their own bargaining unit which would be completely separate from the Fire Fighter Unit. Local 2251 has offered to enter into an agreement with the City to maintain the status quo for all parties until a successor to the current CBA is negotiated if the City agrees to include the Wildland Positions in the Fire Fighter Unit. Local 2251 has not made a similar offer if the City opts to make the Wildland Positions their own unit.

Nevada Revised Statutes ("NRS") 288.170 requires public employers, including Carson City, to determine the appropriate bargaining units for its employees after consultation with recognized employee organizations. In accordance with NRS chapter 288, the City consulted extensively with Local 2251 on the appropriate bargaining unit for the Wildland Positions. Further, the City consulted with the Carson City Employees Association ("CCEA"), which includes in its membership all classified City employees other than fire fighters and peace officers, and CCEA has clearly communicated to the City that it is not interested in adding the Wildland Positions to the CCEA bargaining unit. The City did not consult with any other employee organizations because the remaining City-recognized organizations represent peace officers, and the Wildland Positions cannot join those bargaining units because NRS 288.140(3) requires those organizations to limit their membership exclusively to law enforcement officers. Therefore, based on NRS 288.140(3) and the City's consultation with Local 2251 and CCEA, the principal options for the Wildland Positions appear to be: (1) adding them to the Fire Fighter Unit; or (2) making them their own six-member bargaining unit.

Therefore, if the Board prefers to add the Wildland Positions to the Fire Fighter Unit, it should make that determination by a majority vote of the Board. However, any necessary revisions to the CBA will require an in-depth review of the agreement and should be brought back to the Board at a future meeting for amendment and in accordance with the statutory process set forth in NRS Chapter 288. For reference, a copy of the existing CBA is available at the following Internet website: <https://www.carson.org/home/showpublisheddocument/56103/636390916988970000>. In lieu of substantive revisions, a viable option would be the execution of an agreement to maintain the status quo between the parties until a successor CBA is negotiated, as offered by Local 2251.

Consistent with Local 2251's alternative request, the Board could also make the Wildland Positions their own, six-member bargaining unit. If this is the Board's preference, it may make the determination by a majority vote.

Attached to this staff report as supporting materials are the following documents:

1. November 18, 2021 request from Local 2251 regarding bargaining unit for Wildland Positions.
2. Job descriptions for Wildland Positions.
3. Wildland Fire Employees' Benefits Manual.
4. NRS 288.170.

Applicable Statute, Code, Policy, Rule or Regulation

NRS 288.170

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: 1012545 General Fund, Wildland Fire, Salaries and Benefits

Is it currently budgeted? No

Explanation of Fiscal Impact: The financial impact cannot be determined until such time as the City either determines the composition of a separate bargaining unit consisting of the Wildland Positions or the Local 2251 agreement is amended. These are grant funded positions; therefore, any additional benefits would have to be approved by the grant from Nevada Division of Forestry.

Alternatives

Attachments:

[2021 1118 - IAFF req re Wildland.pdf](#)

[Job Descriptions - Wildland Positions.pdf](#)

[Wildland Fire Employee's Benefits Manual \(1597_1\).pdf](#)

[NRS 288.170.pdf](#)

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

SANDRA G. LAWRENCE*
FRANCIS C. FLAHERTY
THOMAS J. DONALDSON

* ALSO ADMITTED IN CALIFORNIA



SUE S. MATUSKA*

OF COUNSEL
MICHAEL W. DYER

November 18, 2021

Sent via electronic mail only to npaulson@carson.org

Nancy Paulson, City Manager
Carson City
201 N. Carson St., #2
Carson City, Nevada 89701

Re: Request to expand bargaining unit

Dear Ms. Paulson:

As you know, this law firm represents IAFF Local 2251. Pursuant to NRS 288.170(1) and on behalf of Local 2251, I am hereby requesting Carson City to add the job positions of Senior Wildland Fire Crew Member, Wildland Fire Crew Member, Wildland Fire Equipment Operator and Wildland Fuels Management Officer (collectively "Wildland employees") to the non-supervisory bargaining unit exclusively represented by Local 2251 given the "community of interest" among the Wildland employees and the existing job positions in Local 2251's non-supervisory bargaining unit. At a minimum, Carson City must consult with Local 2251 regarding "which group or groups of its employees constitute an appropriate unit or units for negotiating" in accordance with NRS 288.170(1).

Therefore, on or before **Wednesday, December 1, 2021**, please inform me whether expanding Local 2251's non-supervisory bargaining unit as requested is acceptable to the City. If not, please contact Local 2251 President Bryon Hunt (or have your legal counsel contact me) to schedule a meeting to discuss, *i.e.*, consult on, this issue.

Of course, if you have any questions or require additional information, please have your legal counsel contact me. Thank you for your anticipated timely attention to this matter.

Sincerely,

DYER LAWRENCE, LLP

Thomas J. Donaldson

TJD/kg

cc: Capt. Bryon Hunt, IAFF Local 2251 President
Adam Tully, Dep. Dist. Atty.



JOB DESCRIPTION

JOB TITLE:	Senior Wildland Fire Crew Member	FLSA:	Non-Exempt
DEPARTMENT:	Fire Department	GRADE:	(TBD)
REPORTS TO:	Wildland Fuels Management Officer	DATE:	August 2020
SALARY:	\$24,1042 - \$25,5721 hourly/ \$50,136.74 - \$53,189.97 annually PCN: (TBD)		

SUMMARY OF JOB PURPOSE:

Under direction, supervises the other wildland fire staff, leads wildland fire suppression, participates in fire prevention and education, conducts pre-suppression activities to include open space and trail maintenance, equipment and facility maintenance, and assists law enforcement by providing information about observed activities on open space land.

***This is an at-will grant funded position and as such employees are responsible for knowing and abiding by the rules of the grant. This position will continue to be funded as long as the grant is renewed**.*

ESSENTIAL FUNCTIONS:

The class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Leads wildland fire operations; lays hoses and directs hose streams; constructs fire control lines; operates power tools and pumps; raises and climbs ladders; uses fire extinguishers; performs overhaul and salvage work in order to preserve lives, property and resources related to wildland and urban interface firefighting.
- Operates, maintains, and performs minor field repairs and daily maintenance on fire suppression equipment such as, but not limited to, bull dozers, masticators, skid steers, chippers and fire engines and ensures the equipment is operational at all times.
- Supervises, evaluates the performance of, disciplines and provides direction to the Wildland Fire Crew Members, the Wildland Fire Equipment Operators and assigned part-time staff.

