



# UNIFIED FIRE AUTHORITY

## MEMORANDUM

25-020

February 4, 2025

TO: All Personnel

FROM: HR Deputy Director Ricotta

SUBJECT: Wildland Specialist Recruitment Notice (Ops/WL Division)

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UFA is announcing an internal recruitment for two (2) Wildland Specialist positions in Operations.

These positions will work out of Station 103 during the Wildland off-season. Individuals selected for these positions will be assigned to the Wildland Division during the Wildland Season and in Operations during the off-season. Individuals selected will work under the direction of the station Officer/Captain when assigned to Operations, and the Wildland Division Chief, and/or Camp Williams FMO when assigned to the Wildland Division.

The principal duties of the position include, but are not limited to (Full Job Description Attached):

- Supervise Seasonal Wildland employees day-to-day during the wildland season and is responsible for their evaluations and timecard approval
- Respond to Wildland/Interface incidents
- Estimate the size/scope/magnitude of a wildfire/interface incident
- Assist in developing response plans within the capabilities of available personnel, personal protective equipment, and control equipment
- Identify the response objectives for wildland/interface fire incidents
- Identify the potential action options available by response objective
- Select the personal protective equipment required for type of incident
- Employ the appropriate decontamination procedures
- Assist in developing a plan of action, including safety considerations, consistent with the local emergency response plan and UFA Standard Operating Procedures
- Implement the planned response to favorably change the outcomes consistent with safety considerations and UFA Standard Operating Procedures
- Perform the duties as assigned wildland specific position within the local incident command system (ICS) and in accordance with NWCG qualifications
- Terminate the incident, assist in the incident debriefing, and critique, and provide reports and documentation sufficient to support an AAR or investigation of the incident
- Perform maintenance of assigned apparatus and equipment, general housekeeping activities, performs required inspections to ensure medical supplies are stocked and ensures equipment and apparatus is/are clean and operational at all times

- Participate in post incident analysis with co-workers to point out positive points, assure quality documentation, areas of improvement and to assure adequate skills and best practices are adopted and/or maintained
- Adhere to accepted standards and maintains compliance with UFA expectations
- Assist other emergency service agencies as required/requested
- Participate in teaching UFA's annual Red Card refresher, NWCG courses UFA personnel, and facilitate trainee assignments and sign task books when qualified
- Perform other duties of a similar nature or level

All employees who have at least two (2) years of experience as a UFA Firefighter, UFA Firefighter Specialist or UFA Paramedic Specialist and meet the minimum requirements as outlined in the job description are eligible to apply. If a Specialist is selected, the resulting action will be a transfer, and if a Firefighter is selected, the resulting action will be a promotion.

If you are interested in this position(s), please apply using the Applicant Pro link by February 20, 2025. At the close of the recruitment, those documents will be forwarded to AC Dern, OC Russell, and DC Widdison, where they will be reviewed. At that point, candidates will move onto the next step of the process, which will include, but is not limited to, a panel interview. Candidates will be presented with information describing one or more wildland fire-related scenario(s). Candidates will be expected to work through the scenario(s) as if they were the Incident Commander and/or Wildland Resource Supervisor and to respond to questions from the evaluators related to their planning and decision-making.

Applicant Pro Link: <https://unifiedfire.applicantpro.com/internaljobs>

Please contact Calogero Ricotta or 801-743-7215, if you have questions about the process. If you have questions about the position(s), please contact DC Widdison or 801-631-9824. Also, please review the full job description attached to this memo.