DOI Standard Position Description
PD# DOI SPD DX04600

Classification: Wildland Firefighter, GS-0456-13

INTRODUCTION

This position works at the National or headquarters level within a bureau of the Department of the Interior. The primary purpose of the position is to serve as a National Program Manager, providing oversight and mastery advice and guidance in program and policy development, interpretation, and implementation to fire management agencies across the United States at all organizational levels, and international partners. The work involves assessing and improving the safety, effectiveness, and efficiency of fire management programs including planning, aviation, fire operations, fuels management, and prevention. The position exercises mastery knowledge and skills as Bureau level subject matter expert in resources needs of forecasting and allocation.

This position coordinates at a highly skilled level with state, regional, national, and international levels with other federal agencies 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

Supervisory Duties (20%)

Exercises delegated supervisory authorities and responsibilities 20% of the time; authorities exceed those typical of work leaders and include: assigning and reviewing work products to ensure efficiency and completion of work products; planning work to be accomplished by subordinates; setting and adjusting short-term priorities; and preparing schedules for completion of work. The position also assigns work based on priorities; selects based on difficulty and requirements of assignments and capabilities of employees.

Coordinates within the unit to ensure timeliness, formulation, procedures, accuracy, quality, and quantity standards are met; evaluates work performance of subordinates and approves leave; effects minor disciplinary measures such as verbal warnings and cautions.

Provides leadership, allocates resources, and implements activities to accomplish DOI's multicultural organization direction and Equal Opportunity requirements, goals, policies, and objectives. The position also ensures all communication - written, oral, visual, signed, is non-discriminatory and is sensitive to all employees and the public and creates a work environment which respects, appreciates, and accepts the contributions and perspectives of all employees.

Fire Program Administration (20%)

Exercises mastery-skills and advises leadership and senior staff at the national, regional, and field levels on fire management policy and implementation strategies to achieve long term land management and objectives and ensure agency's intent is clearly articulated and subsequently met. Handles complicated work involving environmental issues of critical climatic conditions and intense fire suppression, and extensive mechanical and biological fuels treatment.

Assesses constantly changing hazards and environmental conditions of high safety risk jobs and widespread geographic dispersion of operations. Monitors wildland-urban interface, long duration fire season, climate change, and navigating differing expectations among partners and stakeholders and negotiates.

Develops long-range agency strategic plans, and provides national leadership, guidance, and coordination to ensure plans are efficiently and effectively implemented. Conducts oversight and accountability review studies to evaluation for national/regional/state wildland fire and aviation programs in the bureau and interagency community.

Formulates annual program budgets, national accomplishment narratives, reviews, and recommendations of programmatic proposals, supplemental and record keeping of overall program budget. Facilitates the allocation and distribution of funds.

Implements and coordinates wildland fire protection programs on the public and Indian trust lands administered by the bureau; implements bureau-wide wildland fire training standards and training courses; implements wildland fire and aviation safety reviews; wildland fire readiness inspections, wildland fire workforce recruitment and development, wildland fire facilities construction, and operational planning. Monitors, conducts studies, and make final decisions on evolving administrative and program agendas.

Compose overall assessments and accountability summary report findings and facilitates findings to Departmental, bureau, and tribal senior officials.

National Policy and Program Review (20%)

Exercises mastery knowledge of wildland fire behavior, wildland fire control, wildland fire planning, fuels management, and aviation management activities to make final decisions/recommendations to significantly change and develop substantial agency level policies and program regulatory guidelines; develops new policy and make significant modifications to existing policy which support wildland fire management practices for the resolution of fire management problematic issues and concerns.

On a continual basis, reviews existing agency and bureau policies and regulatory procedures to evaluate and determine overall effectiveness in meeting wildland fire and aviation management mission objectives. As expert technical advisor and program manager, composes and disseminates new agency and bureau-specific policies and operating procedures; formulates and develops new wildland fire and aviation management policies to address and/or resolve critical

fire management issues involving aviation, fire operations, fuels management, and prevention in support of unit, tribal, state, regional and national officials.

As program manager, serves as senior member on interagency committees; bureau's expert representative in completing studies of wildland fire and aviation management issues and problems to formulate, develop, draft, and propose wildland fire and aviation management policies.

As national program manager leads all levels of Bureau, and inter/intra-agency, in the coordination requirements for annual policy and regulatory guidance reviews and revisions of, then takes the lead in developing changes and revisions to national policy and collaborative discussions with national wildland fire program officials for implementation.

Facilitates the execution of policies which meet objectives of the Office of Wildland Fire (OWF) and national office wildland fire and aviation management programs, and coordinates with cooperating interagency national offices to ensure the efficient and timely implementation.