ESSENTIAL FUNCTIONS con't:

- Participates in pre suppression activities, including participation in hazardous fuels reduction on public and private property; conducts and documents reviews of watersheds, homes and subdivisions for safety and operations during fire emergencies; assists in open space and trail maintenance; conducts inspections of City Fire Department equipment; performs daily clean-up and maintenance of equipment, buildings and vehicles; checks inventory and supplies; meets with cooperators and discusses fire danger situations; and patrols areas and identifies potential hazards; and maintains equipment and prepares for fire suppression response.
- Instructs students, campground users, and public groups in fire prevention; posts, paints, installs and maintains danger and prevention signs; identifies and recommends corrective measures; and conducts safety inspections of facilities in order to reduce the incidence of fires.
- Assists law enforcement by observing people and/or vehicles and their activities in open space in order to detect and report violations; protects and controls fire scenes.
- Provides first aid and cardiovascular pulmonary resuscitation (CPR) for co-workers and public if confronted with an emergency and if properly certified.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

High school diploma or GED, and one year of conservation-related experience such as tree trimming, planting, weed removal, wildland pre and/or post suppression, or related activity; or an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATION:

All required licenses and certificates must be maintained in active status without suspension or revocation throughout employment. The following licenses/certificates are required at the time of employment:

- A valid driver's license
- NWCG S-130 and S-190
- NWCG S-290 course work – Intermediate Wildland Behavior certificate
- NWCG Basic Faller (FAL3) certificate
- NWCG S-230 Crew Boss, Single Resource certificate
- First aid and CPR certificates

The following certificates are preferred at time of hire:

- EMT-B (State of Nevada or National Registry) certificate
- Intermediate Faller (FAL2) certificate
- NWCG L-280 Followership to Leadership certificate
- NWCG S-215 Fire Operations in Wildland/Urban Interface certificate

Required Knowledge and Skills

Knowledge of:

- Wildland firefighting
- The use and repair of handheld tools and power tools
- Facility maintenance
- Fire behavior and weather conditions
- Fire suppression tactics applicable to wildland firefighting
- The characteristics and application of chemical fire retardants
- Topography to assist with wildland fuels management
- Pre and post suppression activities for hazardous fuels reduction and vegetation management on public and private property
- Two-way radio operations and frequencies
- The Incident Command System
- The use and limitations of personal safety equipment
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds
- First aid and CPR

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

Ability to:

- Provide emergency medical treatment to injured persons, if properly certified
- Provide first aid and CPR to injured persons
- Read topographical maps and use hand tools
- Provide basic maintenance to vehicles and equipment
- Plan, organize and prioritize daily activities
- Function effectively in potentially dangerous and life-threatening situations for extended periods of time
- Function effectively under the Incident Command System
- Ability to establish and maintain cooperative working relationships with others

SUPERVISION RECEIVED AND EXERCISED:

Under Direction – Assignments and objectives are presented to incumbents at this level and established work processes are to be followed. Incumbents have some flexibility in the selection of work methods, the timing of work processes, and the methods of completing tasks. Supervision is periodic and is usually initiated by employee and/or when important problems, significant changes from past procedures, and policy implications are involved.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to stand, walk, run, sit and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is occasionally required to climb, balance and stoop, kneel, crouch, or crawl, walk on uneven and steep terrain, and must frequently lift and/or carry up to 50 pounds. Specific vision abilities required for this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee is regularly exposed to outside weather conditions; frequent exposure to wet and/or humid conditions, moving mechanical parts, high and precarious places, fumes or airborne particles, and toxic or caustic chemicals. The employee is occasionally exposed to extreme cold, extreme heat, risk of electrical shock, and vibration. The noise level in the work environment is usually loud. The employee is exposed to dangerous conditions arising out of direct contact with out of control fires.

Employees are required to pass a physical ability test prior to appointment to the position. The physical ability test will consist of the pack test at the arduous level.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

CONDITIONS OF EMPLOYMENT:

1. This position is “at-will” and as such, may be terminated at any time, for any reason or no reason.
2. Employees in this position are eligible to receive benefits as outlined in Carson City’s Wildland Fire Employees’ Benefits Manual.
3. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
4. This position works variable work hours and an intermittent schedule. As such, this position requires working evenings and/or weekends.
5. This is a grant funded position and as such employees are responsible for knowing and abiding by the rules of the grant. This position will continue to be funded as long as the grant is renewed.
6. Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this position or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.
7. Employees may be required to complete Incident Command System training as a condition of continued employment.
8. New employees are required to submit to a fingerprint- based background investigation which cost the new employee \$56.25 and a drug screen which costs \$36.50. Employment is contingent upon passing the background and the drug screen.
9. Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant’s Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at www.ucis.gov.
10. All employees covered by this job description are subject to drug and alcohol testing in accordance with the Carson City Fire Department’s Drug and Alcohol Policy which mandates drug and alcohol testing and includes pre-employment, random, post-accident and reasonable suspicion testing. Employees in violation of the policy are subject to discipline up to and including termination of employment.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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JOB DESCRIPTION

JOB TITLE:	Wildland Fire Crew Member	FLSA:	Non-Exempt
DEPARTMENT:	Fire Department	GRADE:	WFC1/WFC2
REPORTS TO:	Senior Wildland Fire Crew Member	DATE:	August 2020
SALARY:	\$17.2173 - \$18.2658 hourly / \$35,811.98 - \$37,992.86 annually	PCN:	958

SUMMARY OF JOB PURPOSE:

Under immediate supervision, assists with wildland fire suppression, participates in fire prevention and education, conducts pre-suppression activities to include open space and trail maintenance, equipment and facility maintenance, and assists law enforcement by providing information about observed activities on open space land.

***This is an at-will grant funded position and as such employees are responsible for knowing and abiding by the rules of the grant. This position will continue to be funded as long as the grant is renewed**.*

ESSENTIAL FUNCTIONS:

The class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Assists in wildland fire operations; lays hoses and directs hose streams; constructs fire control lines; operates power tools and pumps; raises and climbs ladders; uses fire extinguishers; performs overhaul and salvage work in order to preserve lives, property and resources related to wildland and urban interface firefighting.
- Participates in pre suppression activities, including participation in hazardous fuels reduction on public and private property; conducts and documents reviews of watersheds, homes and subdivisions for safety and operations during fire emergencies; assists in open space and trail maintenance; conducts inspections of City Fire Department equipment; performs daily clean-up and maintenance of equipment, buildings and vehicles; checks inventory and supplies; meets with cooperators and discusses fire danger situations; and patrols areas and identifies potential hazards; and maintains equipment and prepares for fire suppression response.

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ESSENTIAL FUNCTIONS con't:

- Instructs students, campground users, and public groups in fire prevention; posts, paints, installs and maintains danger and prevention signs; identifies and recommends corrective measures; and conducts safety inspections of facilities in order to reduce the incidence of fires.
- Assists law enforcement by observing people and/or vehicles and their activities in open space in order to detect and report violations; protects and controls fire scenes.
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QUALIFICATIONS:

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High school diploma or GED, and one year of conservation-related experience such as tree trimming, planting, weed removal, wildland pre and/or post suppression, or related activity; or an equivalent combination of education, training and experience as determined by Human Resources.

