DOI Standard PD Template
PD# DX04400

Classification: Wildland Firefighter, GS-0456-12

INTRODUCTION

This is an agency standardized position description (SPD) located in the National office of a Department of Interior (DOI) wildland fire management program. The primary purpose of the position is to assess the effectiveness of fire management programs including operations, aviation, fuels management, prevention, planning, and training and to serve as a technical authority providing guidance, advice and support for policy interpretation and implementation to fire management agencies across the United States to all organizational levels in respective areas of expertise. The position is also a Bureau level subject matter expert in resource need forecasting and allocation.

This position requires a high level of coordination at the national level with other federal agencies and departmental bureaus including staff from the US Forest Service (FS), Bureau of Land Management (BLM), National Park Service (NPS), Bureau of Indian Affairs (BIA), and US Fish and Wildlife Service (FWS), Tribal governments, and coordination with state agencies (including state fire and other natural resources agencies), local governments, and non-governmental organizations (NGO).

MAJOR DUTIES

Fire Program Administration (25%)

Advises leadership and staff at the national, regional, and field level on fire management policy and implementation strategies to ensure that intent is clearly articulated and subsequently met.

Provides strategic long-range planning, leadership, guidance, coordination, and evaluation for national/regional/state wildland fire and aviation programs in the bureau and interagency community.

Assists in the formulation of annual program budgets, national accomplishment narratives, review, and recommendation of programmatic proposals, supplemental and record keeping of overall program budget.

Implements and coordinates wildland fire protection programs on the public and Indian trust lands administered by the Bureau. These duties include but are not limited to: the development of Bureau wide wildland fire training standards and training, conducting wildland fire and aviation safety reviews, developing annual fuels programs of work, implementing fire prevention and trespass investigation programs, performing wildland fire readiness inspections, wildland fire workforce recruitment and development, wildland fire facilities construction, and operational planning. Supports evolving administrative and program agendas as necessary.

Participates in stakeholder activities in support of planning and resource management activities in collaboration with the appropriate fire management program in their geographic area.

Provides input to briefings, accountability reports, and overviews to Department, Bureau, and Tribal officials, at conferences, and through written presentations.

National Policy and Program Review (25%)

Analyzes and assesses existing Departmental and Bureau policy and procedures to evaluate overall effectiveness in meeting Bureau objectives. Serves as a wildland fire management program expert and technical advisor to unit, tribal, state, regional or national office managers. Reviews, analyzes, interprets, and disseminates existing and new departmental and bureau policy originating from the national office. Participates in the development of new national wildland fire and aviation management policy.

As a member of interagency committees, acts as a bureau representative to complete studies of wildland fire and aviation management issues.

Supports the implementation of policies which meet the objectives of the national office wildland fire and aviation management programs, and coordinates with cooperating interagency national offices to ensure the implementation of policy.

Plans and develops national policy and guidance, including establishment of performance standards and specifications for wildland fire management programs on the public lands administered by the Bureau. These duties include: the development of Bureau wide wildland fire training standards and training, conducting wildland fire and aviation safety reviews, developing annual fuels programs of work, performing wildland fire readiness inspections, engaging in wildland fire workforce recruitment and development, coordinating wildland fire facilities construction, and conducting operational planning.

Works with interagency and intra-agency wildland fire management cooperators at the national level to develop, draft, and propose mutually effective wildland fire and aviation management policy and standards. Serves on national teams to develop and revise agency and interagency manuals and handbooks related to wildland fire and aviation management related issues.

Serve as the national focal point for coordination of and execution of annual regional/state/field level wildland fire preparedness, programmatic, and incident reviews as required. Represents the bureau on various national level interagency working groups, working teams and committees.

Functional Area Responsibilities (50%)

Serves as a senior technical expert and provides high level technical guidance on wildland fire and aviation management activities that affect resource management plans and associated region/statewide resource and land management programs for state/regional/tribal and local wildland fire management offices/units. Produces updated policy and guidelines and ensures the unique missions of each bureau are represented during development. Independently conducts

analysis and resolves complex problems by developing, executing, and monitoring state/region resource management requirements and offering recommendations on alternatives solutions to accomplish resource management objectives.

