

ALBANY COUNTY FIRE DISTRICT #1

JOB DESCRIPTION **Wildland Engine Boss**

DEFINITION

The Engine Boss (ENGB) leads a single fire engine and attached personnel and is responsible for the crew's safety on wildland and prescribed fire incidents.

SUPERVISION EXERCISED

Receives directions from Company Officers, Chief Officers, and Fire Chief in Department.

The ENGB supervises assigned engine and personnel and reports to a Strike Team Leader Engine (STEN), Task Force Leader (TFLD), Incident Commander (IC), and/or others as assigned.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Prepare and Mobilize

- Ensure individual readiness.
- Gather critical information pertinent to the assignment.
- Travel to and check in at assignment.
- Review Incident Action Plan (IAP) and obtain briefing, objectives, and intent from supervisor.

Build the Team

- Assemble and validate readiness of assigned personnel and equipment.
- Ensure that IAP or relevant plan lists correct engine status. Report any corrections up chain of command.
- Establish and communicate chain of command, reporting procedures, risk management processes, and radio frequency management.
- Establish a common operating picture with supervisors and subordinates.
- Participate in operational briefings as directed.
- Obtain and distribute IAPs, other relevant plans, maps, and local area information.
- Brief assigned personnel using IAP and/or [*NWCG Incident Response Pocket Guide \(IRPG\), PMS 461*](#), briefing checklist.

Supervise and Direct Work Assignments

- Establish and communicate objectives, priorities, work assignments, and performance expectations.
- Identify, analyze, and use relevant situational information to make informed decisions and take appropriate actions.

- Adjust actions based on changing information and evolving situation awareness. Develop and implement contingency plans. Communicate changing conditions to assigned resources and supervisor.
- Ensure incident objectives and performance standards are met.
- Monitor performance and provide immediate and regular feedback to assigned personnel.

Perform Engine Boss-Specific Duties

- Ensure engine readiness:
 - Perform daily preventative maintenance checks.
 - Conduct daily pump tests.
 - Complete engine maintenance.
 - Ensure Normal Unit Stocking (NUS) levels.
 - Adhere to Gross Vehicle Weight (GVW) requirements.
 - Ensure engine is inspected prior to being used and released using the Vehicle/Heavy Equipment Inspection Checklist (OF-296), or other applicable document.
 - Confirm driver/operator qualifications, including pertinent Department of Transportation (DOT), agency, state, and local operating requirements.
 - Confirm personnel gear meets weight, cube, and manifest requirements.
- Effectively lead and perform engine operations techniques, including:
 - Tandem operations.
 - Mobile attack.
 - Pump and roll.
 - Firing and holding operations.
 - Stationary attack.
 - Engine protection.
 - Simple and progressive hose lays.
- Effectively use fire suppressant agents (e.g., water, foam, gel, blankets).
- Maintain at least 10 percent water capacity in tank for emergency engine protection and drafting.
- Maintain a supply of water and chemical agents for the fire, particularly on critical areas of the Fireline.
- Locate water sources and check for volume and cleanliness for engine resupply.
- Develop contingency plans/alternatives in case of engine/equipment breakdown or failure.
- Ensure proper refurbishing and resupply of tools, vehicles, food, water, and supplies.

Perform Fireline Duties

- Recon area of responsibility and assess feasibility of assigned objectives. Consult with supervisor on resource needs and suggest adjustments as necessary.
- Develop and implement tactics based on incident objectives, fire behavior, risk assessment and leader's intent.

- Organize and deploy assigned resources based on established objectives and resource capabilities.
- Coordinate travel to and from Fireline (e.g., travel routes, communication procedures, accountability). Ensure adherence to vehicle safety procedures. Identify ingress and egress routes. Consider bridge and road limits, equipment weight and length, and weather effects.
- Request, direct, and provide feedback to aerial resources through established chain of command.
- Provide status updates on conditions affecting operations, hazardous conditions, unresolved conflicts, air operations, etc., to supervisor.
- Report special occurrences (e.g., structure/improved property loss or damage, accidents, sickness) to supervisor.
- Through established chain of command, assist the responsible land management agency and/or assigned Resource Advisor (READ), with the protection of natural, cultural, and other resources. Communicate when such resources are discovered and document suppression impacts.
- Establish accurate logistical needs for assigned resources and use established ordering procedures.
- Use maps, compass, Global Positioning System (GPS) and other tools and applications to gather information and navigate on incident.
- Assign personnel to collect, document, and report weather observations.
- Provide situation update and accomplishments to supervisor and/or relief forces at end of shift.
- Contribute to the planning process by providing accurate information and recommendations through established chain of command.