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- A valid driver's license
- NWCG S-130 and S-190
- First aid and CPR certificates

The following certificates are preferred at time of hire:

- NWCG S-290 course work – Intermediate Wildland Behavior certificate
- EMT-B (State of Nevada or National Registry) certificate

Required Knowledge and Skills

Knowledge of:

- Wildland firefighting
- The use and repair of handheld tools and power tools
- Facility maintenance
- Fire behavior and weather conditions
- Fire suppression tactics applicable to wildland firefighting
- The characteristics and application of chemical fire retardants
- Topography to assist with wildland fuels management
- Pre and post suppression activities for hazardous fuels reduction and vegetation management on public and private property
- Two-way radio operations and frequencies
- The Incident Command System
- The use and limitations of personal safety equipment
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.
- First aid and CPR

Ability to:

- Provide emergency medical treatment to injured persons, if properly certified
- Provide first aid and CPR to injured persons
- Read topographical maps and use hand tools
- Provide basic maintenance to vehicles and equipment
- Plan, organize and prioritize daily activities
- Function effectively in potentially dangerous and life-threatening situations for extended periods of time
- Function effectively under the Incident Command System
- Ability to establish and maintain cooperative working relationships with others

SUPERVISION RECEIVED AND EXERCISED:

Under Immediate Supervision – Incumbents at this level are closely supervised in essentially all aspects of their assigned work with the exception of routine and basic tasks. Work methods are generally prescribed in specific terms. They usually follow an established routine with general assignments, and their work is subject to frequent reviews. A position may involve repetition of a limited number of tasks that after initial training and review warrant only occasional supervisory review.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to stand, walk, run, sit and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is occasionally required to climb, balance and stoop, kneel, crouch, or crawl, walk on uneven and steep terrain, and must frequently lift and/or carry up to 50 pounds. Specific vision abilities required for this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee is regularly exposed to outside weather conditions; frequent exposure to wet and/or humid conditions, moving mechanical parts, high and precarious places, fumes or airborne particles, and toxic or caustic chemicals. The employee is occasionally exposed to extreme cold, extreme heat, risk of electrical shock, and vibration. The noise level in the work environment is usually loud. The employee is exposed to dangerous conditions arising out of direct contact with out of control fires.

Employees are required to pass a physical ability test prior to appointment to the position. The physical ability test will consist of the pack test at the arduous level.

CONDITIONS OF EMPLOYMENT:

1. This position is "at-will" and as such, may be terminated at any time, for any reason or no reason.
2. Employees in this position are eligible to receive benefits as outlined in Carson City's Wildland Fire Employees' Benefits Manual.
3. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
4. This position works variable work hours and an intermittent schedule. As such, this position requires working evenings and/or weekends.
5. This is a grant funded position and as such employees are responsible for knowing and abiding by the rules of the grant. This position will continue to be funded as long as the grant is renewed.
6. Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this position or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.
7. Employees may be required to complete Incident Command System training as a condition of continued employment.
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I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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JOB DESCRIPTION

JOB TITLE:	Wildland Fire Equipment Operator	FLSA:	Non-Exempt
DEPARTMENT:	Fire Department	GRADE:	WFO1/WFO2
REPORTS TO:	Senior Wildland Fire Crew Member	DATE:	August 2020
SALARY:	\$20.6607 - \$21.9189 hourly/ \$42,974.26 - \$45,591.31 annually PCN: 959		

SUMMARY OF JOB PURPOSE:

Under immediate supervision, assists with wildland fire suppression, participates in fire prevention and education, conducts pre-suppression activities to include open space and trail maintenance, equipment and facility maintenance, and assists law enforcement by providing information about observed activities on open space land.

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- Operates, maintains, and performs minor field repairs and daily maintenance on fire suppression equipment such as, but not limited to, bull dozers, masticators, skid steers, chippers and fire engines and ensures the equipment is operational at all times.
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- Ability to establish and maintain cooperative working relationships with others

SUPERVISION RECEIVED AND EXERCISED:

Under Immediate Supervision – Incumbents at this level are closely supervised in essentially all aspects of their assigned work with the exception of routine and basic tasks. Work methods are generally prescribed in specific terms. They usually follow an established routine with general assignments, and their work is subject to frequent reviews. A position may involve repetition of a limited number of tasks that after initial training and review warrant only occasional supervisory review.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to stand, walk, run, sit and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is occasionally required to climb, balance and stoop, kneel, crouch, or crawl, walk on uneven and steep terrain, and must frequently lift and/or carry up to 50 pounds. Specific vision abilities required for this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee is regularly exposed to outside weather conditions; frequent exposure to wet and/or humid conditions, moving mechanical parts, high and precarious places, fumes or airborne particles, and toxic or caustic chemicals. The employee is occasionally exposed to extreme cold, extreme heat, risk of electrical shock, and vibration. The noise level in the work environment is usually loud. The employee is exposed to dangerous conditions arising out of direct contact with out of control fires.

Employees are required to pass a physical ability test prior to appointment to the position. The physical ability test will consist of the pack test at the arduous level.

CONDITIONS OF EMPLOYMENT:

1. This position is “at-will” and as such, may be terminated at any time, for any reason or no reason.
2. Employees in this position are eligible to receive benefits as outlined in Carson City’s Wildland Fire Employees’ Benefits Manual.
3. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
4. This position works variable work hours and an intermittent schedule. As such, this position requires working evenings and/or weekends.
5. This is a grant funded position and as such employees are responsible for knowing and abiding by the rules of the grant. This position will continue to be funded as long as the grant is renewed.
6. Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this position or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.
7. Employees may be required to complete Incident Command System training as a condition of continued employment.
8. New employees are required to submit to a fingerprint- based background investigation which cost the new employee \$56.25 and a drug screen which costs \$36.50. Employment is contingent upon passing the background and the drug screen.
9. Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant’s Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at www.ucis.gov.
10. All employees covered by this job description are subject to drug and alcohol testing in accordance with the Carson City Fire Department’s Drug and Alcohol Policy which mandates drug and alcohol testing and includes pre-employment, random, post-accident and reasonable suspicion testing. Employees in violation of the policy are subject to discipline up to and including termination of employment.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

“Carson City is an Equal Opportunity Employer”



JOB DESCRIPTION

JOB TITLE:	Wildland Fuels Management Officer	FLSA:	Exempt
DEPARTMENT:	Fire Department	GRADE:	Grant Funded P601
REPORTS TO:	Fire Prevention Captain	DATE:	April 3, 2017

SUMMARY OF JOB PURPOSE:

Under the general direction of the Fire Prevention Captain, performs a variety of technical inspections to ensure compliance with the City's fire prevention codes and regulations; manages fuels reduction projects on public and private property; develops work flow/work plans for various projects; develops burn plans in accordance with local/state and federal laws and regulations; and participates in public awareness events. Serves as supervisor over Wildland Fuels Management program when performing fuels reduction and vegetation management projects.

