

JOB DESCRIPTION



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JOB TITLE Burn Crew Manager
JOB FAMILY Conservation
JOB NUMBER 450007
SALARY GRADE 4
STATUS Hourly
DATE July 1, 2014

SUMMARY

The Nature Conservancy's Kentucky Business Unit is seeking a full-time/seasonal Burn Crew Manager for the upcoming spring 2017 burn season. This position will begin January 15, 2017 and end June 15, 2017 unless other arrangements are agreed upon. The Burn Crew Manager oversees a squad (4-8 Burn Crew Members) in wild land fire activities, as directed by a Burn Boss, or other command position. Housing will be available at the duty station in Hart County, Kentucky. Frequent travel is required.

The Burn Crew Manager participates in preparing fire lines, maintaining equipment, post-burn monitoring, fire plan preparation, logistical coordination, and other tasks. Will perform other preserve management and restoration duties when conditions are not conducive to prescribed fire.

ESSENTIAL FUNCTIONS

As part of the incumbent's ongoing professional development, he/she will be responsible for keeping abreast of new burn techniques and equipment to enhance skills and maintain/grow professional fire certification credentials. In addition, they shall work to build and maintain relationships in the professional fire community and in the local community where the Conservancy works. This may include participation in wild land fire suppression activities in partnership with other non-profits, local fire departments, and local, state and federal agencies, either as a TNC employee, or as a volunteer or short term employee of the partner entity (such as an Administratively Determined, short term federal employee).

RESPONSIBILITIES & SCOPE

- Function as both leader and member of a work team, in a high stress team environment.
- Convey work instructions to Burn Crew members and follow instructions from the Burn Boss.
- Monitor the progress of Burn Crew Members toward achieving fire management goals.
- Makes decisions on the fire line based upon evaluation of fire behavior, available resources and judgment.
- Perform other preserve management duties when conditions are not conducive to prescribed fire.
- Ability to perform heavy physical work in variable weather conditions, at remote locations, on difficult and hazardous terrain, and under physically demanding circumstances.

MINIMUM QUALIFICATIONS

- High school diploma and 1 year training in fire operations or other science-related field or related experience in land management.
- Qualified Fire Fighter Type 1 (Squad Boss) and successful completion of FFT1 task book. Requirements for FFT1 can be found in the Conservancy Fire Management Manual at: <http://www.tncfiremanual.org/SquadBoss.htm>.
- Experience operating and maintaining various types of equipment.
- Experience supervising staff is required
- May be required to obtain related licenses and certifications such as CPR, Driver's license, and herbicide application.
- Must achieve physical fitness standards as set by local Fire Manager.

PREFERRED KNOWLEDGE, SKILLS & EXPERIENCE

- 1-2 years training in fire operations or other science-related field or related experience in land management.
- Ability and willingness to work in a team environment.
- Ability to evaluate inputs in a rapidly changing work environment and make decisions that affect the safety and work of firefighters within squad.
- PC familiarity, including database knowledge, in order to maintain preserve records.

ORGANIZATIONAL COMPETENCIES

Accountability for Outcomes	Pushes for excellence. Establishes challenging goals for self and others to drive performance in support of the Conservancy's mission. Rewards behavior that achieves these standards and is aligned with the organization's mission/ values. Takes action to address performance problems in a timely and appropriate manner.
Builds Organizational Capability	Builds or adapts organizational structures to accomplish the mission and to improve performance. This includes reorganizing organizational systems, structures, processes, procedures, communication channels or reporting relationships. With the Conservancy's strategic filter in mind, determines who can contribute, gets the right people involved, and builds bench strength for the future.
Collaboration & Teamwork	Shows a willingness to put the needs and goals of a global organization before personal/local/departmental needs. Works with others across organizational boundaries. Makes decisions, sets priorities, and allocates resources to help the organization as a whole achieve results.
Communications	Effectively expresses messages verbally and in writing. Actively listens to others. Fosters open exchange of issues. Is timely with information.
Courage & Decisiveness	Makes decisions and stands by them. Makes timely decisions even under pressure and when lacking complete information. Has the courage to modify decisions and admit why and how they were wrong.
Flexibility & Innovation	Flexible to changing circumstances. Takes innovative approaches towards work. Takes calculated risks and makes dependable decisions in the fact of uncertainty.
Influences for Results	Achieves results by persuading, convincing, or influencing others. Adapts approach to the individual or group and knows how and when to use complex influence strategies. Uses success stories and passion for the mission to generate enthusiasm and support.

Open to Learning	Versatile learner and committed to self-improvement. Employs strengths effectively. Willingly shares knowledge with others. Seeks coaching on areas needing improvement. Adjusts behavior/performance as needed. Views mistakes as learning opportunities.
Organizational Awareness	Understands the basics of our business. Knows how local job relates to the big picture & contributes to the overall strategy. Knows how/why things work inside TNC. Easily moves through internal networks and channels for success.

This description is not designed to be a complete list of all duties and responsibilities required for this job.

The Nature Conservancy is an Equal Opportunity Employer. Our commitment to diversity includes the recognition that our conservation mission is best advanced by the leadership and contributions of men and women of diverse backgrounds, beliefs and cultures. Recruiting and mentoring staff to create an inclusive organization that reflects our global character is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientations, gender identities, military or veteran status or other status protected by law.