

	Seasonal Information & Intelligence Technician	Page: 1 of 2 Effective Date: 1/20/2022
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FLSA Status: Non-Exempt

Reports To: Information & Intelligence Shift Lead

Location: Bozeman, MT

Purpose and Scope of Position

The Seasonal Information & Intelligence (I&I) Technician is an entry-level support position within the I&I section of the Field Services Administration department of the Field Services Division at Wildfire Defense Systems. This position proactively identifies, monitors, and reports wildfires and the actions performed by WDS firefighting response teams. The Seasonal I&I Technician also regularly serves as a liaison to internal and external clients, providing pertinent information to stakeholders.

Organizational Relationship

This position reports to the I&I Shift lead and is within the I&I Section of Field Services Administration Department of Field Services Division.

Duties and Responsibilities

- Locate and monitor wildfires across the US utilizing a variety of online resources
- Create and maintain daily logs of fire activity
- Create, update, and manipulate wildfire perimeters using geospatial tools such as Google Earth, social media, and satellite imagery
- Carefully craft client-facing and internal reports and analyses
- Continuously document field operations and actions taken on a property including managing property photos, engine movement, and property information
- Participate in continuous improvement projects to improve efficiency in departmental function
- Other duties as assigned

Basic Qualifications (i.e. education, certifications, years of experience, etc...)

- Completion of an undergraduate program or equivalent experience (B.A. or B.S.)
- Proven software competency, i.e., MS Office Suite, Google Earth, resource management software platforms, and social media
- 1 year of customer service experience

Preferred Experience:

- 1 year of fire industry or emergency services experience

Knowledge, Skills, Abilities, & Personality Characteristics

- Strong analytical skills to synthesize many data inputs into a clear output for our intelligence team
- Ability to remain composed under stress while providing excellent customer service to stakeholders
- Clear and concise technical writing ability
- Team player with a proven ability to collaborate towards innovative solutions
- Positive, constructive, and supportive attitude towards customers, employees, and the company.

Position Type / Expected Hours of Work:

This is a full-time, hourly position with varying shifts. Shifts will include nights and weekends (Saturdays, Sundays and some holidays) on a rotation basis. Operating hours vary by season, ranging from 7:00am to 10:00pm MST. Occasional overtime may be needed to meet changing fire conditions, deadlines, client contracts or any other operational requirements.

This job description should not be construed as an exhaustive statement of duties, responsibilities or requirements, but a general description of the job. Nothing contained herein restricts WDS rights to assign or reassign duties and responsibilities to this job at any time.

Wildfire Defense Systems, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Employee:

Print: _____

Date: _____

Signature: _____

Supervisor:

Print: _____

Date: _____

Signature: _____

Department Head or Executive:

Print: _____

Date: _____

Signature: _____