This is an at-will grant funded position and as such employees are responsible for knowing and abiding by the rules of the grant. This position will continue to be funded as long as the grant is renewed.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Performs assessments of public and private property related to hazardous fuels;
- Educates property owners on hazardous fuel reduction methods, codes, ordinances;
- Coordinates disposal/removal of bio mass from hazardous sites; and enforces fire prevention codes and ordinances.
- Develop fuel reduction plans and prescriptions.
- Monitor, evaluate and provide recommendations for appropriate vegetation resource protection and use.
- Develop and administer contracts for fuels reduction projects with consultants and contractors; inspect work performed for compliance; approve completed work.
- Develop and administer grants for fuels reduction and vegetation management projects.
- Represents the City in various advisory boards, committees and commissions.
- Participate in public information meetings, respond to written and telephone inquiries from the public on issues and questions associated with assigned duties.
- Provides information to property owners, their representatives, the public and others regarding City projects and initiatives.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

- Organizes own work, sets priorities and meets critical deadlines.
- Supervises and oversees activities of assigned staff; makes work assignments; follows up on assignments, creates work schedules.
- Demonstrates courteous and cooperative behavior when interacting with elected officials, public and City staff; acts in a manner that promotes harmonious and effective workplace environment.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's degree in forestry, natural resource management or a related field; AND two (2) years of professional experience in natural resource management, fuels reduction and/or vegetation management; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- A valid driver's license
- S-130 Firefighter Training
- S-190 Introduction to Wildland Fire Behavior

Required Knowledge and Skills

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Policies and procedures of the Department and program.
- Fuels reduction and vegetation management practices.
- Use of specified computer applications involving word processing, data entry and/or standard report generation.
- Use of specified computer applications involving the design and management of databases or spreadsheet files and the development of special report formats.
- Maps and Geographic Information Systems.
- Business arithmetic; applicable regulations, policies and statutes.
- Business letter writing and the standard format for typed materials.
- Grant reporting and grant administration.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Required Knowledge and Skills con't.

Skill in:

- Negotiating and administering contracts and inter-local agreement.
- Reading, interpreting and explaining rules, policies and procedures.
- Reading topographical maps and utilizing geographic information system software for reading maps.
- Organizing, maintaining and researching office files.
- Composing correspondence independently or from brief instructions.
- Compiling and summarizing information and preparing periodic or special reports.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing own work, setting priorities and meeting critical deadlines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Dealing successfully with city staff at various levels, the public, in person and over the telephone.
- Establishing and maintaining effective work relationships with staff, coworkers, contractors and the public.

SUPERVISION RECEIVED AND EXERCISED:

Under General Direction - Incumbents at this level have considerable latitude in the application of departmental policy, and they follow general guidelines or professional and administrative standards in accomplishing assignments. They are responsible for planning and organizing their own workload, but ordinarily cannot change methods of their assigned work unit, established operations, or departmental policy without supervisor approval. Supervision is minimal, indirect, and usually limited to technical oversight.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions, external environments, and steep elevations. Mobility to work in a rugged field environment, traveling across uneven terrain and up and down steep slopes.

CONDITIONS OF EMPLOYMENT:

1. This classification is considered Unclassified. Unclassified employees are "At Will" and as such, may be terminated at any time for any reason, or no reason.
2. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
3. This is a grant funded position and as such employees are responsible for knowing abiding by the rules of the grant. This position will continue to be funded as long as the grant is renewed.
4. This position requires working evenings and/or weekends.
5. Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.
6. Employees may be required to complete Incident Command System training as a condition of continuing employment.
7. New employees are required to submit to a fingerprint based background investigation which cost the new employee \$56.25 and a drug screen which costs \$36.50. Employment is contingent upon passing the background and the drug screen.
8. Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at www.ucis.gov.
9. All employees covered by this job description are subject to drug and alcohol testing in accordance with the Carson City Fire Department's Drug and Alcohol Policy which mandates drug and alcohol testing and includes pre-employment, random and reasonable suspicion testing. Employees in violation of the policy are subject to discipline up to and including termination of employment.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

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“Carson City is an Equal Opportunity Employer”

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



Wildland Fire Employees' Benefits Manual

Wildland Fire Crew Members, Wildland Fire Equipment Operators and Senior Wildland Fire Crew Members (hereinafter "Wildland Fire Employees") are full-time, FLSA non-exempt, at-will City employees. As at-will employees, they may be terminated at any time for any reason, or for no reason. Neither this manual, the offer letter or any applicable policies and procedures serve as a contract of employment with Carson City. Only those benefits outlined in this manual will be provided to the Wildland Fire Employees. The Wildland Fire Employees are responsible for abiding by all City/Fire Department policies, procedures, general orders or standard operating procedures set forth in the Fire Department's policy manual and the City's Administrative Policies and Procedures Manual located in PolicyTech relating to employee behavior. The benefits set forth in this manual can be changed at any time by the City Manager.

Section 1. Salaries

Wildland Fire Employees will be paid in accordance with the compensation range established for the occupied position. Job descriptions with the applicable salary range are attached to this manual as Attachment "A".

Section 2. Merit Increase

Once a year, on the employee's date of hire, a 3% merit increase may be granted in recognition of receiving an overall performance rating of meets expectations or better until the employee reaches the top of the range. Once the employee is at the top of the pay range, the employee will no longer receive a merit increase.

Section 3. Holidays and Holiday Pay

3.1 The following days shall be observed as legal holidays:

New Year's Day	(January 1)
Martin Luther King's Birthday	(Second Monday in January)
President's Day	(Third Monday in February)
Memorial Day	(Last Monday in May)
Independence Day	(July 4th)
Labor Day	(First Monday in September)
Nevada Day	(Last Friday in October)
Veterans' Day	(November 11)
Thanksgiving Day	(Fourth Thursday in November)
Family Day	(Fourth Friday in November)
Christmas Day	(December 25)

Any other legal holiday that may be appointed by the President of the United States, the Governor of Nevada or the Board of Supervisors.

3.2 Holiday Falling within Vacation Period

If a legal holiday falls on an employee's approved annual leave day, that day shall not be charged to annual leave.

3.3 Holiday Observance

a. When a designated holiday falls on a Saturday, the Friday before will be observed as the holiday, and when a designated holiday falls on a Sunday, the Monday after will be observed as the holiday.

b. Employees who work a four-day workweek shall be granted a day off within the pay period if the holiday does not fall on their regular workday.

c. For non-standard workweek employees who normally work on a Saturday or Sunday, such day shall be granted as a holiday for purposes of Section 3.5 (Pay for Work on Holiday). The non-standard workweek employee shall not earn additional holiday time for the Friday or Monday that is observed as the holiday for standard workweek employees.

3.4 Computing Holiday Pay

Holiday pay will be based upon the employee's regular hourly wage for the number of hours in his regular workday. Such computation will be exclusive of overtime pay.

