

UNIFIED FIRE AUTHORITY JOB DESCRIPTION

JOB TITLE: Urban Search and Rescue (US&R) Division Chief

SECTION: Emergency Services

DIVISION: US&R

DATE: December 2025

BASIC FUNCTION OF POSITION:

The Urban Search and Rescue (US&R) Division Chief serves as the Program Manager for Utah Task Force 1 (UT-TF1), responsible for the full administrative, operational, financial, and readiness requirements outlined in FEMA US&R doctrine, Cooperative Agreements, and sponsoring-agency policies.

This position oversees the development and implementation of strategic plans, training and exercise programs, personnel readiness, equipment cache management, and compliance with all FEMA reporting and performance requirements. The US&R Division Chief ensures the task force maintains a state of operational readiness for local, state, and federal deployment and manages day-to-day program operations in coordination with participating agencies and FEMA stakeholders.

A majority of time is dedicated to program management, oversight of TF personnel and resources, and ensuring adherence to all administrative, financial, and operational expectations of the FEMA US&R Program.

SUPERVISION RECEIVED:

This position works under the direct supervision of the Emergency Services Section Chief, general direction of the Sponsoring Agency Fire Chief, and receives direction from the FEMA National Response Coordination Center (NRCC) ESF-9 Leader during mobilization and demobilization.

The position also interacts routinely with the nonprofit Executive Board of Directors for task force related matters and maintains close coordination with FEMA Program Management, Central Division representatives, State of Utah emergency management staff, and the FEMA Region 8 Response Team.

SUPERVISION EXERCISED:

Direct supervision is exercised over the UT-TF1 Logistics Manager, Program Specialist, Training Manager, and Grants Manager.

The US&R Division Chief also collaborates with the UFA Emergency Services Assistant Chief and works in concert with Special Operations disciplines to support UFA operational needs as required.

PRINCIPAL RESPONSIBILITIES:

The following list describes several of the essential functions of this position. This list may be supplemented as necessary.

Program Management and Readiness

- Plans, organizes, and administers the US&R program for the Sponsoring Agency, ensuring compliance with FEMA US&R Operations, Administration, and Training manuals.
- Oversees day-to-day TF operations, including personnel readiness, credentialing, and maintenance of all required training, certification, and medical compliance records.
- Ensures the task force maintains two-deep staffing in required FEMA positions and that rosters, deployability status, and personnel files remain current and accurate.
- Ensures the TF Administrative Manual, Mobilization Plan, Strategic Plan, and annual Training and Exercise Plan (TEP) are developed, maintained, and aligned with FEMA doctrine and Cooperative Agreement requirements.
- Coordinates and supervises local, state, and federal US&R training delivery, sanctioned and equivalent courses, and task-force-specific exercises.

Deployment and Operational Oversight

- Directs TF personnel and resource mobilization during operational deployments; coordinates strategic deployment of personnel and cache equipment based on incident requirements.
- Serves as a liaison between the Sponsoring Agency, participating agencies, FEMA, and partner organizations to facilitate operational readiness and deployment execution.
- Participates in after-action reviews, oversees corrective action development, and ensures reporting requirements are completed in accordance with the Cooperative Agreement.

Financial, Grant, and Administrative Management

- Develops and manages the US&R program budget, ensuring expenditure tracking, quarterly and semiannual performance reporting, and annual self-evaluation requirements are met.
- Oversees the management of federal Cooperative Agreement funds, ensuring compliance with 2 CFR 200, 44 CFR 208, and FEMA financial guidance.
- Ensures accurate and timely completion of FEMA grant submissions, reimbursement packages, annual statements of work, and readiness evaluation documentation.
- Establishes internal financial controls and administrative procedures to ensure accountability and compliance with both federal requirements and sponsoring-agency policies.

Logistics, Cache, and Equipment Management

- Oversees the procurement, storage, tracking, and maintenance of all UT-TF1 equipment, ensuring the FEMA-defined cache meets readiness standards.
- Ensures inventory systems are maintained, equipment is tracked to origin, and all required maintenance and replacement cycles are documented and completed.
- Ensures the program maintains appropriate warehouse facilities, transportation capabilities, and logistical systems to support daily operations, training, exercises, and deployment readiness.

Interagency Coordination and Representation

- Represents UFA and UT-TF1 in relationships with the public, FEMA leadership, the State of Utah, participating and affiliated agencies, community organizations, and partner fire departments.
- Maintains effective working relationships with elected officials, emergency management partners, federal and state personnel, and the general public.
- Participates in national workshops, conferences, and meetings required by FEMA to maintain program knowledge, compliance, and readiness.