Performs senior level wildland firefighting duties in one or various areas to include the followings:

Operations:
Administers and/or coordinates Bureau's Wildland fire preparedness program to include one or more of the following program areas: Fire preparedness policy (i.e., *Interagency Standards for Fire and Fire Aviation Operations*), health and wellness, safety and risk management, fire equipment, fire facilities, prevention and trespass, severity, pre-position, national resource allocation, fire danger, training/qualifications, etc. Administer and/or coordinate Wildland fire physical fitness and medical standards program as appropriate.

Serves as representative on national or geographic area coordinating groups. Recommends resources allocations to meet incident requests along with bureau specific requirements.

Aviation:

Interprets laws, Code of Federal Regulations (CFR), Federal Aviation Regulations (FAR) and departmental directives for aviation and air operations and activities within the Bureau.

Offers technical strategy recommendations for procuring, managing, operating, and maintaining fire assets which supports Bureau initiatives. Continuously enhance specialized fire knowledge of applicable laws at the national and local level to ensure that appropriate mitigations and technologies are employed on Bureau programs.

Advises agency and interagency partners of emerging capabilities of aviation assets and associated applications/techniques.

Observes and monitors field utilization of aircraft and associated equipment to ensure compliance with Bureau policy.

Coordinates with Bureau/interagency partners and/or representatives and provide guidance on recommended procedures for aircraft (fixed and rotor wing, uncrewed aerial systems UAS) contract activation and allocation of resources nationwide.

Provides technical guidance and recommendations on planned aviation activities by reviewing and/or approving project plans, analyzing aviation hazards, and acting as bureau technical point of contact for aviation operations and activities.

Develops contract specifications for aircraft in accordance with mission requirements and Bureau policy; implements contracts as a Bureau aviation expert and Contracting Officers Representative (COR); frequently collaborates with Bureau Aviation Managers for oversight authority to ensure concurrence with national, state/regional, or local requirements.

Implements interagency aviation training and facilitates follow-up actions associated with the aviation safety system.

Fuels Management:

Serves on agency and interagency teams and/or as an individual specialist to address critical aspects of fuel appraisal, interagency planning, and interagency accomplishment tracking and reporting.

Serves as subject matter expert on fire management program reviews to inspect, evaluate, and ensure compliance with policies, objectives, standards, and overall effectiveness of operations, and provides technical advisory assistance on solutions of specific problems encountered. Coordinates with units to develop corrective action plans (CAP) which meet established timelines to remedy audit findings.

Implements and/or recommends changes in operating procedures or programs to increase the effectiveness of operations and/or to correct practices which are in violation of established regulations or procedures.

Produces the annual unit program of work and strategic long-term plans for distribution to other Bureaus, Office of Wildland Fire (DOI), and the Secretary of the Interior.

Develops the accomplishment reports for distribution to other Bureaus, Office of Wildland Fire (DOI), and the Secretary of the Interior, coordinating and communicating with state/regional or Tribal fuels programs to develop these products. Communicates with the local level on Departmental fuels priorities as appropriate.

Analyzes and assesses the full range of treatment options and impacts and works in cooperation with research and natural and cultural resource management staff to develop and refine fuels management prescription parameters to achieve management objectives.

Prevention:

Develops and implements of the Bureau’s wildland fire prevention and education program and national and/or bureau specific fire trespass investigation and trespass procedures. As the Bureau's technical advisor in prevention, education, community assistance, and fire investigation and trespass, the incumbent provides oversight, guidance, and assistance to regions/states in the development of policies and procedures across these areas.

Serves the national lead that coordinates with law enforcement, agency administrator, state/regional fire trespass coordinator, solicitor’s office, budget, and fire business specialists on cost-recovery efforts. Advises management for legal restitution (on or for?) for losses resulting from fire trespass. Assists in tracking collections and expenditures at the district or unit/tribal level for the fire trespass program.

Analyzes and assesses fire ignition information and data related to wildfire hazards and risk to develop fire mitigation, education, and prevention programs, perform resource allocation analysis, and recommend Bureau-wide programmatic decisions. Provides subject matter expertise, funding, and other guidance to communities/tribes at risk from wildfire directly and through cooperative agreements.

Maintains awareness of new technologies, applications, and processes to provide leadership and guidance to meet wildland fire management program objectives.

Develops and maintains Bureau wildfire prevention, mitigation, trespass, and investigation policies and procedures.

