# Job Title: Squad Lead

**Job Description:**
Audubon Canyon Ranch’s Prescribed Fire Squad Lead is an integral part of a team of highly motivated and committed employees who work closely together and with private landowners, government agencies, other organizations, and the community to bring “good fire” to the landscape in service of ecological health and community safety. The Squad Lead, under direction of the Crew Lead, supports the supervision and training of a 12-person Prescribed Fire Module, which includes five Prescribed Fire Apprentices and four Prescribed Fire Practitioners. The Crew will work on projects related to fuels treatments, ecological monitoring, prescribed burn planning and implementation, and fireline leadership. The Squad Lead will direct crew members on prescribed burns, including preparation of fire lines, equipment maintenance, post-burn monitoring and other prescribed fire and vegetation management related tasks. The Squad Lead directs and mentors Crew members on and off the fireline and supports instruction of fireline courses and workshops.

The Squad Lead will work to build and maintain relationships in the professional fire community and in the local communities where they are assigned. This may include participation in wildland fire suppression activities in partnership with other non-profits, local fire departments, and local, state, and federal agencies, either as an Audubon Canyon Ranch employee or as a or short-term employee of a partner entity (such as an Administratively Determined short-term federal employee).

## RESPONSIBILITIES

### Leadership of Prescribed Fire Apprentice/Practitioner Squad

- Ensures that safety standards, vehicle protocols, and organization policies are followed.
- Function as both a leader and member of a work team in a field-based, sometimes high-pressure environment, making decisions on the fire line based upon evaluation of fire behavior, available resources, and knowledge of Crew members’ skills.
- In collaboration with Crew Lead, supports the training and development of Crew members including performance reviews, workforce development activities, etc.
- Directs Crew members in maintenance/management of tools, gear, and equipment.
- Manages hours-tracking, timesheets, and overtime for self and squad.
- Keeps Crew Lead apprised of Squad updates with regular check-ins.
- Contributes to the drafting of burn plans and preparation of maps, SMPs, IAPs, etc.

### Other Duties

- Administrative responsibilities include data entry and expense tracking.
- Attends fire courses and completes occasional wildfire/TREX assignments as needed to support professional development and partnering organizations.
- Participates in meetings, retreats, initiatives, committees, and events as appropriate, contributing to meeting strategic outcomes and a collaborative team dynamic.
- Cooperates with and assists in leadership of the Good Fire Alliance. Works towards Burn Boss qualification; keeps up with new burn techniques and equipment to enhance skills and maintain/grow professional fire certification credentials.

<table>
<thead>
<tr>
<th><strong>Job Location:</strong></th>
<th>Headquarters based in Petaluma, CA. Additional travel throughout North San Francisco Bay Area and beyond.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Supervisor:</strong></td>
<td>Crew Lead</td>
</tr>
<tr>
<td><strong>Supervises</strong></td>
<td>4-to-5-person Prescribed Fire Module Squad</td>
</tr>
<tr>
<td><strong>Working Conditions:</strong></td>
<td>This position includes indoor and outdoor work in all weather conditions and many types of terrain. Extra hours during peak seasons. High-intensity work on/around wildland fire and direct exposure to heat and smoke and in high temperatures</td>
</tr>
<tr>
<td><strong>Degree/Years of Experience:</strong></td>
<td>Minimum 3 years of prescribed or cultural fire use, fire suppression <strong>AND</strong> knowledge of fire ecology <strong>AND</strong> experience leading field-based teams <strong>AND THESE QUALIFICATIONS/COURSES:</strong> FFT2 S-290 S-212</td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td>Variable hours worked across seasons, attendance at occasional fire courses and wildfire/TREX assignments.  CA Driver’s License</td>
</tr>
<tr>
<td><strong>Employment Status:</strong></td>
<td>Regular, full time, exempt</td>
</tr>
</tbody>
</table>
Required Skills and Qualifications

- Consistent and proven track record of professional, competent, friendly, and diplomatic interactions with all stakeholders.
- Experience working collaboratively with non-profit organizations, landowners, and agencies.
- Must achieve physical fitness standards Arduous as established by the National Wildfire Coordinating Group
- Basic proficiency with GIS, and basic computer literacy with Office 365 (Word, Excel, Outlook, OneDrive), Adobe PDF, and Dropbox.
- Familiarity with Northern California vegetation, fire regimes, and wildland fire behavior.
- Strong written and verbal communication skills.
- Ability to exercise sound judgment, employ proper safety measures, and show appropriate levels of problem solving.
- Superior and consistent attention to detail with commitment to continuous improvement.
- Ability to learn new skills as needed.
- Demonstrates commitment to the values and mission of Fire Forward and Audubon Canyon Ranch.

Additional Preferred Qualifications

- Qualified Fire Fighter Type 1 (Squad Boss)
- Bilingual in Spanish and English
- Demonstrated ability to plan and coordinate prescribed fire and fuels treatment projects, including coordination with appropriate fire agencies, permitting agencies, contractors, partners, neighbors, and members of the community.
- Familiarity and competency with NWGC courses and qualifications system.
- Familiarity with CEQA requirements and process.
- M-410 Completion certificate and/or State Fire Training Instructor qualified

Essential Physical Requirements
The Squad Lead must be able to maintain a high level of physical fitness. Demonstrated ability to pass the arduous pack test consistently and successfully is a requirement of the Crew Lead position. The Crew Lead should strive for, meet, or exceed the additional fitness standards expected of Wildland Fire Module personnel (1.5 mile run in a time of 11:00 min or less; 45 sit-ups in 60 seconds; 25 pushups in 60 seconds; 7 pull-ups in 60 seconds). The Squad Lead must be capable of frequent and repetitive use of hands, in addition to vision, hearing, speech/language processes.