



UNIFIED FIRE AUTHORITY

MEMORANDUM

25-142

Date August 11, 2025

TO: All Personnel

FROM: Operations Chief Nate Kay

SUBJECT: Wildland Duty Officer Vacancy

With the implementation of the Professional Development Plan, the change was made to have the assignments for Captains within the Specialty Programs (WL Duty Officer, HazMat, Heavy Rescue) handled in the same manner as the assignments for Captains within the Divisions (EM, EMS, US&R, Logistics, etc.) To facilitate this, the positions are now available to all promoted Captains and Human Resources is now coordinating the selection process.

There is a vacant Captain position for the WL Duty Officer at station 103 on A platoon

In accordance with the Professional Development Plan interested Captains will be required to:

- Submit a resume and cover letter for consideration
- Candidates will go through an interview process with internal evaluators

The minimum qualifications to apply for the WL Duty Officer Position are as follows:

Qualified in any Single Resource Boss position (ENGB, CWRB, HEQB, FIRB, FELB, HMGB)

The desired qualifications are as follows:

Incident Commander Type 4 (ICT4)

*If the selected candidate is not ICT4 qualified, they will be expected to complete the ICT4 Position Task Book and S200 - Initial Attack Incident Commander course by October 31, 2026.

If you are a current Captain and are interested in being considered for the position, please apply through Applicant Pro by answering the questions asked and uploading your resume and cover letter that explains why you are interested in the position, prior to August 26, 2025. Those documents will be forwarded to Division Chief Widdison and Operations Chief Kay following the closing date. At that point, you will be provided with additional information regarding the process for selection of an individual for this position.

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