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DOUGLAS COUNTY
SHERIFF'S OFFICE

JOB TITLE: SENIOR EMERGENCY SERVICES OPERATOR

Exempt: No	**Job Type**: 4121E
Pay Grade: E410	**Department**: Office of the Sheriff
Approved By: Sheriff Darren Weekly	**Date:** 01-10-2023

Definition of Work: This is a specialized position within the Emergency Services Unit (ESU) of the Office of Emergency Management (OEM). The incumbent works in the field to prevent, mitigate and respond to emergencies and facilitate interagency coordination, cooperation, and planning. This position requires flying in helicopters in support of emergencies and for training purposes.

General Duties: To reduce the risk of injury, loss of life or damage to property or the environment as a result of natural or human caused events or action. Assist the ESU Manager in implementing an integrated wildland fire management and all-hazard response program that addresses the core tenets of prevention, response and recovery designed to prevent and/or mitigate loss of life and damage to property.

Supervision Exercised: Operational supervision of ESU Operators and assigned personnel during wildland fire disasters and other emergencies. Provides operational supervision of personnel assigned to the Douglas County Sheriff's Office (DCSO) Wildland Fire Handcrew.

Supervision Received: Reports directly to the Emergency Services Supervisor.

Examples of Duties and Responsibilities:

- Respond on-scene to emergency wildland fires and provide leadership, supervision, direction and coordination of all aspects and phases of wildland fire suppression efforts within designated scope of work and authority as determined by supervisors.
- Operate as a Helitack Crew Member and respond to wildfires by flying in helicopters, coordinating air-to-ground fire suppression operations, and supporting logistical missions.
- Analyze, decide upon, and implement time-sensitive decisions with limited information that may have life and death consequences regarding firefighter and public safety.
- Under supervision, exercise decision making authority regarding: strategy and tactics related to fire suppression; ordering resources such as aviation, fire crews and heavy equipment for fire suppression; obligating emergency funds related to fire suppression and calling out special teams such as DCSO handcrew and Public Works heavy equipment team.
- Assist in coordinating emergency evacuations.
- Assist in coordinating wildland fire and other disaster response with local agencies, state agencies and federal agencies to maximize efficiency and prevent/mitigate loss of life and property.

- Coordinate on-scene resource support, incident command organizational structure development, and technical advice during multi-agency incidents, county-wide impact incidents, mass casualty incidents and other requested responses.
- Engage in fighting wildland fires and other disasters and fill incident command positions as qualified and needed during initial attack and extended attack incidents.
- Coordinate and implement hazardous fuels reduction projects utilizing specialized and heavy equipment to mitigate damage from wildland fires.
- Ensure quality and compliance of incident reports, timesheets, leave requests, injury reports, and such other departmental forms as needed.
- Achieve and maintain certifications and training as required by the Sheriff for Limited Commission status and enforce criminal ordinance violations within the scope of authority as determined by the Sheriff.
- Within the scope of authority determined by the Sheriff, respond to calls for service and utilize independent discretion in determining appropriate courses of action regarding criminal or potentially criminal violations of appropriate ordinances and statutes.
- Purchase specialized equipment, motorized equipment, uniforms, and personal protective equipment.
- Deliver public presentations on wildland fire and other emergency services topics.
- Deliver wildland fire suppression training courses and certification tests to DCSO and Douglas County staff and other agency personnel.
- Attend training courses, meetings, and conferences to stay current on best practices and state of the art equipment, strategies, and tactics.
- Other duties as assigned.

Consequence of Error: Failure to properly perform the duties of this position may result in the improper use of available emergency response resources and failure to be at the appropriate level of preparedness, potentially resulting in the loss of life, damage to public and private property and natural resources.

Education and/or Experience: High school graduate or GED. Bachelor's degree in forestry, fire management, natural resource management, biological sciences, agriculture, or closely related field is preferred. 4 years of experience in wildland firefighting or related field is required. Experience operating as an NWCG Helicopter Crewmember (HECM) is preferred. A combination of appropriate education and experience can be considered for well-qualified candidates. Appropriate experience is defined as experience that equipped the incumbent with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. Examples of specialized experience include work on fire management plans, assisting in fuels management, documenting hazardous fuels in various environments, participating in prescribed burns or serving as a wildland firefighter. Must be qualified as NWCG Firefighter Type 1 and Faller 2. Preferred NWCG qualifications include: TFLD, STLD, CRWB, ENGB, HEQB, FELB, ICT4, FAL1, HMGB and HECM.