3.5 Pay for Work on Holiday

a. An employee who is required to work on a holiday which falls on the employee's regular day off shall receive two and one half (2.5) times the regular rate of pay for hours worked. An employee who is required to work on a holiday which falls on the employee's regular workday shall receive two (2) times the regular rate of pay for hours worked.

b. In lieu of receiving compensation as specified above and subject to the Fire Chief's approval, the employee may elect to receive the regular rate of pay for the hours worked on the holiday and earn compensatory time off at straight time for the hours worked on the holiday. Such compensatory time balance may not accrue in excess of seven (7) work shifts.

c. The City must make contributions to the Public Employee's Retirement System (PERS) in accordance with State law and PERS policies.

Section 4. Overtime

4.1 Overtime

"Working hours" means the time an employee is required to be on duty, or on the employer's premises, or at a prescribed workplace and the time during which he is permitted to work.

Annual leave, sick leave, approved holidays off shall be considered hours worked for the purpose of computing overtime.

Employees who work in excess of their assigned work shift shall be paid time and one half (1.5) their regular hourly rate unadjusted for retirement for the excess hours.

Employees who work in excess of 40 hours per week shall be paid time and one half (1.5) their regular hourly rate unadjusted for retirement for the excess hours.

4.2 Employee's Working on Seven Day Operations

a. Employees working on necessary continuous seven day operations, whose occupations involve work on Saturdays, Sundays, and holidays, shall be paid overtime compensation for work on those days only for time worked in excess of their regular work shift or 40 hours per week, except as provided herein.

b. If an employee works a holiday refer to Section 3.

4.3 Assignment for Overtime Work

Overtime work shall be rotated among eligible and qualified employees in the job classification involved, in the order of seniority. Such rotation shall be on a continuous basis, that is, the employee next in line of seniority to the employee who was assigned to the immediately preceding period of overtime work shall be first assigned to the current overtime work.

Section 5. Retirement Contributions

5.1 If PERS or the Nevada State Legislature takes any single action to increase the total contribution rate for the Regular Employee Retirement Fund in an amount of 1.5% or less, Carson City will pay one half of the increase up to .75%, and the Employee's salary will be reduced by one half of the increase up to .75%, however, Carson City will increase the Employee's salary on the effective date of the reduction in salary in an amount equal to the reduction made to the Employee's salary.

5.2 If PERS or the Nevada State Legislature takes any single action to increase the total contribution rate for the Regular Employee Retirement Fund in an amount that exceeds 1.5%, Carson City will pay one-half of the increase and the Employee's salary will be reduced by one-half of the increase, however, Carson City will increase the Employee's salary .75% on the effective date of the reduction. (Any amount over 1.5% will be split equally between Carson City and the employee.)

Section 6. Personal Protective Equipment and Clothing

Employer will provide all uniforms and safety equipment needed by Employees. In addition, Employer will replace such uniforms and safety equipment whenever a Supervisor deems it necessary and with the approval of the Fire Chief or the Chief's designee.

Section 7. Group Life Insurance

Employer shall pay one hundred percent (100%) of the premium for a \$20,000 policy of group term life insurance for Wildland Fire employees.

Section 8. Group Health Insurance

8.1 Insurance for Employees

All Wildland Fire Employees, except those excluded from enrollment by the terms and conditions of the insurance contract, may enroll in the City's group health insurance plan, which includes dental, life and vision, and shall be covered after a waiting period in accordance with City policy.

8.2 Insurance for Dependents

Employer shall pay 100% of the Wildland Fire employee's premium for group health insurance coverage and 50% of the dependent's premium for group coverage.

Section 9. Annual Leave

9.1 Leave Earning

Wildland Fire Employees shall earn annual leave for each calendar month or prorated fraction thereof in accordance with the following schedule:

Less than one year:	6 hours
After one year but less than two years:	8 hours
After two years but less than five years:	10 hours
After five years of continuous employment:	14 hours

Upon employment the employee will begin to accrue annual leave; however, he or she may not use annual leave until he or she has completed six (6) months of continuous service.

Leave must be requested at least 72 hours prior to the intended day(s) off.

9.2 Leave Limitation

A maximum of 280 unused annual leave will be allowed to accumulate from year to year. Earned annual leave in excess of 280 hours must be taken prior to January 1 each year, or such excess may be forfeited. An employee who has earned annual leave in excess of the maximum specified above and who, through no fault of his own, is unable to use such excess annual leave prior to January 1 of the year following the year in which such leave is accumulated, shall be compensated for the amount of annual leave in excess of the maximum.

9.3 Annual Leave Upon Termination

Upon termination, the employee will receive a lump sum payment for all accumulated unused annual leave at 100% the employee's base hourly rate. No employee shall be paid for accumulated leave upon termination of service unless employed six months or more.

9.4 Becoming Ill While on Vacation

An employee who submits satisfactory evidence that, during his or her vacation period, he or she was hospitalized for an illness, or that he or she was ill for at least two consecutive days without hospitalization, shall, at his or her request, be granted sick leave for the period of his or her illness to the extent that he or she is entitled to such leave under the provisions of Section 10, and the portion of his or her lost annual leave time for which sick leave was granted shall be credited to him or her.

Section 10. Sick Leave

10.1 Sick Leave Accumulation

Unused days of sick leave each year will be allowed to accumulate without limit for use purposes.

10.2 Sick Earning

Employees shall earn sick leave at the rate of 6 hours per month for the first year. After one year of continuous employment, employees shall earn sick leave at the rate of 10 hours per month.

Employees shall earn up to a maximum of 120 sick hours per year, at full salary which may be used for personal illness or disability, personal medical appointments, quarantine or communicable disease, maternity, paternity, adoption or illness, disability or communicable disease in the immediate family. "Immediate family" is anyone identified under the FMLA.

10.3 Minimum Sick Leave to be Taken

The minimum sick leave to be taken at one time by an employee shall be four (4) hours. Fractions of hours of sick leave shall be considered as the next largest whole hour.

Section 11. Worker's Compensation Leave

Absence due to injury incurred in the course of employment and deemed to be compensable by the City's Claim's Administrator, will not be charged against an employee's sick leave for a period not to exceed sixty (60) calendar days from the date of filing a claim pursuant to applicable law. During this time, the City will provide full salary to the employee upon the condition that the employee shall endorse and deliver to the City any Worker's Compensation received pursuant to NRS Chapters 616 and 617, unless temporary light duty is provided.

a. Upon the expiration of sixty (60) calendar days after filing a claim, if the employee is still unable to work, earned compensatory time shall be used to supplement Workers' Compensation benefits in order to receive full salary. Such earned compensatory time shall be charged only to the extent not reimbursed by Workers' Compensation.

b. When earned compensatory time has been exhausted, if the employee is still unable to work, earned sick leave shall be used to supplement Workers' Compensation benefits in order to receive full salary. Such earned sick leave shall be charged only to the extent not reimbursed by Workers' Compensation.

c. When earned sick leave has been exhausted, if the employee is still unable to work, earned annual leave shall be used to supplement Workers' Compensation benefits in order to receive full salary. Such earned annual leave shall be charged only to the extent not reimbursed by Workers' Compensation.