Strategic Planning and Policy Development

- Develops and implements division policies, procedures, and long-range strategic plans that support the operational and administrative requirements of the FEMA US&R System.
- Reviews division performance history, personnel proficiency, and program trends to ensure continual improvement and readiness.
- Contributes to the development of broad policies related to US&R operations, rescue disciplines, training, and deployment.

Other Duties

- Responds to major emergencies and activities as necessary to support operations.
- Prepares technical reports, administrative documentation, statistical summaries, and program analyses.
- Performs other duties of a similar nature or level as assigned.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

Knowledge of:

- Principles, practices, and techniques of technical rescue and FEMA US&R operations.
- FEMA National US&R Response System structure, doctrine, operating procedures, safety requirements, terminology, and communication protocols.
- National Incident Management System (NIMS) and Incident Command System (ICS) requirements.
- Federal grant administration, Cooperative Agreement management, and sponsoring-agency purchasing policies.
- FEMA reimbursement processes, readiness evaluation processes, reporting requirements, and cooperative-agreement performance expectations.

- Budget development and monitoring, modern management and supervisory practices, program evaluation, and organizational administration.
- Disaster preparedness, emergency management, and recovery practices.

Skills required:

- Organizing, coordinating, and managing complex technical rescue and US&R programs.
- Supervising, evaluating, training, and motivating personnel.
- Communicating effectively in oral and written formats, including presentations to diverse audiences.
- Establishing effective working relationships with internal staff, FEMA representatives, other fire departments, external agencies, and the community.
- Using computers, basic business software (Word, Excel, PowerPoint), and general office equipment.

Ability to:

- Function independently as the US&R Program Manager.
- Manage the Cooperative Agreement, ensuring compliance, documentation, and accountability.
- Maintain annual work plans, training cycles, certification schedules, budgetary controls, and program documentation.
- Build partnerships with employee groups, outside agencies, FEMA personnel, and community organizations.
- Provide leadership through planning, organizing, directing, and evaluating program functions.
- Analyze data, identify trends, draw logical conclusions, and develop sound recommendations.
- React calmly and decisively in emergencies, considering hazards and operational needs.
- Prioritize multiple simultaneous demands and meet tight deadlines.

MINIMUM REQUIREMENTS:

- Valid Driver License
- Currently serving as a Staff Captain, Captain or Battalion Chief.
- Nine (9) years in a UFA firefighter position, with two (2) of those as a UFA Captain/Staff Captain, *with* a bachelor's degree (or higher)
OR
- Thirteen (13) years in a UFA firefighter position, with two (2) of those as a UFA Captain/Staff Captain, *with* an Associate degree

Qualifications below must be completed following selection:

- National Incident Management System (NIMS) compliant ICS-400 Advanced ICS for Command and General Staff of NMCG I-400
- A NIMS ICS Command or General Staff All-Hazards or NWCG Command or General Staff training courses
- Federal Cost Principles certification: 2 CFR Part 200 (within three years of selection)

DESIRABLE QUALIFICATIONS AND EXPERIENCE:

- Bachelor's degree (or higher) in Business Administration, Public Administration, Emergency Management, or a related field.
- FEMA US&R Grants Training or experience as a Grants Manager/Assistant.
- Current active member in good standing with UT-TF1.
- Experience as part of a Special Operations Team (HazMat, Heavy Rescue, Water Rescue/Recovery) preferably as a Captain.
- Experience in FEMA US&R deployments, exercises, readiness evaluations, or program administration.

WORKING ENVIRONMENT:

Work is performed primarily in an office environment with routine office hours; however, early-morning meetings, after-hours commitments, and weekend work are common due to TF activities, exercises, and deployments.

Work includes attending meetings, field and classroom training, warehouse operations, and occasional emergency responses to support logistical or administrative requirements.

PHYSICAL AND MENTAL JOB REQUIREMENTS:

The employee must be able to perform each essential function satisfactorily. This position requires:

- Extended periods of sitting, standing, and computer use.
- Regular use of hands, arms, vision, hearing, and tactile functions.
- Exposure to heat, noise, stress, and occasionally to hazardous environments during US&R activities.
- Ability to lift up to 50 pounds frequently and more than 100 pounds on rare occasions.
- Use of protective equipment, including SCBA.
- Occasional exposure to mechanical hazards, heights, smoke, fumes, airborne particulates, chemicals, electrical hazards, and vibration.

The employee must exercise sound judgment, maintain situational awareness, and function with minimal supervision.

IMPORTANT INFORMATION REGARDING THIS POSITION:

This position is funded through a FEMA US&R Cooperative Agreement. Continuation is dependent on annual federal funding. Should funding end or be reduced, UFA's Reduction-in-Force or Bids, Bumps, and Assignments policy will apply.

This position is FLSA Non-Exempt and eligible for overtime.

It is classified as a Category A position for staff vehicle assignment and mobile phone reimbursement.