



Custer County, Montana
1010 Main Street
Miles City, MT 59301

Deputy Fire Warden / Deputy DES

September 2024

Custer County is an equal opportunity employer. Custer County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This position description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change. Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential functions.

Job Title:	Deputy Fire Warden / Deputy DES	FLSA Status:	Non-Exempt
Department:	DES/FIRE/GIS	Reports to:	Custer County Fire Warden / DES Coordinator
Grade:	16 or \$29.35/hour		

Overview: Custer County Fire has a long-standing commitment to protect the lives, property, and natural resources of our communities. Covering over 3,700 square miles of primarily rural landscape, the fire service in Custer County works closely with local volunteer fire departments, state agencies, and federal partners to provide effective wildland and structural fire response.

Nestled in a welcoming rural community, Custer County is a place where neighbors know each other and outdoor life is woven into daily living. With the majestic Black Hills just a short drive away, the landscape offers wide-open skies by day and serene, starlit nights by campfire.

The nearby Custer Gallatin National Forest provides outstanding opportunities for hunting, fishing, hiking, horseback riding, and wildlife viewing. Whether it's upland birds, big game, or trout fishing, Custer County is known for access to some of the best hunting grounds in the area. Several national parks are also within reach: Theodore Roosevelt National Park (119 miles), Badlands National Park (233 miles), and Yellowstone National Park (269 miles).

Job Summary: The Deputy Fire Warden / Deputy DES supports the Fire Warden and Disaster & Emergency Services (DES) Coordinator in planning, coordinating, and implementing fire prevention, suppression, emergency preparedness, and disaster response activities across the county. The ideal candidate will have experience in wildland fire, emergency management, and interagency coordination.

Supervision Received: Reports directly to Custer County Fire Warden / DES Coordinator.

Supervision Exercised: This position will serve as Acting Fire Warden / DES Coordinator in their absence which includes supervisory duties of other county staff and contractors as needed.

Probationary Period: This job position has a probationary period of 12 months with an option to extend the probationary period up to 18 months.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Assist in the coordination of fire suppression and emergency response operations.
- Support and collaborate with rural volunteer fire departments.
- Conduct inspections, fire risk assessments, and fire prevention education outreach.
- Manage and maintain fire equipment, apparatus, and supplies.
- Assist in fire investigations and reporting.
- Participate in fuels reduction and fire mitigation projects.
- Serve in Incident Command roles as needed during emergencies.
- Assist with disaster planning, emergency response coordination, and recovery operations.
- Support training, certification tracking, and public safety outreach.
- Work with local, state, and federal agencies on mutual aid and fire planning efforts.
- Respond to motor vehicle accidents and other emergency calls.
- Perform other duties as assigned by the Fire Warden or County DES Coordinator.
- Be on-call on a rotation basis.
- Be available for fire assignments for 14–21 days.

Non-Essential Functions:

- Attend workshops, seminars, emergency-related conferences and industry specific meetings such as hazardous materials handling or pipeline disasters to keep updated on emergency response contingencies and specific potential threats identified within the County.
- Coordinate community informational events, disaster response programs and other activities to facilitate community relationships, transparency and to educate the public on how to effectively react to emergencies/disasters and reduce the potentialities of human caused catastrophes.
- Perform other duties as assigned including managing special projects, attend operational area meetings and conferences, develop educational materials to present to business, professional and community groups, provide backup for other staff, participate in training, etc.

Physical Demands and Working Conditions: *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Intermittent periods of standing, sitting, and walking; sometimes on steep, rough terrain.
- Use hands to handle objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
- Work indoors/outdoors under adverse, stressful conditions with possible exposure to hazardous materials.
- Occasionally lift and/or move up to 20 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus, and be free from color blindness.
- Required to carry a cell phone and is subject to recall at any time during an emergency and may be required to work long hours without normal days off.
- Must be able to travel in assigned vehicle to emergency scenes, meetings or public events in order to complete office assignments.
- Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to emergency vehicle sirens, shouting, and yelling.
- Must successfully complete an annual NWCG Arduous Work Capacity Test.

Education and Experience:

- High school diploma or equivalent (associate or bachelor's degree in fire science, emergency management, or related field preferred).
- At least 2 years of experience in wildland or structural firefighting.
- Must possess NWCG Single Resource qualification (e.g., ENGB, CREW BOSS, or equivalent).
- Must be able to obtain NWCG Incident Commander Type 4 (ICT4) within 2 years of hire.
- Must be able to obtain NWCG Incident Commander Type 3 (ICT3) within 5 years of hire.
- Valid Montana driver license with clean driving record.
- Strong communication, organizational, and leadership skills.
- Ability to work outdoors in rugged conditions and irregular hours during fire season.
- Familiarity with emergency management systems and fire suppression equipment.

Preferred Qualifications:

- Experience with fuels mitigation, fireline construction, and prescribed burns.
- ICS and NIMS training (ICS-100, 200, 700, 800 required; ICS-300+ preferred).
- Experience in emergency operations or disaster response planning.
- Grant writing or program development experience.
- CDL or ability to obtain within 6 months.