d. When earned annual leave has been exhausted, the employee shall receive no additional compensation from the City and shall receive Workers' Compensation benefits in accordance with its regulations.

e. An employee who is permanently disabled shall be entitled to use any earned compensatory time, sick leave and annual leave prior to leaving City employment.

f. Employee benefits, sick leave and annual leave shall continue to accrue so long as the employee is eligible for full salary and continues to receive worker's compensation and has not been returned to work.

g. If an employee is injured on the job and as a result can no longer perform the essential functions of said job, the City, upon receiving a release from the employee's physician, shall attempt to place the employee in a temporary light duty position. If the employee is provided a temporary light duty position, he or she shall continue to receive his or her regular salary and benefits provided under this Agreement. Such light duty may be temporary and need not be in an authorized position. An employee who is released by his or her physician to return to the job held at the time of the injury, must return to work at that position. If the employee's physician determines that the employee will be permanently unable to return to his or her original position, the City shall comply with NRS 616C.530.

Section 12 Physical Examinations/Immunizations

The City will pay for physical examinations of employees that are required by Nevada state law to have heart/lung physicals. Such examinations will be performed by the City's contracted physician. The City will also pay for an annual hearing test, immunizations and other screenings as are necessary to comply with all applicable OSHA, Federal, State and local laws/regulations as well as any additional immunizations and screenings deemed necessary by the Fire Chief.

Section 13. Drug & Alcohol Testing

Wildland Fire Employees are subject to drug and alcohol testing in accordance with the Carson City Fire Department's Drug and Alcohol Policy which mandates drug and alcohol testing and includes pre-employment, random, post-accident and reasonable suspicion testing. Employees in violation of the policy are subject to discipline up to and including termination of employment.

ATTACHMENT A

Attached Job descriptions for:

Wildland Fire Crew Member

Wildland Fire Equipment Operator

Senior Wildland Fire Crew Member



JOB DESCRIPTION

JOB TITLE:	Wildland Fire Crew Member	FLSA:	Non-Exempt
DEPARTMENT:	Fire Department	GRADE:	(TBD)
REPORTS TO:	Senior Wildland Fire Crew Member	DATE:	August 2020
SALARY:	\$20.00 - \$21.2180 hourly / \$41,600 - \$44,133.44 annually	PCN:	(TBD)

Employee / Employer Paid PERS Contribution Plan

SUMMARY OF JOB PURPOSE:

Under immediate supervision, assists with wildland fire suppression, participates in fire prevention and education, conducts pre-suppression activities to include open space and trail maintenance, equipment and facility maintenance, and assists law enforcement by providing information about observed activities on open space land.

***This is a grant funded position and as such employees are responsible for knowing abiding by the rules of the grant. This position will continue to be funded as long as the grant is renewed**.*

ESSENTIAL FUNCTIONS:

The class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Assists in wildland fire operations; lays hoses and directs hose streams; constructs fire control lines; operates power tools and pumps; raises and climbs ladders; uses fire extinguishers; performs overhaul and salvage work in order to preserve lives, property and resources related to wildland and urban interface firefighting.
- Participates in pre suppression activities, including participation in hazardous fuels reduction on public and private property; conducts and documents reviews of watersheds, homes and subdivisions for safety and operations during fire emergencies; assists in open space and trail maintenance; conducts inspections of City Fire Department equipment; performs daily clean-up and maintenance of equipment, buildings and vehicles; checks inventory and supplies; meets with cooperators and discusses fire danger situations; and patrols areas and identifies potential hazards; and maintains equipment and prepares for fire suppression response.

ESSENTIAL FUNCTIONS con't:

- Instructs students, campground users, and public groups in fire prevention; posts, paints, installs and maintains danger and prevention signs; identifies and recommends corrective measures; and conducts safety inspections of facilities in order to reduce the incidence of fires.
- Assists law enforcement by observing people and/or vehicles and their activities in open space in order to detect and report violations; protects and controls fire scenes.
- Provides first aid and cardiovascular pulmonary resuscitation (CPR) for co-workers and public if confronted with an emergency and if properly certified.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

High school diploma or GED, and one year of conservation-related experience such as tree trimming, planting, weed removal, wildland pre and/or post suppression, or related activity; or an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATION:

All required licenses and certificates must be maintained in active status without suspension or revocation throughout employment. The following licenses/certificates are required at the time of employment:

- A valid driver's license
- NWCG S-130 and S-190
- First aid and CPR certificates

The following certificates are preferred at time of hire:

- NWCG S-290 course work – Intermediate Wildland Behavior certificate
- EMT-B (State of Nevada or National Registry) certificate

Required Knowledge and Skills

Knowledge of:

- Wildland firefighting
- The use and repair of handheld tools and power tools
- Facility maintenance
- Fire behavior and weather conditions
- Fire suppression tactics applicable to wildland firefighting
- The characteristics and application of chemical fire retardants
- Topography to assist with wildland fuels management
- Pre and post suppression activities for hazardous fuels reduction and vegetation management on public and private property
- Two-way radio operations and frequencies
- The Incident Command System
- The use and limitations of personal safety equipment
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.
- First aid and CPR

Ability to:

- Provide emergency medical treatment to injured persons, if properly certified
- Provide first aid and CPR to injured persons
- Read topographical maps and use hand tools
- Provide basic maintenance to vehicles and equipment
- Plan, organize and prioritize daily activities
- Function effectively in potentially dangerous and life-threatening situations for extended periods of time
- Function effectively under the Incident Command System
- Ability to establish and maintain cooperative working relationships with others

SUPERVISION RECEIVED AND EXERCISED:

Under Immediate Supervision – Incumbents at this level are closely supervised in essentially all aspects of their assigned work with the exception of routine and basic tasks. Work methods are generally prescribed in specific terms. They usually follow an established routine with general assignments, and their work is subject to frequent reviews. A position may involve repetition of a limited number of tasks that after initial training and review warrant only occasional supervisory review.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to stand, walk, run, sit and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is occasionally required to climb, balance and stoop, kneel, crouch, or crawl, walk on uneven and steep terrain, and must frequently lift and/or carry up to 50 pounds. Specific vision abilities required for this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee is regularly exposed to outside weather conditions; frequent exposure to wet and/or humid conditions, moving mechanical parts, high and precarious places, fumes or airborne particles, and toxic or caustic chemicals. The employee is occasionally exposed to extreme cold, extreme heat, risk of electrical shock, and vibration. The noise level in the work environment is usually loud. The employee is exposed to dangerous conditions arising out of direct contact with out of control fires.

Employees are required to pass a physical ability test prior to appointment to the position. The physical ability test will consist of the pack test at the arduous level.