Plans and develops policy and guidance, including establishment of performance standards and specifications for wildland fire management programs on the public lands administered by the bureau, which includes yet 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, performing wildland fire readiness inspections, engaging in wildland fire workforce recruitment and development, coordinating wildland fire facilities construction, and conducting operational planning.

Closely collaborates with interagency and intra-agency wildland fire management cooperators to facilitate, compose, and present mutually agreed upon wildland fire and aviation management policy and standards. Contributes while serving on national teams and develops and/or revises agency and interagency manuals and handbooks related to wildland fire and aviation management related issues.

Oversees the coordination and execution of annual field level wildland fire preparedness, programmatic and incident reviews and represents the bureau on various national level interagency working groups, working teams and committees.

Functional Area Responsibilities (40%)

Serves as national-level technical expert and provides high level oversight on wildland fire and aviation management activities which impact resource management plans, associated national resources, and land management programs for wildland fire management offices/units' programs in one or more of the following program areas:

Operations:

Administration and/or coordination of a bureaus 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. May administer and/or coordinate wildland fire physical fitness and medical standards program.

Serves as seasoned senior expert representative on national and/or geographical area coordinating groups and recommends resources allocations to meet incident requests and bureau specific requirements.

Aviation:

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

Recommends strategy for procuring, managing, operating, maintaining fire assets which supports bureau initiatives. Advises on national and local applicable laws to ensure appropriate mitigations and technologies are efficiently implemented in 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 recommends procedures for aircraft (fixed and rotor wing, UAS) contract activation and allocation of resources nationwide.

Advises on the planning of aviation activities by reviewing and/or approving project plans, analyzing aviation hazards, and acting as bureau technical authority liaison for aviation operations.

Develops contract specifications for aircraft in accordance with mission requirements and bureau policy; implements contracts as bureau aviation expert and contracting officer representative (COR); collaborates with bureau aviation managers on a continual basis to ensure concurrence with national requirements.

Serves as the bureau focal point for national level aviation program contract requests and renewals. Standardizes and streamlines bureau aviation program contract specification; implements contract variations or combinations to improve efficiency and reduce overall costs. Functions as the chairperson for Source Selection Evaluation Board (SSEB) for contract proposal evaluation and award recommendations.

Fuels Management:

Serves as bureau's technical lead at the national level on fuels management contracting, grants, agreements, and biomass utilization.

Selects and convenes agency and interagency teams and/or individual specialists to address critical aspects of fuel appraisal, interagency planning, and interagency accomplishment tracking and reporting.

Leads fire management program reviews to evaluate compliance with policies, objectives, standards, overall effectiveness of operations, and provides technical expert solutions to address problems and/or deficiencies.

Institutes and/or recommends changes in operating procedures and programs operations to increase the effectiveness of operations and/or correct practices in violation of laws, established regulations, and/or operating procedures.

Produces the bureau's annual program of work and strategic long-term plans for distribution to other bureaus, OWF, and the Secretary of the Interior. Collaborates with state/regional and/or Tribal fuels programs to develop required products; also advises local level officials on Departmental fuels' requirements and priorities.

Composes accomplishment reports for distribution to other bureaus, OWF, and the Secretary of the Interior by coordinating with state/regional or Tribal fuels programs; also advises local levels on Departmental fuels priorities.

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

Prevention:

Develops and implements bureau's wildland fire prevention and education program and national and/or bureau specific fire trespass investigation procedures. As the bureau's program manager and technical expert advisor in prevention, education, and fire trespass, provides oversight, guidance, and advisory support to regions in the development of local policies and practices.

Serves as national lead coordinator with law enforcement, agency administrator, state/regional fire trespass coordinator, DOI Office of the Solicitor, budget, and fire business specialists on cost-recovery efforts. Offers expert advisory opinion on legal restitution for losses resulting from fire trespass. Oversees the tracking of collections and expenditures at the district unit/tribal level for the fire trespass program.

Analyzes fire ignition documentation of data related to wildfire hazards and risk to develop education and prevention techniques, perform resource allocation analysis, and make bureau-wide programmatic decisions.

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

Develops and oversees implementation of bureau wildfire investigation policies and procedures.

Coordinates wildland fire cause determination and training investigation with bureau and other federal agency and tribal investigators, law enforcement personnel, and local authorities to satisfy statutory requirements for criminal investigations and cost recovery.

Planning:

As program management lead, provides leadership guidance and consultative support on strategic fire management plans and assessments (e.g., wildland fire risk, prevention, etc.) and interagency and unit Fire Management Plans (FMP) development.

Advises on developmental strategies of FMPs for state and region(s) to ensure compliance with national, regional, and local management goals, objectives, and requirements.

