



STATE OF COLORADO  
invites applications for the position of:

## Section Chief, Wildland Fire Management Section

This position is open only to Colorado state residents.

**CLASS TITLE:** GENERAL PROFESSIONAL VII

**LOCATION:** Jefferson County, Colorado

**PRIMARY PHYSICAL WORK ADDRESS:** 690 Kipling Street, Lakewood, Colorado 80215

**SALARY:** \$6,841.00 - \$8,829.00 Monthly

**FLSA STATUS:** Exempt; position is not eligible for overtime compensation.

**OPENING DATE:** 05/14/14

**CLOSING DATE:** 05/28/14 05:00 PM

**JOB TYPE:** Full Time

**DEPARTMENT INFORMATION:**



The primary mission of the Department of Public Safety is to provide a safe environment for the citizens of Colorado by maintaining, promoting and enhancing public safety through law enforcement, criminal investigations, fire and crime prevention, recidivism reduction and victim advocacy. Currently, the divisions within the Colorado Department of Public Safety consist of the Colorado State Patrol, the Division of Criminal Justice, the Colorado Bureau of Investigation, the Division of Homeland Security and Emergency Management, the Division of Fire Protection and Control, and the Executive Director's Office.

The position as announced below is within the Division of Fire Prevention and Control whose primary mission is to provide leadership and support to Colorado communities in reducing threats to lives, property and the environment from fire through fire prevention and code enforcement; wildfire preparedness, response, and management; and the training and certification of firefighters.

**DESCRIPTION OF JOB:**

This position, Section Chief of the Wildland Fire Management Section, reports to the Director of the Division of Fire Prevention and Control (DFPC). This position provides advice and counsel to the Director of the Division of Fire Prevention and Control in all matters regarding wildfire preparedness, response, suppression, coordination, and management as stated in CRS 23-31-201 as amended by HB12-1283 and counsel on policy and legislation. Provides oversight, supervision and direction to the three Deputy Section Chiefs with program responsibilities in Wildland Fire Planning; Wildland Fire Operations; and Wildland Fire Equipment Logistics. Wildland fire management and coordination is built upon cooperative relationships with all levels of government. Primary responsibility for wildfire response and suppression rests first with chiefs of fire departments and fire protection districts. When wildland incidents exceed local capabilities, statutory responsibility for control or extinguishment of wildland fires rests with the County Sheriff. Fire protection in Colorado requires the ability to utilize expertise and resources from local, state, federal, and tribal governments. The Colorado Department of Public Safety, Division of Fire Prevention and Control may assist in any necessary administrative, technical and planning support, including supervision of suppression activities, at their request of the county sheriff. This position's role is to accomplish this through development of relationships and cooperative delivery of various state-wide wildland and interface fire protection and suppression programs that support both local, county and state government, including DFPC resources, as well as federal resources for delivery of services to the citizens of Colorado.

**MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:**

Graduation from an accredited college or university with a bachelor's degree in forestry, fire science, or fire service administration/management is required. Executive Fire Officer Designation, Chief Fire Officer Designation, Graduate from National Fire Academy's Executive Fire Officer Program, and/or Graduate from Harvard Senior Executives in State and Local Government Program and/or professional experience in the advertised field may be substituted for degree.

A minimum of five (5) years progressively responsible experience in wildland fire program management and/or managing a fire department or like response agency with wildland urban interface issues.

Candidates must be either currently or previously qualified to National Wildfire Coordinating Group (NWCG) standards as either: 1) a Strike Team Leader/Task Force Leader/Division-Group Supervisor or higher in the Operations Section; or 2) an Incident Commander Type 3 or higher; or 3) a Unit Leader qualification or higher in the other Incident Command System (ICS) Sections. NWCG qualifications maintained during the employment period will be based on supervisor input, employee's professional development plans, and current agency needs. Minimum required documentation for pre-requisite wildland fire qualifications includes a Master Record Report from either the Incident Qualification System (IQS) or Incident Qualification and Certification System (IQCS) for previous federal employees. Equivalent FEMA/US Fire Administration certification may be substituted for NWCG qualifications with sufficient wildland fire management experience, knowledge, and skills to perform the job effectively.

Must maintain an appropriate Fitness Level rating for current wildfire qualifications (based on National Wildfire Coordinating Group standards) throughout entire employment period.

A demonstrated knowledge of federal wildland fire policy and programs and of western United States wildfire behavior, prevention and suppression, and forest management practices is required.

Working Knowledge of National Wildfire Coordinating Group standards and qualifications; Knowledge and practice of FEMA Fire Management Assistance Grant (FMAG) process and procedure and associated Stafford Act and federal register rules and regulation; and knowledge and practice of DOI and USDA wildland Fire Policy and programs.

Desirable Attributes:

- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Excellent meeting and team facilitation skills
- Experience in dealing with sensitive/confidential information
- Exceptional customer service ethic
- Self-directed, innovative, and enthusiastic
- Enjoys working with people and respects different viewpoints
- Committed to safety, quality, and professionalism
- Competent, experienced, and confident public speaker/professional presenter
- Experience in effectively documenting accomplishments and accurate record-keeping
- Documented commitment to life-long learning

**SUPPLEMENTAL INFORMATION:**

Applicants must have a valid Colorado drivers license and be a resident of the state of Colorado. Applicants must have the ability and the willingness to travel frequently throughout the state. Applicants must successfully pass a polygraph, an extensive background investigation and a drug test. If you have used any illegal drugs within the past 3 years or have a felony conviction you will be disqualified and will not be hired.

**Notice of Appeal rights**

A standard appeal form is available at: [www.colorado.gov/spb](http://www.colorado.gov/spb). If you appeal, your appeal must be submitted in writing on the official appeal form, signed by you or your representative, and received at the following address within 10 days of your receipt of notice or knowledge of the action: Colorado State Personnel Board/State Personnel Director, Attn: Appeals Processing, 1525 Sherman Street, 4th Floor, Denver, Colorado 80203. Fax: 303-866-5038. Phone: 303-866-3300. The ten-day deadline and these appeal procedures also apply to all charges of discrimination.

If you receive notice that you have been eliminated from consideration for the position, you may protest the action by filing an appeal with the State Personnel Board/State Personnel Director within 10 days from the date you receive notice of the elimination.

Also, if you wish to challenge the comparative analysis process, including conduct or content of an examination, you may file an appeal with the State Personnel Board/State Personnel Director within 10 days from the receipt of notice of elimination from consideration or knowledge of the action you are challenging.

Refer to Chapters 4 and 8 of the State Personnel Board Rules and Personnel Director's Administrative Procedures, 4 CCR 801, for more information about the appeals process. The State Personnel Board Rules and Personnel Director's Administrative Procedures are available at [www.colorado.gov/spb](http://www.colorado.gov/spb).

**HOW TO APPLY:** Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for

ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

**IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:**

Department of Public Safety, 700 Kipling Street, Ste. 1300, Lakewood, CO 80215

**DEPARTMENT CONTACT INFORMATION:**

Sandie Seegmiller, Human Resource Analyst, 303.239.5777

**METHODS OF APPOINTMENT:** Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, at the discretion of the appointing authority, the position(s) may be filled by another method of appointment for a valid articulated business reason.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.colorado.gov/jobs>

Position #RAA 00121 5/2014

SECTION CHIEF, WILDLAND FIRE MANAGEMENT SECTION  
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THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

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