CONDITIONS OF EMPLOYMENT:

1. This position is "at-will" and as such, may be terminated at any time, for any reason or no reason.
2. Employees in this position are eligible to receive benefits as outlined in Carson City's Wildland Fire Employees' Benefits Manual.
3. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
4. This position works variable work hours and an intermittent schedule. As such, this position requires working evenings and/or weekends.
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7. Employees may be required to complete Incident Command System training as a condition of continued employment.
8. New employees are required to submit to a fingerprint- based background investigation which cost the new employee \$56.25 and a drug screen which costs \$36.50. Employment is contingent upon passing the background and the drug screen.
9. Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at www.ucis.gov.

All employees covered by this job description are subject to drug and alcohol testing in accordance with the Carson City Fire Department's Drug and Alcohol Policy which mandates drug and alcohol testing and includes pre-employment, random, post-accident and reasonable suspicion testing. Employees in violation of the policy are subject to discipline up to and including termination of employment.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

"Carson City is an Equal Opportunity Employer"

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JOB DESCRIPTION

JOB TITLE:	Wildland Fire Equipment Operator	FLSA:	Non-Exempt
DEPARTMENT:	Fire Department	GRADE:	(TBD)
REPORTS TO:	Senior Wildland Fire Crew Member	DATE:	August 2020
SALARY:	\$24.00 - \$25.4616 hourly/ \$49,920 - \$52,960.13 annually	PCN:	(TBD)

Employee / Employer Paid PERS Contribution Plan

SUMMARY OF JOB PURPOSE:

Under immediate supervision, assists with wildland fire suppression, participates in fire prevention and education, conducts pre-suppression activities to include open space and trail maintenance, equipment and facility maintenance, and assists law enforcement by providing information about observed activities on open space land.

***This is a grant funded position and as such employees are responsible for knowing abiding by the rules of the grant. This position will continue to be funded as long as the grant is renewed**.*

ESSENTIAL FUNCTIONS:

The class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Assists in wildland fire operations; lays hoses and directs hose streams; constructs fire control lines; operates power tools and pumps; raises and climbs ladders; uses fire extinguishers; performs overhaul and salvage work in order to preserve lives, property and resources related to wildland and urban interface firefighting.
- Operates, maintains, and performs minor field repairs and daily maintenance on fire suppression equipment such as, but not limited to, bull dozers, masticators, skid steers, chippers and fire engines and ensures the equipment is operational at all times.
- Participates in pre suppression activities, including participation in hazardous fuels reduction on public and private property; conducts and documents reviews of watersheds, homes and subdivisions for safety and operations during fire emergencies; assists in open space and trail maintenance; conducts inspections of City Fire Department equipment; performs daily clean-up and maintenance of equipment, buildings and vehicles; checks inventory and supplies; meets with cooperators and discusses fire danger situations; and patrols areas and identifies potential hazards; and maintains equipment and prepares for fire suppression response.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

ESSENTIAL FUNCTIONS con't:

- Instructs students, campground users, and public groups in fire prevention; posts, paints, installs and maintains danger and prevention signs; identifies and recommends corrective measures; and conducts safety inspections of facilities in order to reduce the incidence of fires.
- Assists law enforcement by observing people and/or vehicles and their activities in open space in order to detect and report violations; and protects and controls fire scenes.
- Provides first aid and cardiovascular pulmonary resuscitation (CPR) for co-workers and public if confronted with an emergency and if properly certified.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

High school diploma or GED, and one year of conservation-related experience such as tree trimming, planting, weed removal, wildland pre and/or post suppression, or related activity; or an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATION:

All required licenses and certificates must be maintained in active status without suspension or revocation throughout employment. The following licenses/certificates are required at the time of employment:

- A valid driver's license
- NWCG S-130 and S-190
- NWCG S-290 course work – Intermediate Wildland Behavior certificate
- NWCG Basic Faller (FAL3) certificate
- First aid and CPR certificates

The following certificates are preferred at time of hire:

- EMT-B (State of Nevada or National Registry) certificate
- Intermediate Faller (FAL2) certificate
- NWCG L-280 Followership to Leadership certificate
- NWCG S-230 Crew Boss, Single Resource certificate

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

Required Knowledge and Skills

Knowledge of:

- Wildland firefighting
- The use and repair of handheld tools and power tools
- Facility maintenance
- Fire behavior and weather conditions
- Fire suppression tactics applicable to wildland firefighting
- The characteristics and application of chemical fire retardants
- Topography to assist with wildland fuels management
- Pre and post suppression activities for hazardous fuels reduction and vegetation management on public and private property
- Two-way radio operations and frequencies
- The Incident Command System
- The use and limitations of personal safety equipment
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.
- First aid and CPR

Ability to:

- Provide emergency medical treatment to injured persons, if properly certified
- Provide first aid and CPR to injured persons
- Read topographical maps and use hand tools
- Provide basic maintenance to vehicles and equipment
- Plan, organize and prioritize daily activities
- Function effectively in potentially dangerous and life-threatening situations for extended periods of time
- Function effectively under the Incident Command System
- Ability to establish and maintain cooperative working relationships with others

SUPERVISION RECEIVED AND EXERCISED:

Under Immediate Supervision – Incumbents at this level are closely supervised in essentially all aspects of their assigned work with the exception of routine and basic tasks. Work methods are generally prescribed in specific terms. They usually follow an established routine with general assignments, and their work is subject to frequent reviews. A position may involve repetition of a limited number of tasks that after initial training and review warrant only occasional supervisory review.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to stand, walk, run, sit and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is occasionally required to climb, balance and stoop, kneel, crouch, or crawl, walk on uneven and steep terrain, and must frequently lift and/or carry up to 50 pounds. Specific vision abilities required for this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee is regularly exposed to outside weather conditions; frequent exposure to wet and/or humid conditions, moving mechanical parts, high and precarious places, fumes or airborne particles, and toxic or caustic chemicals. The employee is occasionally exposed to extreme cold, extreme heat, risk of electrical shock, and vibration. The noise level in the work environment is usually loud. The employee is exposed to dangerous conditions arising out of direct contact with out of control fires.

Employees are required to pass a physical ability test prior to appointment to the position. The physical ability test will consist of the pack test at the arduous level.

