



**MEETING DATE:** February 4, 2026

**AGENDA ITEM:** 5. Approve Job Descriptions: Administrative Assistant (Wildland) and Seasonal Firefighter

**FROM:** Jack Rosevear

**RE:** Approval of Job Descriptions and Authorization to Hire: Seasonal Firefighter and Administrative Assistant (Wildland)

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### **REASON FOR RECOMMENDED BOARD ACTION:**

New position creation for staffing in the Plumas National Forest (PNF) under a new contract with the USFS. The District will staff a Type 3 fire engine to support USFS staffing for Fire Season 2026.

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### **BACKGROUND:**

At a Board Special Meeting on July 18, 2025, the Board approved an operational contract with the USFS Plumas National Forest (PNF). The contract allows the USFS to reimburse the District for approved fire operations in the Forest, use of the Grizzly Road Fire Station by USFS employees, establishment of mutual threat zones, response to incidents, etc. The District has the opportunity to assist with PNF fire season staffing. In the course of a fire season, the PNF hires a number of additional fire engines (local government or private) to supplement USFS staffing for daily operations and special weather event, such as lightning and high winds.

A Fire District Type 3 engine with a crew of 5 is expected to begin staffing in late June or early July, based on weather and potential fire activity. The crew will work in two week cycles (2 weeks on- 2 weeks off). Two crews and several reserves will be needed to maintain the consistent staffing expected by the USFS. Staff researched job descriptions of other fire districts and have created a job description offered for Board approval.

The full time staffing during the summer and fall months will require the assistance of administrative support for billing, crew support and functions related to wildland fire response. This includes training qualification entry into the new OES required IQS software system, generating resource orders and much more. To support a seasonal wildland program in the PNF, adequate administrative support must be given to successfully maintain all requirements and to document time and resources for contract compliance and timely reimbursement.

It is anticipated we will need to hire six full time seasonal firefighters (minimum) and at least four part time reserves. These numbers may change slightly as the program becomes fully organized.

The Administrative Assistant position is proposed to be a shared position with the Peninsula FD and Plumas County Chiefs Association. Peninsula will use the position for administrative support, including managing payroll. The position will assist all Plumas Fire Districts/Departments with wildland credential management in the IQS system, as well as support during fire season, assisting with training class organization.

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## **FISCAL IMPACT:**

Positive fiscal impact. Personnel costs for the seasonal program with the PNF will be reimbursed at OES base rates (paid with regular time and overtime). The program will be self supporting and is anticipated to generate \$565,000 if the engine and crew sustain continual staffing for five months. Additional reimbursement may be seen Revenue would be reduced by approximately \$14,000 per week if fire season ends early (at some point in November).

The Administrative Assistant position cost is \$54,347.60 per year- 32 hours per week- no benefits. Annual position cost is shared by the Peninsula Fire District (\$29,515.20-55%) and the Plumas County Fire Chiefs Association (\$5,366.40-10%). Administrative fees from the PNF staffing proposal is estimated at \$73,608. Estimates do not include any revenues generated by OES prepositions or deployments, which generated \$614,458 in the current budget year. We will continue to participate in OES preposition assignments.

The proposed positions will be self sustaining with no expense to the District's base budget.

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## **IMPACTS TO THE CUSTOMER:**

Positive impacts regarding additional District staffing for regular operations and the building of stronger relations with the PNF. Positive budget impact with additional revenue to improve District operations and staffing.

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## **RECOMMENDATION:**

Approve the submitted positions and authorize staff to move forward with hiring the Administrative Assistant at the first pay period of May (May 4, 2026). Approve hiring of the Seasonal Firefighters by 6/14/26. The end of the last pay period of the Fiscal Year is June 27, 2026. The majority of PNF staffing expenses will come from the new 26/27 budget.

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## **ATTACHMENTS:**

- A. BKK SEASONAL FIREFIGHTER JOB DESCRIPTION
- B. JOB DESCRIPTION WILDLAND ADMIN ASSIST - FINAL



## Job Description

**Title:** Seasonal Firefighter

**Reports to:** Engine Boss

**FLSA Status:** Non-Exempt

**Safety Sensitive:** Yes

**Schedule:** Seasonal Full-Time

**Classification:** Firefighter

**Probation:** N/A

**Pay Range:** \$18.50 per hour (overtime after 106 hours worked in a two-week pay period)

### General summary of the role

The Seasonal Firefighter performs fire suppression, rescue, public assistance and vegetation management projects for wildland fire safety and forest health. Participate in emergency incidents to the extent qualified per NWCG Red Card 310-1 requirements.

Under the direction of the Fire Captain/Engine Boss, employees of this class are directed in fire suppression activities, emergency response to various incidents such as wildland fires, structure fires, medical emergencies, vehicle accidents, etc. Implement fuels management operations including thinning, slash and wood management, prescribed burning, and other duties as assigned. The nature of this work is such that considerable initiative and independent judgment are exercised in the performance of duties. Heavy physical exertion is required on a daily basis.

