





**STATE OF IDAHO  
DEPARTMENT OF LANDS  
APPLICATION FOR TEMPORARY EMPLOYMENT**

1. Do you have any experience in the Natural Resource/Agricultural field? If yes, please explain in the space below.

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\_\_\_\_\_

2. Why are you interested in seasonal employment with IDL?

\_\_\_\_\_

\_\_\_\_\_

3. Please list computer software you have used in previous positions or in school (example: Microsoft Office Suite, GIS, GPS, or other similar systems). Are you familiar with the operation of electronic equipment such as computers, and tablets for collecting and processing data?

\_\_\_\_\_

\_\_\_\_\_

4. Have you ever had a Red Card? Yes No

If yes, please list qualifications here:

\_\_\_\_\_

\_\_\_\_\_

5. Do you have any other emergency medical certifications? (CPR or EMT)

\_\_\_\_\_

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6. Please list any equipment you have experience operating (example: ATV/UTV, chainsaw, pumps, 4X4 trucks etc.).

\_\_\_\_\_

\_\_\_\_\_

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**The following statements do not apply to IDL Dispatcher and administrative positions.**

Positions require applicants to perform strenuous and arduous work outside for up to 16 hours per day. Are you able to perform the essential functions of this position with or without reasonable accommodation (please review the job description for essential functions in Appendix A)?

Yes      No

Wildland fire suppression positions require successful applicants to pass an arduous physical fitness test which consists of carrying a 45 pound pack for three miles in less than 45 minutes. Are you willing to perform this requirement? Yes      No

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Signature

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Date

My signature certifies that all answers and statements on this application are true and complete to the best of my knowledge. By my signature, I authorize the Idaho Department of Lands to contact my former supervisor. I understand that should an investigation disclose untruthful or misleading answers, my application will be rejected, my name removed from consideration or my employment with the state terminated.



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End of Application

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Please submit pages 1-2 + current resume to [Careers@idl.idaho.gov](mailto:Careers@idl.idaho.gov)

## Appendix A – Job Descriptions

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### **Firefighter II (Including Helitack and Hand Crew) – Class Code #91807**

Perform and assist in wildland fire suppression operations and hazard management projects. Operate and maintain firefighting equipment, construct fireline, and assist with ignition operations. May be assigned to carry out specialized assignments such as tree falling, backfire, and burnout operations; utilizes a variety of specialized tools, equipment, and techniques while actively managing wildfires. May assist in the preparation of timber sales and forest management projects by using some knowledge of forest measurement technology, dendrology, pathology, and entomology. May perform other duties as assigned. May be required to operate light vehicles, chainsaws, portable pumps and ATV/UTVs. A valid driver's license may be required for some jobs.

*Minimum Qualifications:* No previous wildland fire suppression experience required. Must be able to read, write, and communicate effectively. Perform strenuous work for extended periods of time. Must be able to learn how to use a radio, use resource management equipment, and read maps. Must be capable of successfully completing training to qualify as a National Interagency Incident Management System (NIIMS) FFT2. Must be able to perform strenuous and arduous work outside for up to 16 hours per day. Must be willing to work in isolated locations for 14 - 21 days at a time (required in some locations). Must be 18 years of age or older.

*Firefighter II Physical Requirements:* The duties of these positions require that the incumbent meet prescribed physical requirements as measured by the Work Capacity Fitness Test at the arduous level. To meet the arduous level the incumbent must be able to walk 3 miles within 45 minutes while carrying 45 pounds. Failure to meet the required physical qualifications will disqualify you from employment.

### **Firefighter I (Including Helitack and Hand Crew) - Class Code #91806**

Perform and assist in wildland fire suppression operations and hazard management projects. Operate and maintain firefighting equipment, construct fireline, and assist with ignition operations. May be assigned to carry out specialized assignments such as tree falling, backfire, and burnout operations; utilizes a variety of specialized tools, equipment, and techniques while actively managing wildfires. May assist in the preparation of timber sales and forest management projects by using some knowledge of forest measurement technology, dendrology, pathology, and entomology. May perform other duties as assigned. May be required to operate light vehicles, chainsaws, portable pumps and ATV/UTVs. May supervise up to five Firefighter II's and assist with training. A valid driver's license may be required for some jobs.

*Minimum Qualifications:* Have a minimum of two seasons as a Firefighter 2 or equivalent experience **AND** National Interagency Incident Management System (NIIMS) qualified as an FFTI and/or ICT5. Perform strenuous work for extended periods of time. Must be able to use a radio, use resource management equipment, and read maps. Some knowledge of computer processing and use, GIS/GPS interface, and data recording. Must be able to perform strenuous and arduous work outside for up to 16 hours per day. Must be willing to work in isolated locations for 14 - 21 days at a time (required in some locations). Must be 18 years of age or older.

*Firefighter I Physical Requirements:* The duties of these positions require that the incumbent meet prescribed physical requirements as measured by the Work Capacity Fitness Test at the arduous level. To meet the arduous level the incumbent must be able to walk 3 miles within 45 minutes while carrying 45 pounds. Failure to meet the required physical qualifications will disqualify you from employment.



