

# JOB DESCRIPTION



**JOB TITLE** Burn Boss – As Needed  
**JOB FAMILY** Conservation  
**JOB NUMBER** 450007  
**SALARY GRADE** 4  
**STATUS** Hourly  
**DATE** September, 2016

**SUMMARY** The Nature Conservancy’s Kentucky Business Unit is seeking an As-Needed Prescribed Fire Burn Boss (RXB2) to assist with fire operations during the spring 2017 prescribed fire season. This position will run from January 16-June 16, 2017. The Burn Boss directs prescribed fire operations and oversees training and qualifications of crew members at the local level. Frequent travel is required.

**ESSENTIAL FUNCTIONS** The Burn Boss directs prescribed fire operations; coordinates fire suppression activities, and may develop or review Prescribed Burn Unit Plans and Site Fire Management Plans. S/he is responsible for safe and effective fire operations, administers physical fitness testing, trains and organizes crew; conducts annual refresher training, and maintains documentation files for crew member training and qualifications. The Burn Boss evaluates trainees and certifies task books for positions up to RXB2. S/he may perform other preserve management duties when conditions are not conducive to prescribed fire. 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.
  - Must meet NWCWG qualifications for RxB2, including coursework and experience requirements. See the Conservancy’s Fire Management Manual for a full explanation of qualification requirements: <http://www.tncfiremanual.org/BurnBoss.htm>.
  - Experience directing prescribed fire operations.
  - Experience operating and maintaining various types of equipment.
  - Must achieve physical fitness standards as set by local Fire Manager.
  - Experience training and supervising staff and burn crew members.
  - Experience leading effectively in stressful situations.
  - May be required to obtain related licenses and certifications such as CPR, Driver’s license, and herbicide application.

- PREFERRED KNOWLEDGE, SKILLS & EXPERIENCE**
- Bachelor’s degree in science-related field and 3 years related experience in fire operations or ecological land management or equivalent combination of education and experience.
  - 3 to 5 years related experience in fire operations or ecological land management or equivalent combination of education and experience.
  - Ability and willingness to work in a team environment.
  - Relationship building and negotiation skills.
  - Communicating clearly via written, spoken, and graphical means in English and other relevant languages.
  - Ability to evaluate inputs in a rapidly changing work environment and make decisions that affect the safety and work of firefighters within squad.
  - Ability to recognize plant and animal species for executing an ecologically appropriate fire regime.
  - Knowledge of ecological land management principles.
  - Experience using applications such as Microsoft Word, Excel, and Web Browsers)

**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 face 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.*