### Job Responsibilities:

*The following duties are typical types of duties performed by the Seasonal Firefighter. These are intended as examples only and are not to be interpreted as exclusive or inclusive of the Seasonal Firefighter's duties.*

- When directed or requested, responds to All Risk and Wildland Fire emergencies as part of a team and performs fire suppression, control and containment of hazardous situations, and fire prevention activities under a variety of conditions and environments
- Evaluate fire and hazardous situations and determine appropriate equipment and techniques to combat and control the situation(s). Participates in EMS rescues, and extrication activities. And under direction, may participate in fire prevention activities, public education activities, or other types of programs
- Implements fuels management projects, with attention to accuracy, detail, and safety
- Participate in training in fuels management techniques, forest health, equipment use and safety, wildland firefighting techniques, and other All Risk areas
- Conducts the cleaning and maintenance of the workstation, and all apparatus, equipment, and supplies assigned as well as personal safety equipment, and inventory of such equipment and supplies. Operates all assigned equipment in a safe and efficient manner
- Attends meetings and undertakes special projects as assigned. Prepares and presents oral and written reports when assigned
- Provides excellent customer service to both internal and external customers
- May perform duties of the Squad Boss in his/her absence
- Performs other duties as assigned

**Desirable Qualifications:**

- Minimum of 18 years of age.
- High school diploma or equivalent education.
- Knowledge of and demonstrated ability in wildland firefighting, especially as it relates to the wildland-urban interface.
- Knowledge of and ability to implement forestry and fuels management practices, especially those related to hazard reduction efforts.
- The safety practices, uses, and operating methods of apparatus, equipment, and supplies used in fuels management treatments, wildland firefighting, and All Risk operations.
- Ability to establish and maintain effective working relationships with fire district staff, other employees, the public, and outside agencies.
- Knowledge of the safety practices, uses, and operating methods of apparatus, equipment, and supplies used in fuels management treatments and wildland firefighting operations.
- Ability to learn in the field and a classroom setting.
- Ability to adapt to and work in a variety of outdoor environmental conditions routinely faced in fuels management and wildland firefighting operations.
- Ability to understand written and oral instructions.
- Ability to read and interpret topographical maps.
- Ability to work as part of a team.
- Understanding of the Incident Command System.
- Successful completion of a Firefighter 1 academy.
- EMT, EMR or Public Safety First Aid certification.

**Licenses and Certifications:**

- Possession of a valid Class C driver's license.

**Working Hours:**

The position consists of hourly, at-will, employees. Work hours will normally involve two consecutive weeks per month (14 days), 12-16 hour work days, but are variable and may include weekends, evenings, and/or holidays. Occasional 24-hour shifts may be required, for extreme weather periods, or fire incident deployment. The length of employment is expected to last approximately 5 months but may vary and, ultimately, will be determined by the Fire Chief, considering workload, fire season status, and other factors.

While on the two week deployment schedule, the expectation is that the engine crew stays together during the evening hours between work days, in the event the engine is subject to recall for emergency incident response.

**Physical Requirements and Working Conditions:**

- Maintain physical abilities and stamina to perform job tasks, including vision, hearing, body mobility, manual dexterity, and ability to work in various conditions.
- Ability to pass wildland fire physical fitness qualification test (pack test – arduous) during the candidate selection process and maintain fitness qualification on at least an annual basis to retain NWCG Red Card Qualifications per PMS 310-1.
- Must not pose a direct threat to themselves, others, or public safety.
- This role is a designated safety-sensitive position and therefore subject to the following drug and alcohol tests; (1) Pre-employment, (2) reasonable suspicion, (3) post-accident or incident, and (4) return-to-duty or follow-up.

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be provided to enable individuals with disabilities to perform essential job functions.*

**Note: This job description is subject to change and may not encompass all duties related to the position.**



## Administrative Assistant (Part Time- 32 hours) WILDLAND ADMINISTRATIVE SPECIALIST

### I. Description

Under the direction of the Fire Chief and in line with the mission and goals of the Beckwourth Peak Fire Protection District to deliver fire and rescue services to the residents and commercial entities that operate in the District Boundaries, the Administrative Assistant;

- a) Is responsible for ensuring the efficient and orderly day-to-day operations of the District office with minimal supervision.
- b) Assess, identify, develop, and implement measures to provide efficient delivery of administrative services to the District Board, Staff and the Public.
- c) Works closely with the Fire Chief, accounting consultant, and auditor.
- d) Performs a variety of duties relating to the resolution of customer problems, provides information requested by customers and other members of the public having an interest in District affairs; in some instances, refers issues to the Fire Chief and staff.
- e) Assists the Board President and Fire Chief with preparing and posting agendas, transcription and editing of minutes, prepares drafts of agenda items requiring action by the Board, gives information to organizations, employees, customers and the general public regarding District matters, prepares correspondence and maintains files on official actions.
- f) Works to build a consensus among District personnel, through an exchange of ideas and facts, to facilitate the successful implementation of administrative operations.
- g) Provides coordination and acts as an administrative liaison among vendors, employees, and volunteers.
- h) Assists the Fire Chief with the solicitation coordination and evaluation of bids/quotes necessary for Fire District contracts, materials, supplies, equipment, etc.
- i) Effectively works as a member of a problem-solving team to resolve, within set time schedules, a variety of accounting and administrative tasks.
- j) Works independently with minimal supervision.
- k) Provides administrative backup support to the current BPFDPD Administrative Assistant, as needed.
- l) Assists other Fire Districts with specific administrative duties as assigned.
- m) May work at remote locations or from home, as needed. Work hours are variable.