CONDITIONS OF EMPLOYMENT:

1. This position is “at-will” and as such, may be terminated at any time, for any reason or no reason.
2. Employees in this position are eligible to receive benefits as outlined in Carson City’s Wildland Fire Employees’ Benefits Manual.
3. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
4. This position works variable work hours and an intermittent schedule. As such, this position requires working evenings and/or weekends.
5. This is a grant funded position and as such employees are responsible for knowing and abiding by the rules of the grant. This position will continue to be funded as long as the grant is renewed.
6. Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this position or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.
7. Employees may be required to complete Incident Command System training as a condition of continued employment.
8. New employees are required to submit to a fingerprint- based background investigation which cost the new employee \$56.25 and a drug screen which costs \$36.50. Employment is contingent upon passing the background and the drug screen.
9. Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant’s Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at www.ucis.gov.
10. All employees covered by this job description are subject to drug and alcohol testing in accordance with the Carson City Fire Department’s Drug and Alcohol Policy which mandates drug and alcohol testing and includes pre-employment, random, post-accident and reasonable suspicion testing. Employees in violation of the policy are subject to discipline up to and including termination of employment.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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JOB DESCRIPTION

JOB TITLE:	Senior Wildland Fire Crew Member	FLSA:	Non-Exempt
DEPARTMENT:	Fire Department	GRADE:	(TBD)
REPORTS TO:	Wildland Fuels Management Officer	DATE:	August 2020
SALARY:	\$28.00 - \$29.7052 hourly/ \$58,240 - \$61,786.82 annually	PCN:	(TBD)

Employee / Employer Paid PERS Contribution Plan

SUMMARY OF JOB PURPOSE:

Under direction, supervises the other wildland fire staff, leads wildland fire suppression, participates in fire prevention and education, conducts pre-suppression activities to include open space and trail maintenance, equipment and facility maintenance, and assists law enforcement by providing information about observed activities on open space land.

***This is a grant funded position and as such employees are responsible for knowing abiding by the rules of the grant. This position will continue to be funded as long as the grant is renewed**.*

ESSENTIAL FUNCTIONS:

The class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Leads wildland fire operations; lays hoses and directs hose streams; constructs fire control lines; operates power tools and pumps; raises and climbs ladders; uses fire extinguishers; performs overhaul and salvage work in order to preserve lives, property and resources related to wildland and urban interface firefighting.
- Operates, maintains, and performs minor field repairs and daily maintenance on fire suppression equipment such as, but not limited to, bull dozers, masticators, skid steers, chippers and fire engines and ensures the equipment is operational at all times.
- Supervises, evaluates the performance of, disciplines and provides direction to the Wildland Fire Crew Members, the Wildland Fire Equipment Operators and assigned part-time staff.

ESSENTIAL FUNCTIONS con't:

- Participates in pre suppression activities, including participation in hazardous fuels reduction on public and private property; conducts and documents reviews of watersheds, homes and subdivisions for safety and operations during fire emergencies; assists in open space and trail maintenance; conducts inspections of City Fire Department equipment; performs daily clean-up and maintenance of equipment, buildings and vehicles; checks inventory and supplies; meets with cooperators and discusses fire danger situations; and patrols areas and identifies potential hazards; and maintains equipment and prepares for fire suppression response.
- Instructs students, campground users, and public groups in fire prevention; posts, paints, installs and maintains danger and prevention signs; identifies and recommends corrective measures; and conducts safety inspections of facilities in order to reduce the incidence of fires.
- Assists law enforcement by observing people and/or vehicles and their activities in open space in order to detect and report violations; protects and controls fire scenes.
- Provides first aid and cardiovascular pulmonary resuscitation (CPR) for co-workers and public if confronted with an emergency and if properly certified.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

High school diploma or GED, and one year of conservation-related experience such as tree trimming, planting, weed removal, wildland pre and/or post suppression, or related activity; or an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATION:

All required licenses and certificates must be maintained in active status without suspension or revocation throughout employment. The following licenses/certificates are required at the time of employment:

- A valid driver's license
- NWCG S-130 and S-190
- NWCG S-290 course work – Intermediate Wildland Behavior certificate
- NWCG Basic Faller (FAL3) certificate
- NWCG S-230 Crew Boss, Single Resource certificate
- First aid and CPR certificates

The following certificates are preferred at time of hire:

- EMT-B (State of Nevada or National Registry) certificate
- Intermediate Faller (FAL2) certificate
- NWCG L-280 Followership to Leadership certificate
- NWCG S-215 Fire Operations in Wildland/Urban Interface certificate

Required Knowledge and Skills

Knowledge of:

- Wildland firefighting
- The use and repair of handheld tools and power tools
- Facility maintenance
- Fire behavior and weather conditions
- Fire suppression tactics applicable to wildland firefighting
- The characteristics and application of chemical fire retardants
- Topography to assist with wildland fuels management
- Pre and post suppression activities for hazardous fuels reduction and vegetation management on public and private property
- Two-way radio operations and frequencies
- The Incident Command System
- The use and limitations of personal safety equipment
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds
- First aid and CPR

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Ability to:

- Provide emergency medical treatment to injured persons, if properly certified
- Provide first aid and CPR to injured persons
- Read topographical maps and use hand tools
- Provide basic maintenance to vehicles and equipment
- Plan, organize and prioritize daily activities
- Function effectively in potentially dangerous and life-threatening situations for extended periods of time
- Function effectively under the Incident Command System
- Ability to establish and maintain cooperative working relationships with others

SUPERVISION RECEIVED AND EXERCISED:

Under Direction – Assignments and objectives are presented to incumbents at this level and established work processes are to be followed. Incumbents have some flexibility in the selection of work methods, the timing of work processes, and the methods of completing tasks. Supervision is periodic and is usually initiated by employee and/or when important problems, significant changes from past procedures, and policy implications are involved.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to stand, walk, run, sit and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is occasionally required to climb, balance and stoop, kneel, crouch, or crawl, walk on uneven and steep terrain, and must frequently lift and/or carry up to 50 pounds. Specific vision abilities required for this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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NRS 288.170 Determination of bargaining unit; appeal to Board.

1. Each local government employer which has recognized one or more employee organizations shall determine, after consultation with the recognized organization or organizations, which group or groups of its employees constitute an appropriate unit or units for negotiating. The primary criterion for that determination must be the community of interest among the employees concerned.

2. A principal, assistant principal or other school administrator, school district administrator or central office administrator below the rank of superintendent, associate superintendent or assistant superintendent shall not be a member of the same bargaining unit with public school teachers unless the school district employs fewer than five principals but may join with other officials of the same specified ranks to negotiate as a separate bargaining unit.

3. A head of a department of a local government, an administrative employee or a supervisory employee must not be a member of the same bargaining unit as the employees under the direction of that department head, administrative employee or supervisory employee. Any dispute between the parties as to whether an employee is a supervisor must be submitted to the Board. An employee organization which is negotiating on behalf of two or more bargaining units consisting of firefighters or police officers, as defined in [NRS 288.215](#), may select members of the units to negotiate jointly on behalf of each other, even if one of the units consists of supervisory employees and the other unit does not.

4. Confidential employees of the local government employer must be excluded from any bargaining unit but are entitled to participate in any plan to provide benefits for a group that is administered by the bargaining unit of which they would otherwise be a member.

5. If any employee organization is aggrieved by the determination of a bargaining unit, it may appeal to the Board. Subject to judicial review, the decision of the Board is binding upon the local government employer and employee organizations involved. The Board shall apply the same criterion as specified in subsection 1.

6. As used in this section:

(a) "Confidential employee" means an employee who is involved in the decisions of management affecting collective bargaining.

(b) "Supervisory employee" means a supervisory employee described in paragraph (a) of subsection 1 of [NRS 288.138](#).