



ASPEN FIRE PROTECTION DISTRICT

Job Description

Position:	Lieutenant - Wildland
Staff Member Type:	Career
FLSA Status:	Full-Time; Non-Exempt
Reports To:	Battalion Chief - Wildland
Department:	Operations
Supervisory:	Yes

GENERAL STATEMENT:

The Lieutenant of Wildland (LT-W) provides leadership, coordination, and oversight of wildland fire management activities for the Aspen Fire Protection District (AFPD). Working under the direction of the Battalion Chief – Wildland, this position supports and advances the District’s wildland fire program through operational readiness, response preparedness, project management, contractor relations, mitigation and fuels management initiatives, community education, and comprehensive wildland training programs.

The LT-W assists in ensuring AFPD’s wildland program aligns with District strategy, core values, interagency standards, and industry best practices. This position provides day-to-day leadership and coordination of wildland operations and preparedness efforts while fostering a safety-driven, professional, and people-first environment. This position will fill operational and oversight duties of the BC-W in their absence.

The Lieutenant of Wildland serves as a subject-matter expert in wildland fire operations, providing guidance on tactics, training, and program implementation. The LT-W represents the District in local and regional wildland coordination efforts, supports interagency partnerships, and contributes to regional preparedness and collaboration.

The LT-W is expected to exemplify AFPD’s core values, with a strong emphasis on people, safety, integrity, service, and professionalism. This position plays a critical role in shaping a resilient, prepared, and community-focused, agency connected and oriented, wildland fire program.

SUPERVISORY AUTHORITY:

This position supervises assigned personnel, supports professional development, and promotes accountability, operational excellence, and continuous improvement. The LT-W plays a critical role in strengthening a resilient, prepared, and community-focused wildland fire organization dedicated to protecting the people, property, and environment of the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties of this position may change based on the needs of the District and direction from the Battalion Chief – Wildland and Fire Chief. Specific responsibilities include, but are not limited to:

Wildland Response Preparedness & Operations

- Assist the Battalion Chief – Wildland in maintaining year-round wildland response preparedness, including staffing coordination, equipment readiness, apparatus preparation, and seasonal operational scaling.

- Lead and participate in local and regional initial attack, extended attack, mop-up, patrol, and all-hazard incidents as assigned.
- Serve in supervisory or assigned ICS roles on wildland and all-hazard incidents.
- Support development and implementation of wildfire response plans, pre-incident planning, and evacuation coordination.
- Participate in the development and management of Aspen Fire's wildland fire crew. Including full-time employees, seasonal crew members, and others, including hiring and management.
- Respond to local, regional and national wildfire assignments as qualified and assigned.
- Participate in after-action reviews and support continuous improvement efforts.
- Complete required incident documentation, including fire billing and assignment reporting.
- Support a daily briefing program to be used during fire season that communicates fire weather, fire activity, resource status, national, state, and local situation reports, safety topics and other applicable topics. These briefings must be made available to the entirety of our operational personnel whenever possible.
- Coordinate closely with the BC-W and the AFD shift commander daily to ensure operational alignment and excellent communication.
- Assist in the management and oversight of the fire department's wildland firefighting drone program, including all applicable training, compliance, maintenance and operational aspects.

Mitigation, Fuels Management & Community Risk Reduction

- Assist with coordination and implementation of AFD's fuels reduction and mitigation programs, including defensible space, chipping programs, pile construction and burning, and mechanical treatments.
- Support home assessments and community wildfire risk reduction initiatives.
- Collect and maintain fuels moisture data and related records to support operational readiness and decision-making.
- Coordinate assigned mitigation projects in collaboration with local, state, and federal partners.
- Ensure mitigation activities align with AFD's Community Risk Reduction (CRR) philosophy and District standards.
- Participate in robust projects, operations, and other planning processes during months of lower fire activity, ensuring readiness and preparation.

Education & Community Engagement

- Support delivery of public education programs related to wildfire preparedness, defensible space, evacuation readiness, and fire-adapted communities.
- Participate in community meetings and outreach efforts as assigned.
- Contribute to weekly or seasonal agency communications regarding wildfire conditions and preparedness.

Training & Professional Development

- Coordinate and manage training for the wildland division to ensure compliance with NWCG, state, and AFD standards.
- Track personnel qualifications and assist in maintaining required certifications and task books.
- Lead and participate in wildland drills, simulations, and joint training exercises.
- Promote best practices in wildland suppression and mitigation operations.
- Supports and participates in a culture of fitness and wellness by taking personal initiative to maintain physical fitness and overall wellness appropriate to the demands of the position.

- Assist in the creation and implementation of a crew fitness program specifically tailored to the needs of a wildland fire crew ensuring excellent physical fitness for all members while focusing on injury prevention and operational readiness.

Personnel Leadership & Culture

- Provide direct supervision and leadership to assigned personnel and fuels crews.
- Lead with a people-first environment emphasizing health, safety, professionalism, accountability, and respect.
- Mentor personnel and support professional growth and development.
- Address performance, conduct, and wellness matters in accordance with AFD policy and under the guidance of the Battalion Chief – Wildland.
- Foster collaboration between wildland and all-hazard personnel to maintain an integrated all-hazards response model.

KNOWLEDGE, SKILLS & ABILITIES:

- Strong leadership, decision-making, management, and strategic planning skills.
- Exceptional verbal and written communication abilities.
- Proficiency in developing, implementing, and managing policies and procedures, managing budgets and leading complex programs.
- Advanced knowledge of wildland fire suppression, preparedness, mitigation, and training programs.
- Strong command presence and decision-making abilities in complex, high-risk environments.
- Skill in building effective teams, managing change, fostering positive culture, building partnerships, and represents the organization professionally.