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**Resource Boss– Class Code #91814**

Will supervise and train Firefighter I and Firefighter II personnel in preparation for wildland fire suppression/pre-suppression, timber management, and hazard management projects. Coordinate activities, monitor, and evaluate the performance of Firefighters. Maintain accurate documentation and records while performing the supervisory role. Assists in all aspects of wildland and prescribed fire operations including preparation, ignition, monitoring, holding, mop-up, and rehabilitation. Along with supervision could assist in the training of personnel in all fire skills including engine operation. Those with ICT4 Red Card Qualifications may act in the capacity of the Incident Commander for Type 4 fires. May perform other duties as assigned. A valid driver's license may be required for some jobs.

*Specialty Area:* Helicopter Manager/Helitack Foreman – Responsible for the crew (up to 10 crewmembers), helicopter contractual oversight, equipment and crew reporting, schedule of resources. Conduct helicopter inspections, pilot briefings, complete payment documents and provide helicopter contract administration assistance.

*Specialty Area:* Crew Foreman – Leads District Fire Crews, performs administrative duties, maintains fire equipment and provides input for reports. Coordinate activities, monitor, and evaluate the performance of Firefighters. Serves as a Prescribed Fire Monitor, collecting and evaluation weather, fuels, topography and fire behavior data for prescribed and wildland fires. Serves as Ignition Specialist, Field Observer, Squad Boss or as a holding or ignition crew member.

*Minimum Qualifications:* Must have a minimum of two (2) seasons previous experience in a resource related field OR one season previous experience and 2 years of college education in a resource related field OR equivalent experience **AND** National Interagency Incident Management System (NIIMS) qualified in one or more Single Resource Boss positions and/or ICT4 or greater. Perform strenuous work for extended periods of time. Must be able to use a radio, use resource management equipment, and read maps. Some knowledge of computer processing and use, GIS/GPS interface, and data recording. Must be able to perform strenuous and arduous work outside for up to 16 hours per day. Must be willing to work in isolated locations for 14 - 21 days at a time (required in some locations). Must be 18 years of age or older.

*Resource Boss Physical Requirements:* The duties of these positions require that the incumbent meet prescribed physical requirements as measured by the Work Capacity Fitness Test at the arduous level. To meet the arduous level the incumbent must be able to walk 3 miles within 45 minutes while carrying 45 pounds. Failure to meet the required physical qualifications will disqualify you from employment.

**Dispatcher– Class Code #91810**

Provide coordinated dispatch and tracking of resources in support of fire preparedness, fire suppression and prescribed fire activities. Coordinate the availability and use of personnel and equipment between incident commanders, field units, districts, and agencies. Coordinate the setting of priorities for suppression in multiple fire situations considering safety, resource values and costs for suppression. Receives incident reports and initiates proper response. Provides a communication link to all firefighters and other field-going personnel. Compiles organizes and reviews records. Processes interpret and relay weather information. Works with many fire-related computer applications such as ROSS and WildCAD.

*Specialty Area:* Lead Dispatcher – Provides leadership and direction to entry-level Initial Attack dispatchers and is responsible for dispatch operations in the assigned zone.

*Minimum Qualifications:* No previous wildland fire suppression experience required. Must be able to read, write, and communicate effectively. Must be able to learn to use multi-channel radios, multi-line phones, computers, keep accurate records, and read maps. Must be capable of successfully completing training to qualify as a National Interagency Incident Management System (NIIMS) Initial Attach Dispatcher (IADP). Must be able to perform sedentary work in a high-stress environment for up to 16 hours per day with varying shifts and on-call periods. Must be willing to work for up to 14 days at a time (required in some locations). A valid driver's license may be required for some jobs. Must be 18 years of age or older.

**Resource Aide I – Class Code #91801**



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Entry-level position in resource management. Performs and assists in resource management projects and activities such as preparation of timber sales and forest management projects by using some knowledge of forest measurement technology, dendrology, pathology, and entomology. May assist in prescribed burning operations and the suppression of wildland fires. May be required to operate light vehicles, chainsaws, and ATV/UTVs.

*Principle Accountabilities include (but not limited to):* Assist with Timber Management and Forest Management projects, cruising and marking, GPS boundaries, conduct stocking surveys, take thinning plots, cone collection, planting, planting plots, data entry, equipment maintenance, prescribed burning, facility maintenance, and road inventory.

*Minimum Qualifications:* No previous experience required. Ability to read, write and communicate effectively; ability to perform strenuous work for extended periods of time; must have the ability to walk over rough and steep terrain for eight to twelve hours daily; ability to learn the use of radio, aerial photos, maps, surveying equipment, timber marking and cruising equipment. Must be able to keep accurate and legible notes, and project records. A valid driver's license with the ability to learn how to operate a manual transmission vehicle may be required. Some knowledge of computer processing and use, and data recording. Must be 18 years of age or older. May be required to pass a Work Capacity Test for wildland firefighting qualifications.