Reviews and recommends revisions to Bureau wildfire investigation policies and procedures; coordinates wildland fire cause determination, prevention, mitigation, trespass and investigation training with Bureau and other federal agencies and tribal investigators, law enforcement personnel, and local authorities.

Planning:

Provides program leadership and consultation for strategic and consistent fire management planning, assessments (e.g., wildland fire risk, prevention, etc.), and interagency and/or unit Fire Management Plan (FMP) development.

Coordinates and reviews FMPs developed in the state/region(s) and ensures that they reflect national, regional, and local management goals, objectives, and requirements.

Provides guidance and ensures FMPs are consistent with and complement land or resource management plans, enabling laws, policies, regulations, and environmental mandates (e.g., National Environmental Policy Act (NEPA), Clean Air Act, National Historic Preservation Act, etc.).

Facilitates interagency discussion on contentious issues concerning resource usage, funding allocations, and long-range strategies in the regional or multi-regional area, between the Department, cooperators, and stakeholders.

Establishes and maintains cooperative relationships with public and private groups, state, tribal, and local governmental groups, and other federal agencies related to wildland fire management planning activities. Develops responses to sensitive correspondence which involves conflicting viewpoints, conducts analysis, and advises staff accordingly.

Conducts audit analysis and reviews FMPs for compliance to reflect changes in laws, policies, procedures, land management, resources, and fire management objectives and conditions. Coordinates accordingly with units and composes corrective action plans (CAP) within established timelines to remedy audit findings.

Coordinates with interagency fire management specialists to assure continuity between the FMP and supporting plans (e.g., prescribed fire, prevention, fire danger operating plans) and applications (e.g., decision support tools, wildland fire reporting).

Manages and provides state or regional oversight and guidance on the full range of analytical tools (decision support, wildland fire reporting, values at risk) used for Bureau and interagency fire management planning. Responds to data requests from internal and external entities by utilizing specialized software and modeling to evaluate the effectiveness of fire management strategies and requirements and ensures land management goals, objectives, and other requirements (e.g., biological opinions, court orders) are met.

Provides guidance to the field units on collection and evaluation of fire hazard risk, fuels, historic fire occurrence, fire effects, climatology, and weather. Reviews and validates data for adequacy, appropriateness, and accuracy. Solicits information from staff members and field offices that address short- and long-term fire management planning needs.

Training:

Collaborates with national interagency fire program managers and training specialists within the Bureaus to coordinate employee development, training, and qualifications policies. Training coordination includes relationships with other government entities such as Department of Homeland Security, Department of Defense, international partners, and national non-government agencies.

Serves as a Bureau training and qualifications expert as required with other interagency national-level personnel in implementing effective instructional systems and providing National Wildfire Coordinating Group (NWCG) curriculum management and oversight. In a senior capacity, offers expert knowledge as representative on DOI and/or Department of Agriculture sponsored interagency teams and committees.

Functions as liaison to negotiate with Training Center Directors from agency and interagency facilities and universities to obtain training opportunities for agency employees, and to coordinate the sharing of equipment and facilities. The incumbent provides training program curriculum oversight and guidance to interagency training specialists and support staff assigned to the NWCG Training Development Group and Bureau training programs.

Determines whether training policy, agency training objectives and regulations are properly implemented and initiates appropriate adjustments and changes as required.

Conducts short- and long-term strategic planning for the wildland fire training program and defines the vision and direction for the program. Develops out-year programming and multi-year work plans for training projects.

Provides state and/or regional oversight of the Federal Qualifications & Certification System of Record and serves as agency representative on the Change Management Board. Facilitates and

promotes quality control and high data integrity at the state and/or regional level in the use of the Federal Qualifications & Certification System and other training management systems.

Performs other duties as assigned.

OTHER SIGNIFICANT FACTS

This is an administrative position in an organization having a firefighting mission and is clearly in an established career path. Prior firefighting experience, as gained by substantial service in a primary firefighter position or equivalent experience outside the Federal government is a MANDATORY PREREQUISITE.

This is a Testing Designated Position under the Department of the Interior Drug-Free Workplace Program.

Factor 1 – Knowledge Required by the Position **(**Level 1-7, 1250 pts)

Comprehensive knowledge of wildland fire behavior, wildland fire control, wildland fire planning, fuels management, and aviation management activities sufficient to advise on and form consultative, program development, and oversight services for these programs.