Provides guidance and ensures FMPs are consistent with and complement land and 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 and/or multi-regional area, between the Department, cooperators, and stakeholders to establish new policy and/or most efficient management practices.

Establishes and maintains cooperative relationships with public and private groups, state, tribal, local governmental groups, and other federal agencies related to wildland fire management planning activities, develops responses to sensitive correspondence, and provides expert advisory guidance and expertise.

Conducts audits reviews of FMPS for compliance to reflect changes in law, policy, procedures, land management, resources, and fire management objectives and conditions.

Coordinates with interagency senior 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 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 to meet land management goals and objectives and other requirements (e.g., biological opinions, court orders).

Training:

Continuously coordinates with national interagency fire program managers and training specialists within the bureaus to coordinate employee development, training, and qualifications' systems. Coordinates coordinate training courses curriculum with other governmental entities such as Department of Homeland Security, Department of Defense, international partners, and national non-government agencies.

Facilitates bureau training while serving as training and qualifications' expert with other interagency national-level personnel and accounts for the implementation of efficient instructional systems for National Wildfire Coordinating Group (NWCG) curriculum management and oversight. Provides for expert representation on DOI or Department of Agriculture (USDA) sponsored interagency teams and committees as the need arises.

Negotiates with training center directors from agency and interagency facilities and universities to procure training allocations, coordinate required facilities and equipment for agency staff. Oversees training program curriculum, ensures appropriateness, and provides advisory guidance to interagency training specialists and support staff assigned to the NWCG Training Development Group and bureau training programs.

Determines program emphasis areas, identifies needs and plans for future programs, and conducts technical evaluations regarding agency programs' initiatives for inclusions, cancellation, and/or modifications. Evaluates existing training policies to ensure agency training objectives meet regulatory requirements and initiate alternative adjustments and changes as required.

Conducts short- and long-term strategic planning studies of wildland fire programs and defines programs' vision and direction; also develops out-year programming and multi-year work plans for training projects objectives.

As national level expert exercises national oversight functions for the Federal Qualifications & Certification System of record and represents the agency on the Change Management Board and/or appointee of an appropriately qualified delegate. Facilitates and promotes quality control and high data integrity at the national level in the use of the Federal Qualifications & Certification System and other training management systems.

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 position requires a valid state driver's license.

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

Performs other similar duties as assigned.

Factor 1 – Knowledge Required by the Position (1-8, 1550 pts)
Mastery knowledge of wildland fire behavior, wildland fire control, wildland fire planning, fuels management, and aviation management activities to make final decisions/recommendations to significantly change and develop substantial agency level policies and program regulatory guidelines; develops of new policy and make significant modifications to existing policy which support wildland fire management practices for the resolution of fire management problematic issues and concerns.

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

Mastery 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.

Advanced-seasonal knowledge of and skill in developing policies, procedures, and plans based on advancements in wildland fire and aviation management and safety to attain bureau objectives and integrate with other agencies and State, and local cooperators, other non-governmental organizations, Department of Defense, Federal Emergency Management Agency, and tribal entities.

Knowledge of and skill in to developing or modifying curriculum and training aids and adjusting learning experiences to meet group and individual needs.

Mastery of concepts, principles, techniques, and practices of wildland fire management to serve as an expert advisor and technical leader on wildland fire standards and training, qualifications, and suppression.

Expert knowledge and skill in applying fire management principles, concepts, theories, and practices sufficient to advise, 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 policies to provide advice, options, and recommendations to senior management on program business and

policy development; to serve the bureau's needs effectively better; and to adjust to program fluctuations and changes in priorities and funding.

Knowledge of federal budget policies and procedures including agency fire business management practices to formulate annual program budgets.

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.

Advanced communication skills to convey complex information and data analyses in a variety of formats (e.g., presentations and briefings) to a variety of audiences; to explain requirements; to prepare program status reports; and to maintain appropriate coordination and liaison with contacts at the state, regional, and national level, and other bureau/office/department officials and staff.

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

Factor 2 – Supervisory Controls **(**2-4, 450 pts)
The supervisor gives general work assignments in the form of national objectives, goals, and priorities. Supervisor and incumbent confer on the development of general objectives, projects, and deadlines.

As mastery, independently accomplishes complex technical 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 advisory guidance on technical questions and interpretations and revisions of policies and guidelines; is considered the national authority in subject mission areas as program manager, and negotiates mutually agreed upon partnerships with cooperating agencies, resolving unique problems which may not be covered by agency policies, and implements innovative interagency policy.

Keeps the supervisor informed of controversial issues, problems, and proposed compromises implemented and recommendations made in accomplishing mission 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 **(**3-4, 450 pts)
Specialized technical firefighting, safety, aviation, fuels management, fire prevention, and fire organization guides exist and must be thoroughly understood and applied. These guides include manuals, handbooks, training aids, maps and charts, and special instructions and practices pertaining to the use of mechanized equipment, aerial techniques, and other procedures related to fire management work.