**Resource Aide II - Class Code #91802**

An individual trained in resource management. Performs and assists in resource management projects and activities such as preparation of timber sales and forest management projects by using knowledge of forest measurement technology, dendrology, pathology, and entomology. May perform as a leader of a small crew in the absence of a crew foreman and assist with training. May assist in prescribed burning operations and the suppression of wildland fires. May be required to operate light vehicles, chainsaws, and ATV/UTVs.

*Principle Accountabilities include (but not limited to):* Assist with Timber Management and Forest Management projects, cruising and marking, GPS boundaries, conduct stocking surveys, take thinning plots, cone collection, planting, planting plots, data entry, equipment maintenance, prescribed burning, facility maintenance, and road inventory.

*Minimum Qualifications:* Have a minimum of three (3) months experience in a resource related field and/or a minimum one (1) year of college or comparable education in a resource related field. Ability to read, write and communicate effectively; ability to perform strenuous work for extended periods of time; must have the ability to walk over rough and steep terrain for eight to twelve hours daily; ability to learn the use of radio, aerial photos, maps, surveying equipment, timber marking and cruising equipment. Must be able to keep accurate and legible notes and project records. A valid driver's license with the ability to learn how to operate a manual transmission vehicle may be required. Some knowledge of computer processing and use, GIS/GPS interface, and data recording. Must be 18 years of age or older. May be required to pass a Work Capacity Test for wildland firefighting qualifications.

**Resource Foreman – Class Code #91815**

An individual trained in resource management. Supervises and trains Resource Aide I and Resource Aide II personnel in the preparation of resource management projects by using knowledge of forest measurement technology, dendrology, pathology, and entomology. Coordinates activities, monitors and evaluates the performance of personnel. Maintains accurate documentation and records while performing the lead role. May assist in prescribed burning operations and the suppression of wildland fires. May be required to operate light vehicles, chainsaws, and ATV/UTVs.

*Principle Accountabilities include (but not limited to):* Supervise and train personnel, maintain records, monitor and evaluate performance, organize and coordinate personnel to complete resource management projects, gather and compile data, and work independently on specialized projects.

*Minimum Qualifications:* Must have a minimum of two (2) seasons previous experience in a resource related field OR one (1) season previous experience and two (2) years of college education in a resource related field. Ability to read, write and communicate effectively; ability to perform strenuous work for extended periods of time; must have the ability to walk over rough and steep terrain for eight to twelve hours daily; ability to use of radio, aerial photos, maps, surveying equipment,



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timber marking and cruising equipment. Must be able to keep accurate and legible notes and project records. A valid driver's license with the ability to learn how to operate a manual transmission vehicle may be required. Good knowledge of computer processing and use, GIS/GPS interface, and data recording. Must be 18 years of age or older. May be required to pass a Work Capacity Test for wildland firefighting qualifications.

**Resource Technician – Class Code #91803**

An individual trained in resource management. Prepares and administers limited-scope resource management projects such as Direct Sales, Salvage Sales, and forest management projects independently by using a wide range of forestry, technology, and communications skills. May supervise and assist in the training of temporary personnel. May assist in prescribed burning operations and the suppression of wildland fires. May be required to operate light vehicles, chainsaws, and ATV/UTVs.

*Principle Accountabilities include (but not limited to):* Supervise and train personnel, prepare and administer limited-scope resource management projects such as Direct Sales, Salvage Sales, Forest Management Projects, Pre-Commercial Thinning, surveys, planting; assist in the administration of contracts using Forest Practices Act, monitor and evaluate projects, and work independently on specialized projects.

*Minimum Qualifications:* Must have a minimum of four (4) seasons previous experience in a resource related field OR possesses a Bachelor of Science degree in a resource related field OR two (2) seasons previous experience AND two (2) years of college education in a resource related field. Must have good knowledge of forest practices, GIS/GPS applications, aerial photos, maps, surveying equipment, timber marking and cruising equipment, data recording, and computer processing. Ability to read and write and communicate effectively; ability to perform strenuous work for extended periods of time; must have the ability to walk over rough and steep terrain for eight to twelve hours daily. Must be able to keep accurate and legible notes and project records. A valid driver's license with the ability to learn how to operate a manual transmission vehicle may be required. Must be 18 years of age or older. May be required to pass a Work Capacity Test for wildland firefighting qualifications.

**Office Specialist 2 – Class Code 01239**

An Office Specialist 2 may produce documents, letters, and reports using word processing software and equipment. Scheduling appointments. Data entry. Ensuring accuracy and compliance with rules, regulations, and/or policies, identifying and correcting errors. Creating and maintaining files. Greeting or screening visitors and callers. Providing information, and explaining department policies, services, and procedures to others.

*Minimum Qualifications:* Good knowledge of rules of effective business English usage, spelling, punctuation, and grammar. Experience using alphabetical, numerical, or subject filing systems to include determining file names, setting up new files, classifying, labeling, filing, and retrieving. Experience reviewing documents for compliance with established procedures. Experience using a computer to enter and retrieve information. Experience answering a business telephone using knowledge of business telephone procedures and etiquette.



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Appendix B – Locations