Advanced knowledge of wildland fire management, aviation management, and Incident Command System (ICS) concepts, principles, laws, and regulations, to develop or recommend substantive program changes or alternative courses of action.

Comprehensive knowledge of wildland fire operations and fire management planning sufficient to understand the relationship between wildland fire management and other Bureau programs to achieve long term land management and objectives.

Knowledge of and skill in interpreting, implementing, and recommending changes to policies, procedures, and plans based on advancements in wildland fire and aviation management and safety to attain Bureau objectives and integrate with other agencies, State, and local cooperators, other non-governmental organizations, Department of Defense, Federal Emergency Management Agency, and tribal entities.

Knowledge of and ability to develop or modify curriculum and training aids and adjust learning experiences to meet group and individual needs.

Comprehensive knowledge of and skill in applying fire management principles, concepts, theories, and practices sufficient to advise, analyze, review, evaluate, or resolve problems relating to the implementation of long-term plans for programs and corresponding projects.

Knowledge of and the ability to execute cost forecasting related to workforce development, new standards, guidelines, and laws.

Awareness of limitations imposed by federal and state legislation and regulations such as National Environmental Protection Act, Threatened and Endangered Species Act, Clean Air Act, Wilderness Act, etc.

Comprehensive knowledge of Bureau/Department-level programs and policy development; advises and makes recommendations to senior management on program initiatives necessary to meet Bureau needs; and adjusts program priorities and funding allocations as required.

Knowledge of federal budget policies and procedures including agency fire business management practices to accomplish budget development plans.

Practical knowledge of the impacts fire management decisions has on soils, ecology, hydrology, geology, and socioeconomics to ensure best practices are implemented in relation to broader natural resource management objectives.

Skill in oral and written communication sufficient to establish and maintain effective relations with and gain the support of top management and other professionals on complex and controversial issues impacting the Bureau/Office/Department.

Exercises written and verbal communication skills to convey complex information and data analyses in a variety of formats (e.g., presentations and briefings); and on a continual basis, meet with and collaborate with state and regional staff officials within Bureau and Department to share information and reports on programs' status.

Knowledge, skills, and abilities in the areas of facilitation, problem-solving, team building, leadership, motivation, innovation, coaching, and counseling.

Factor 2 – Supervisory Controls **(**Level 2-4, 450 pts)

The incumbent is recognized as a subject matter expert in wildland fire management and works under general supervision. The supervisor gives general work assignments in the form of objectives, goals, and priorities. Supervisor and incumbent confer on the development of general objectives, projects, and deadlines.

Independently accomplishes assignments within the constraints of Bureau policy and regulations. Incumbent has considerable latitude to independently plan and carry out assigned programs and responsibilities. Provides independent expert advisory guidance on technical questions and interpretation on policies and guidelines. Coordinates with partnering cooperating agencies to resolve unique problems and implement interagency policy.

Keeps the supervisor informed of controversial issues, problems, and proposed compromises and makes recommendations to accomplish objectives. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

Factor 3 – Guidelines **(**Level 3-4, 450 pts)

The incumbent is considered a technical authority in the development and interpretation of guidelines. Many national and regional assignments in the field of wildland fire management have guidelines that tend to lack specificity for many applications such as departmental or agency policies. Existing guidelines are in the form of regulations, manuals, instruction memoranda, legislation, and standards.

The application of these guidelines embraces a wide range of concepts and procedures. Guidelines are often insufficient to deal with complex situations relating to the development, execution, and monitoring of resource management issues; incumbent must use judgement and creativity in interpreting the intent of the guides; interagency relationships require knowledge and use of agency guidelines from cooperating agencies.

Factor 4 – Complexity (Level 4-5 325 pts)

The incumbent works independently and interacts with broad and diversified fire management programs throughout an interdisciplinary and interagency setting. Assignments involve a wide range of duties involving high safety risk activities in wildland fire and/or aviation management. Assesses the effectiveness of fire management programs including operations, aviation, fuels management, prevention, planning, and/or training and provides guidance, advice, and support to fire management partners on policy interpretation and implementation as well as resource need forecasting and allocation.

Decisions regarding what needs to be done includes analysis and evaluation of diverse issues and conditions involved in managing agency responses to wildland fire and all hazard incidents including increased development in the wildland-urban interface; long duration fire seasons; climate change; frequent critical climatic conditions which contribute to the occurrence of fires and to the difficulty, variety, and intensity of fire suppression problems; extensive mechanical and biological fuels treatments; and navigating differing expectations among partners and stakeholders.