EQUIPMENT, ENVIRONMENT, MENTAL & PHYSICAL ACTIVITIES:

- Ability to work in office and emergency response environments.
- Must be in excellent physical condition and be able to pass appropriate medical and physical examinations.
- Must be able to supervise or perform emergency scene duties safely and effectively while wearing all required personal protective gear, including self-contained breathing apparatus.
- Must be able to perform prolonged, possibly strenuous work, under adverse emergency conditions involving physical and mental stress.
- Driving: Must be able to operate vehicles in the normal course of duties.
- Office equipment: Able to operate a copier, fax, calculator, printer, scanner, phone and cell phone.
- Computer equipment: Able to operate a personal computer, laptop computer, tablet, Microsoft Office, and other software used in the profession and department.
- Other equipment: Able to operate Fire Fighting and medical equipment, tools; radios and pagers; district vehicles, apparatus and equipment.
- Language skills: Reads, interprets, and analyzes technical documents, codes and regulations, and professional journals; writes reports, business correspondence, procedures, and proposals; presents information and responds to questions individually and in small or large groups.
- Mathematical skills: Performs mathematical calculations utilizing basic mathematical calculations and formulas.
- Reasoning ability: Applies the principles of logic, scientific and medical thinking, and fire science judgment to a wide range of intellectual and practical problems using multiple, complex abstract and concrete variables in order to collect data, establish facts, and draw valid conclusions.

- Physical activities: Sits for several hours at a time; may walk, stand, bend, stoop, reach, climb, carry and lift for short to long periods of time.
- Lifting: May lift/carry and push/pull up to 100 pounds and occasionally lift or move up to 180 pounds.
- Vision and hearing: Must be able to read paper and electronic documents. Must be able to differentiate colors and shades of color, use peripheral vision and depth perception; must be able to see at night and/or in dark spaces. Must be able to hear sufficiently to converse with others and participate in meetings with large and small groups. Must be able to distinguish odors.

Note: Reasonable accommodation and consideration may be given for an otherwise qualified individual with a disability.

MINIMUM REQUIREMENTS:

- Be at least 21 years old
- High school diploma, GED or higher from an accredited educational institution
- Minimum of 5 years of firefighting and/or EMS service with increasing responsibility in fire suppression, emergency medical response or fire prevention.
- Possess and maintain a valid Colorado Driver's License with satisfactory driving record or be able to obtain within 30 days of employment.
- Ability to successfully pass a background check commensurate with the position of public trust associated with firefighters and the fire service.
- Extensive, progressive experience in wildland fire operations, management, and leadership at the local and national level.
- NWCG FFT1 certification
- NWCG Qualifications: FAL3
- NWCG Qualifications: ICT5
- NWCG Engine Boss (ENGB) (or higher) or be able to obtain within 18 months of hire.
- Demonstrated experience in wildland training coordination, fuels management, and interagency operations.
- Ability to successfully pass a background check commensurate with the position of public trust associated with firefighters and the fire service.
- Valid Colorado Emergency Medical Technician (EMT) or National Registry EMT certification and be able to obtain Colorado licensure within (2) months of hire
- Valid BLS for Healthcare Provider card or equivalent
- ICS 100, 200, and NIMS 700 & 800 certifications

Any equivalent combination of experience, training, or education which provides the knowledge, skills, and abilities necessary for this position may be considered.

PREFERRED QUALIFICATIONS:

- Associate degree or higher from an accredited educational institution, preferably within Fire Science, Public Administration, Business or Emergency Services
- Agency Burn Boss (RXB3)
- Classes: S-211, S-212, S-215, S-219, S-230, S-231, S-260, S-270, S-290 and L280
- Experience in WUI-focused fire districts or mountain environments.
- Valid Colorado, IFSAC or ProBoard Firefighter I certification (or higher)
- Valid Colorado, IFSAC or ProBoard Fire Officer I certification (or higher) or approved equivalent.
- Valid Colorado, IFSAC or ProBoard Fire Instructor I certification (or higher) or approved equivalent

- Valid Colorado, IFSAC or ProBoard Hazardous Materials Operations certification or approved equivalent
- ICS 300 & 400

SPECIAL REQUIREMENTS:

Must be able to respond to emergency incidents and fulfill incident command responsibilities when assigned or needed, as determined by the CEO/Fire Chief, including during off-duty hours. The LT-W is responsible for maintaining reliable transportation, communication, and availability necessary to meet these response expectations within a reasonable time.

HOURS AND WORK SCHEDULE

This is a non-exempt position that includes work during daytime hours, with evening, night, weekends and/or holidays should the need arise. This is a 40-hour per week position. This work may be required in emergency conditions, which might involve extreme danger and exertion under hazardous conditions (flames, smoke, hazardous materials, cramped conditions, charged or oxygen-deficient atmospheres, downed power lines, victims with severe injuries and/or death, and inclement weather, etc.).

NOTE:

Essential function, as defined under the Americans with Disabilities Act, may include the above listed tasks, knowledge, skills, and other characteristics. The list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.

The District reserves the right to change, update and/or amend this job description as the needs of the organization changes.

ACKNOWLEDGEMENT:

I have read, understand, and agree to comply with the contents of this job description and understand that employment with the Aspen Fire Protection District is terminable at will of either the employee or the Fire District, at any time, without notice, without cause and/or without any specific disciplinary procedure.

Print Name: _____

Signature: _____ Date: _____