Perform Wildland Urban Interface (WUI) Duties

- Conduct WUI operations according to guidelines stated in [IRPG](#), incident-specific objectives and guidelines, and agency-specific guidance.

Communicate and Coordinate

- Follow established processes and chain of command for collecting, producing, and distributing information.
- Ensure clear understanding of expectations and timely communication within and across Incident Command System (ICS) functional areas and chain of command.
- Establish communications and exchange necessary briefings/information with the following:
 - Support resources.
 - Adjacent resources.
 - Supervisor.
- Communicate effectively using multichannel radios. Prepare and program radios for assignment. Use plain language and ICS terminology.
- Conduct and/or participate in After Action Reviews (AAR).

Manage Risk

- Apply the Risk Management Process as stated in the [NWCG Incident Response Pocket Guide \(IRPG\), PMS 461](#):
 - Identify Hazards.
 - Assess Hazards.
 - Develop Controls and Make Risk Decisions.
 - Implement Controls.
 - Supervise and Evaluate.
- Ensure Lookouts, Communications, Escape Routes, and Safety Zones (LCES) are established and known to all firefighters before they are needed. Refer to guidelines stated in [IRPG](#).
- Use Look Up, Down and Around in [IRPG](#) to help maintain situational awareness. Adjust actions accordingly. Develop and communicate contingency plans and trigger points.
- Utilize Safety Officers to assist with risk management process and provide input into safety of operations.
- Plan for medical emergencies. Ensure that assigned resources are prepared to execute the Medical Plan ([ICS 206 WF](#)). Ensure familiarity with medical responders, communication procedures, and transportation plan. Manage the medical emergency based on procedures stated in the IAP, the Medical Incident Report, or other relevant guidelines.
- Monitor for signs and symptoms of fatigue, illness, or injury. Mitigate appropriately.
- Account for location, health, safety, and welfare of assigned personnel.
- Submit accident/incident reports with pertinent forms (SAFECOM, SAFENET, agency specific forms) through established chain of command.

Document

- Complete, authorize, ensure timeliness of, and route as required:
 - Crew Time Report (CTR), SF-261
 - Emergency Equipment Shift Ticket, OF-297
 - Vehicle/Heavy Equipment Inspection Checklist (OF-296).
 - Incident Personnel Performance Rating ([ICS 225 WF](#)).
 - Contractor Performance Evaluation.
 - General Message ([ICS 213](#)).
 - Activity Log ([ICS 214](#)).
 - SAFECOM.
 - SAFENET.
 - Agency-specific forms.

Demobilize

- Brief assigned resources on demobilization procedures and responsibilities. Ensure incident and agency demobilization procedures and work/rest driving standards are followed.
- Return equipment and supplies to appropriate unit.
- Complete demobilization checkout process before being released from the incident.

- Upon demobilization, report status to home unit including reassignment or estimated time of arrival (ETA) to home unit.

Assist in training new employees in routines of fire suppression, equipment operation, and maintenance.

Conduct station tours.

Maintain a variety of records.

Assist in maintaining and repairing fire equipment, station, and grounds.

OTHER JOB-RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Local, State, and Federal wildland fire operations, practices, standards and regulations.

Safe driving principles and practices

Skill to:

Learn to operate wildland fire related vehicles, equipment, tools, devices, and their proper use.

Operate communications equipment.

Operate a motor vehicle safely.

Ability to:

Learn principles, practices, and procedures of wildland and wildland urban interface firefighting.

Lead subordinates and peers in the course of their duties.

Follow the direction of supervisors.

Learn purposes, uses, and operating characteristics of a variety of vehicles, equipment, tools, and apparatus used in wildland firefighting.

Learn wildland fire hazards and the related prevention and abatement methods.

Learn principles of hydraulics related to Firefighter duties.

Learn procedures, methods, and techniques of wildland firefighting.

Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Learn water source locations within Albany County.

Respond to fires and effectively perform wildland fire suppression.

Demonstrate physical endurance, agility, strength, and stamina in the performance of hazardous tasks under emergency conditions; think and act quickly in emergencies.

Demonstrate mechanical aptitude as required in the operation of firefighting equipment.

Understand and follow oral and written directions promptly and accurately.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two seasons of progressive wildland firefighting experience.

Training:

Completion of the twelfth grade, or equivalent, supplemented by the completion of training and certifications in relation to the services you will provide.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver license.

Possession of Engine Boss (ENGB) certification issued by NWCG.

Possession of, or ability to obtain within 6 months, completion of S-212 and S-211 courses.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 125 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining workspace, chemicals, explosive materials, mechanical hazards, electrical hazards, and blood borne pathogens; ability to travel to different sites and locations; availability for shift work, on-call, and standby.

HR Reviewed: November 2023

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