The incumbent provides expert technical guidance and support for interagency fire management at the state/regional level. Analyzes and resolves complex problems relating to the development, execution, and monitoring of resource management issues by developing and recommending alternatives to meet resource management objectives. External factors inherent to DOI managed wildland fire management programs such as mitigating impact to cultural, biological, and natural resources in a multi-jurisdictional environment often with competing priorities, significantly increases the complexity of the work performed.

Factor 5 – Scope and Effect (Level 5-4 225 pts)

The primary purpose of the work is to assess the effectiveness of fire management programs including operations, aviation, fuels management, prevention, planning, and training. Serves as a technical expert providing guidance, advice and support for policy interpretation and

implementation to fire management agencies across the United States at all organizational levels. Interacts with interagency and intra-agency wildland fire management cooperators to develop, draft, and propose mutually effective wildland fire and aviation management policy and standards. Serves on national teams to develop and revise agency and interagency manuals and handbooks related to wildland fire and aviation management related issues.

The work efforts affect national level activities and affect the plans, goals, and effectiveness of missions of the Bureau, other DOI Bureaus, and DOI Office of Wildland Fire program. Various land management agencies, federal, state, tribal, local, and other government entities are also impacted by these work efforts. Work efforts result in eliminating or reducing wildland fire risk and conditions throughout a large geographic region and provide employees and public visitors with a safe environment. Decisions and recommendations made significantly impact on local tourism, vendors, stakeholder farming and grazing, infrastructure, cultural resources, and public perception and influence changes in Bureau and Departmental policies, programs, and mission.

Factor 6 & 7 – Personal Contacts & Purpose of Contacts (Level 6-3 60 pts / 7-2 50 pts)

Interagency (Forest Service, Office of Aircraft Services, Bureau of Land Management, National Park Service, Bureau of Indian Affairs, National Oceanic and Atmospheric Administration, Fish and Wildlife Service, state, county, and volunteer fire organizations), and intra-agency (state/regional, local unit, and Washington office levels) contacts occur with wildland fire and other management personnel, grade levels GS-5 through GS-15.

Incumbent converses regularly with interagency counterparts at the National Interagency Fire Center, various Washington Offices, and national and regional training centers, to ensure Bureau involvement in interagency programs.

Contacts are for the purpose of exchanging information, coordinating work efforts and planning, identifying mutual issues, providing wildland fire and aviation management advice and guidance, integrating policies, and negotiating issue solutions; negotiates cooperative agreements; influencing and/or persuading other subject matter experts to adopt a particular course of action or to change direction on a particular issue to a wildland fire and aviation management consideration which may conflict with a proposed objectives.

Incumbent influences others to foster mutual resolutions on conflicting and sensitive issues among agencies; therefore, the ability to work well with others and exercise diplomacy is essential in interagency operations. The incumbent advocates for, justifies agency's position, and interprets policy on training related issues in interagency forums; exercises negotiation skills to persuade persons and/or groups to accept agency opinions or take actions related to the advancing of fire training and program goals and objectives.

Factor 8 - Physical Demands (Level 8-1 5 pts)

The work is primarily sedentary, however, some physical exertion related to site visitations and fire line assignments is required. Walking on rough, uneven terrain, long periods of standing, and exposure to extreme heat, smoke, and temperatures is required.

Factor 9 – Work Environment (Level 9-1 5 pts)

Work is normally performed in an office setting. During the wildland fire season, field work may involve high risk exposure to potentially dangerous situating or stress. The above work environment involves occasional exposure to moderate risks and discomforts which usually require protective equipment to be worn. A range of safety and other precautions are required. Exposure to risks such as wildfire, heat, smoke, falling rocks and trees, etc., are a part of the job during wildland fire season. Work may require flying in small fixed-wing and rotary-wing aircraft. Incumbent will adhere to all safety rules and regulating as prescribed in manuals/supplements or by the designated Safety Officer.

Classification Summary:
1-7 (1250 pts), 2-4 (450 pts), 3-4 (450 pts), 4-5 (325 pts), 5-4 (225 pts), 6-3 (60 pts), 7-2 (50 pts), 8-1 (5pts), 9-1 (5pts).

Total: 2820 pts
GS-12 (2755-3150)