Special Requirements:

- If not already qualified as NWCG Helicopter Crewmember (HECM), must successfully attain HECM qualification within three years of hire date.

- If not already qualified as NWCG Single Resource Helicopter Manager (HMGB), must successfully attain HMGB qualification within three years of hire date, or three years of attaining HECM qualification (whichever occurs first).
- Willingness and ability to fly in helicopters during emergencies and for training purposes.
- Ability to obtain and maintain a valid Colorado driver's license during employment at DCSO.
- Ability to maintain arduous NWCG Qualifications as required.
- Ability to successfully pass training requirements for Limited Commission status as required by the Sheriff.
- Knowledge of the National Incident Management System, fire suppression and EMS operations and procedures.
- Prior wildland firefighting experience on the fireline is a mandatory requirement.
- Knowledge of Colorado statutes related to the Sheriff's Fire Warden responsibilities and ordinances pertinent to Limited Commission enforcement responsibilities.
- Ability to work outdoors in adverse conditions for extended periods of time.
- Ability to perform under stress and perform physical demands consistent with all essential job functions, such as lifting 40lbs from a standing position and walking up a steep grade at high elevations for 30 minutes.
- Vision correctable to 20/20.
- Able to pass qualifying exams and background checks.
- Willingness to work on-call on a rotating basis as required, 24 hours a day, 7 days a week. 365 days a year.

Essential Functions

Department Policies and Procedures: Demonstrates a working knowledge of and compliance with all Douglas County Sheriff's Office policies, procedures, and directives.

Mental/Emotional: Applies reason and logic rapidly in a legally correct manner when under physical, emotional, and intellectual stress. Comprehends and processes new information quickly and accurately, retains relevant information, remains calm and effectively communicates under pressure and unusual circumstances.

Physical Skills: Possesses and maintains the ability to operate standard office machines, equipment, and utensils. Ability to perform under stress and perform physical demands, such as lifting 40lbs from a standing position and walking up a steep grade at high elevations for 30 minutes.

Computer Skills: Must have basic user-level competency with Windows PC operation systems, and comfortable knowledge and skills with Microsoft Suite products. Must have at least basic typing skills.

Public Interaction: Able to communicate well with members of the community, law enforcement, fire service and personnel from other agencies.

Geography Skills: Ability to read, locate areas and interpret geographical features on a map.

Decision Making Skills: Ability to make quick and effective decisions.

Safety: Applies appropriate safety precautions in hazardous and potentially dangerous situations. Operates equipment in a safe manner. Reports safety incidents and concerns.

Verbal Skills: Speaks English clearly and converses effectively with persons of divergent ethnic, cultural, and educational backgrounds. Projects voice clearly and forcefully, when necessary, while under personal stress.

Vehicle Operation: Operates vehicles during routine and emergency operations under varying road and weather conditions.

Testimony: Must be able to provide credible testimony in a court of law or any other legal proceeding or investigation.

Writing Skills: Ability to complete incident reports, training courses and public presentations.

Work Environment: Work is performed primarily in the field. Field work may be performed under any weather and lighting conditions 24 hours a day, 7 days a week, 365 days a year. Under emergency situations, the environment may be of a more serious nature such as being exposed to smoke from fires, hazardous materials, natural disaster scenes and inclement weather. This position requires flying in aircraft during emergencies and for training purposes.

Contacts: This position has daily contact with other Sheriff's Office and County department members, employees of other jurisdictions, various Local, State and Federal Officials, and the general public.

Independent Judgment: Work is performed both independently and under the supervision of the ESU Manager. Incumbent is given latitude and individual judgement to accomplish goals and achieve desired results. Under emergency response situations, incumbent is relied upon to make critical, timely and independent decisions that may impact lives and property.

Note: The successful applicant must be able to perform ALL the above job functions, unassisted, and at a pace and level of performance consistent with actual job requirements. These duties are intended to be illustrative only and are not intended to be all-inclusive.

Other: In the event of an emergency/disaster in or near the County, all County employees are expected to make every effort to be available to assist the County Manager, Elected/Appointed Officials and Department Directors to ensure the continued operation of any and all necessary County functions. This may mean being available to perform additional duties and hours beyond what is normally required. In the event an exempt employee does work more than 40 hours a week in support of County operations during an emergency, such employee may receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.