Guidelines are often insufficient to deal with unique or unusual situations and the incumbent must use significant judgment and ingenuity in interpreting the intent of the guides that do exist and in developing applications to address specific circumstances. Creativity and innovation are required due to the wide variety of physical, biological, and socioeconomic conditions that exist. Interagency relationships require knowledge and use of agency guidelines from cooperating agencies. Where interagency guidelines are inadequate, joint guidelines and procedures are developed. The incumbent is considered a bureau technical authority in the development and interpretation of guidelines. The incumbent utilizes prior wildland fire management experience, resourcefulness, and judgment in devising new techniques, developing methods, or significantly departing from established practices in developing and recommending agency direction to achieve completion of national objectives.

Factor 4 – Complexity (4-5, 325 pts)

Assignments involve a wide range of different and unrelated duties and practices involving high safety risk activities in wildland fire and/or aviation management. Decisions regarding what needs to be done require assessment of constantly changing hazards and environmental conditions in a field characterized by seasonal fluctuations in a workforce assigned to high safety risk jobs and widespread geographic dispersion of operations. Increased development in the wildland-urban interface, long duration fire seasons, climate change, and navigating differing expectations among partners and stakeholders have rapidly and significantly increased the complexities involved in managing responses to wildland fire and all hazard incidents. Work is further complicated by environmental situations such as: 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.

The work requires interpretation of a variety of circumstances to adapt standards and guidelines to eliminate or minimize hazardous situations. External factors inherent to Interior managed wildland fire management programs such as mitigating impact to cultural, biological, and natural resources in a multi-jurisdictional environment often with competing priorities requires the incumbent to adapt and develop new techniques, methods, and significantly departure from established practices.

The primary purpose is to serve as a National Program Manager, providing oversight and authoritative advice and guidance in program and policy development, interpretation, and implementation to fire management agencies across the United States on all organizational levels, and international partners. The work involves assessing and improving the safety, effectiveness, and efficiency of fire management programs including planning, aviation, fire operations, fuels management, and prevention. Serves as a technical expert providing guidance, advice and support for policy interpretation and implementation to fire management agencies at all organizational levels. Works 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 and/or reducing wildland fire risk and conditions throughout a large geographic region and provide employees and public visitors with a safe environment. Decisions or recommendations made by the employee may have significant negative impact on local tourism, vendors, stakeholder farming and grazing, infrastructure, cultural resources, and public perception and support of the Bureau and Department mission and may influence changes in policies or programs.

Factor 5 Scope and Environment (5-4, 225 pts)

The primary purpose is to serve as a National Program Manager, providing oversight and authoritative advice and guidance in program and policy development, interpretation, and implementation to fire management agencies across the United States on all organizational levels. The work involves assessing and improving the safety, effectiveness, and efficiency of fire management programs including planning, aviation, fire operations, fuels management, and prevention. Serves as a technical expert providing guidance, advice and support for policy interpretation and implementation to fire management agencies at all organizational levels. Works 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 or recommendations made by the employee may have significant negative impact on local tourism, vendors, stakeholder farming and grazing, infrastructure, cultural resources, and public perception and support of the Bureau and Department mission and may influence changes in policies or programs.

Factor 6 Personal Contacts (6-3, 60 pts)

Interagency (such as 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 up to Senior Executive Schedule as well as elected or appointed officials.

Incumbent is visible and 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.

Factor 7 Purpose of Contacts (7-3, 120 pts)
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 with other entities. Contacts involve influencing or persuading other subject matter experts to adopt a contested course of action involving technical disagreements, or to change direction on a wildland fire and aviation management issue which may conflict with a proposed objective.

In many cases, the incumbent must address and resolve conflicts and sensitive issues among agencies. The ability to work well with others and to exercise diplomacy is essential in interagency operations. Defending, advocating, and justifying agency positions and policy interpretations on training related issues occurs regularly in the interagency forum. The incumbent uses negotiation skills to persuade persons or groups to accept agency opinions or take actions related to the advancing of fire training program goals and objectives.

Factor 8 - Physical Demands (8-1, 5 pts)
The work is normally 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 (9-1, 5 pts)
Work is normally performed in an office setting but also includes field work. During the wildland fire season, field work may involve high risk exposure to potentially dangerous situating or stress. The field 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:
1-8 (1550 pts), 2-4 (450 pts), 3-4 (450 pts), 4-5 (325 pts), 5-4 (225 pts), 6-3 (60 pts), 7-3 (120 pts), 8-1 (5pts), 9-1 (5pts).

Total: 3190 pts
GS-13 (3155-3600)