## II. Specific Duties

Under the direction of the Fire Chief, job duties include but are not limited to the following:

- Responds to requests for information from Board members, staff, consultants, constituents, property owners, vendors, and the general public as they pertain to District activities and responsibilities.
- Coordinates day-to-day office administrative operations.
- Operation and maintenance of the Quick Books program.
- Operation of personnel scheduling software.
- Maintains and updates the BPFPD website.
- Creates, maintains, and updates the office procedures manual.
- Maintains and regularly backs up District computer files.
- Maintains District administrative office filing system.
- Picks up and processes District mail and attends to email and telephone calls and/or directs inquiries to appropriate District personnel.
- Responds to phone calls relating to District services and coordinates, in consultation with the Fire Chief, assistance, as needed.
- Prepares and codes invoices for payment.
- Posts District Board meeting agendas.
- Updates District website as needed.
- Manages DMV registration and titles of District vehicles.
- Prepares memos and letters for the Fire Chief, as needed.
- Distributes District communications to property owners and partner agencies.
- Assists with administration of Lexipol and Target Solutions programs.
- Maintains District office supplies.
- Assists with preparation of operational reports and correspondence, as necessary.
- Interface with County officials and database consultants to manage special fire assessment tax assessment program and database.
- Assists in preparation and submittal of the annual Fire Parcel Tax Assessment Roll report for Plumas County. Coordinates any exemption requests with the Fire Chief.
- Tracks District operational finances, issuing payroll and vendor payments.
- Uses QuickBooks program, to track finances, reconcile accounts, manage deposits, and generate financial reports.
- Maintains access, training and record keeping responsibilities for Firefighter qualifications in the database systems known as IROC and IQS.
- Creates and tracks official resource orders in IROC for firefighter deployments in the Plumas National Forest, Plumas County and out of county assignments for fire crews operating fire engines, water tenders and individual deployment assignments, including Incident Management Team personnel. Serve as a dispatcher for prepositions and deployment assignments. Assists with logistics coordination for resources responding to an incident
- Assists with training class administrative duties, such as attendance sign-up, fee collection and course completion certificates.
- Coordinates time records and preparation of invoices for the contractual agreement with the Plumas National Forest to respond to incidents and assist with Forest fire protection coverage.

- Assists with the organization and distribution of documentation materials for the Plumas County CICCS Committee responsible for validation of training requirements for incident management and specialty position personnel.
- Prepares invoice information into the OES MARS system for incident reimbursement. Maintains up to date information in the MARS system, such as salary surveys and other required information.

III. Required/desired Qualifications

High school diploma, or equivalent, with at least two years of directly related office experience; proficiency in computer skills including MS Word and MS Excel; ability to use office equipment; proficient writing skills and the ability to communicate with a variety of people including District personnel and the general public. Experience in QuickBooks financial management program..

Experience in an administrative or clerical role for a public agency and knowledge of laws and regulations governing special districts is desired.

Knowledge of the State of California Brown Act to ensure compliance within the District.

Position requires a high level of concentration, attention to detail and strong writing skills necessary to produce reports, correspondence, and documents. The ability to work independently, provide self-direction and exercise good judgment is required.

Knowledge of the IQS, IROC and MARS database systems for firefighter qualifications and incident reimbursement. Knowledge of creating invoices for incidents and staffing within the USFS National Forests.

Knowledge of fire service organization and management related to wildland incident tracking and expense reimbursement.

Must possess a California driver's license and have a satisfactory driving record.

IV. Physical Demands

Sitting, standing, twisting, close vision; occasionally lifting up to 25lbs; use of hands and fingers to handle or feel objects, tools or controls. Almost always works indoors in temperature-controlled environment.

V. Marginal Duties

Other related duties may be directed or assigned.

Vi. Other

- This is a non-exempt position subject to the Fair Labor Standards Act (FLSA).
- This position is negotiable as either part time or full time, dependent on the applicant's needs, qualifications, and experience.
- A part time position equates to 32 hours per week (four 8-hour days). A full-time position equates to 40 hours per week, either four 10-hour days or five 8-hour days.

- The position will be paid on an hourly basis using bi-weekly payroll.
- Offer of employment may require a physical examination, a background check, and drug screening in compliance with District policies.

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential job functions.*

**Note: This job description is subject to change and may not encompass all duties related to the position.**