DOI Standard Position Description
PD#DX03400

Official Classification: Wildland Firefighter (Fire Management Planning), GS-0456-12

INTRODUCTION

This is an agency Standardized Position Description (SPD) and serves as Wildland Firefighter (Fire Management Planning) in a wildland fire management program within one of four bureaus of the Department of the Interior (Department) in the regional interagency programs.

This position serves as the Wildland Firefighter (Fire Management Planning) at the state/regional level 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, local governments, and non-governmental organizations (NGO).

The purpose of the position is to serve as the state/regional fire planning authority for the technical analysis of the fire management planning program, providing leadership, training, and advice to wildland fire management organizations within the region/state. Represents region/state office and interagency fire management workgroups or similar organizations that address fire management planning issues. Attends fire and resource management meetings, professional conferences, and other events to exchange and present technical and policy information. The incumbent is experienced in executing fire management activities in fire preparedness, fuels management and prevention, fire suppression, monitoring, and/or post-fire. At this grade level, the advanced knowledge, experience, and expertise allows the incumbent to independently plan, carry out and train others in a substantial range of complex fire management projects and assignments.

MAJOR DUTIES

Wildland Fire Planning (70%)

The position develops region/state wildland fire plans and complex fire management alternatives that reflect national, regional, state, and local management goals and objectives related to fire management. Evaluates the adequacy and effectiveness of fire management programs through periodic on-the-ground inspections or visits to field units.

Provides expertise for short and long-term strategic fire management planning, assessments, and interagency unit fire management plans.

Provides subject matter expertise on complex wildland fire planning processes and procedures of a very high order of difficulty. Applies technical fire planning knowledge to independently analyze and resolve complex problems relating to the development, execution, and monitoring of state/region fire management issues by developing and implementing alternatives to meet the fire

management social or political objectives and monitoring the effects of long-term droughts and changes in climate to analyze long-term fire related impacts on the environment.

Coordinates with the environmental or natural resource specialists to ensure wildland fire plans are consistent with land and resource management plans (L/RMPs), laws, policies, regulations, and environmental mandates (e.g., National Environmental Policy Act (NEPA), Clean Air Act, National Historic Preservation Act, Wilderness Act, etc.) Promotes the integration of fire management topics into unit L/RMPs.

Independently determines information needs and policy requirements for FMPs at the state/region level. Solicits, compiles, and analyzes information from unit and regional staff members to address short- and long-term fire management planning needs.

Integrates geospatial and strategic fire planning analyses. Coordinates and supports the use of statistics and geospatial information technology in strategic fire management planning.

Coordinates the implementation of established fire planning-related agreements between local/region/state and adjacent fire programs and cooperating agencies and organizations. Provides input and technical advice regarding the development and implementation of new agreements.

As a technical advisor, renders decisions on wildland fire project goals and objectives and provides expert technical advice on newly proposed and existing wildland fire management projects. (e.g., fuels treatments, smoke management, preparedness plans, and fire danger planning related requirements).

Oversees fire management analysis studies, collaborate results with staff, then determines best approach in initiating and completing major assignments; coordinates and integrates complex fire management topics, issues, and solutions into detailed non-fire program plans. Establishes nexus between L/RMPs, fire plans, and fire policy consistent with firefighter and public safety, and values to be protected.

Validates fire management plan updates from units and completes reporting requirements in a timely and accurate manner within established standards.

Collaborates with internal Bureaus, outside organizations, and other partnering federal agencies in conducting analysis, providing clearances on relevant formal documents and rendering overall processing decisions on fire management processes, i.e., Bureaus of Land Management, Indian Affairs, National Park Service, Fish and Wildlife, State, local tribal, and private landowners and Non-Governmental Organizations (Nature Conservancy), and the Departments of Defense, Energy, and US Forest Service.

Provides wildland fire planning records and data management support for fire management officers, land, or resource management staff, fire planners, and other specialists within a fire program.

Independently performs data collection and evaluation of a full range of fire hazard risk, fuels, historic fire occurrence, fire cause, fire effects, climatology, and weather-related data. Reviews fire management data for adequacy, appropriateness, and accuracy.

Develops wildland fire plans, conducts thorough analysis of programs and training curriculum, and develops, coordinates, and facilitates regional and national training courses and workshops. Identifies training needs for fire planning and NEPA and ensures training in made available as required.

Independently consolidates planning information/data from multiple state/regional areas to incorporate into state, regional, and/or national plans, projects, and analytical studies in fire management.

Coordinates multiple fire management units to support fuels program activities, to include project planning, preparation, implementation, and effectiveness feedback.

Coordinates the collection, review, retention, and appropriate record-keeping for documents related to fire management.

Provides technical expertise regarding wildland fire records management activities and recommends changes to improve the overall efficiency and success of these activities.

Wildland Fire Technical Consultation (30%)

Engages in extensive collaboration and coordination to integrate planning efforts with various land management agencies, federal, state, tribal, local, and other government entities.

Provides expert technical support to fire management officers, land or resource management personnel, and planners throughout region/state on systems usage and advanced features (systems include Wildland Fire Decision Support System, WFDSS), Interagency Fuels Treatment Decision Support System (IFTDSS), Enterprise Geospatial Portal (EGP), National Fuels Program Reporting System (NFPORS).

Coordinates with the environmental or natural resource specialists to ensure wildland fire policy is incorporated in L/RMPs and NEPA decisions.

Partners with senior leaders on the development of short and long-term strategies regarding fire management assessments and plans, as well as interagency, region and/or state initiatives; the implementation of plans (e.g., fire danger and prevention); application (e.g., decision support tools, wildland fire reporting); advising field units on data collection and evaluation of fire hazard, fuels, historic fire occurrence, fire effects, climatology, and weather conditions; and advising in wildland fire planning analysis systems, models, and decision support systems.

Responds to data requests from internal and external sources.

Utilizes specialized software and modeling programs to evaluate the effectiveness of fire management strategies to meet L/RMP goals and objectives.

Serves in an advisory capacity concerning fire data with decision support such as Wildland Fire Decision Support System (WFDSS) decisions, long-term and strategic plans, strategic risk assessment etc. on fires of varying complexity levels and make recommendations on a wide range of analytical tools for usage regarding interagency fire management planning. Conducts analysis and recommends enhancements to meet user needs.

Assesses the applicability of decision support tools to address fire management issues and develops procedures to incorporate into unit management plans. Applies the latest technological developments to advise on fire management concerns related to the development, execution, and monitoring of local fire management issues.

Ensures compliance with geospatial standards are applied at the bureau level.

Work involves [occasional/frequent] travel to sites in a variety of locations, some of which involve various forms of transportation.

Performs Other Duties as Assigned.

FACTORS

1. Knowledge Required by the Position
Comprehensive knowledge of and skill in applying a wide range of wildland fire management planning processes and procedures, sufficient to serve as a technical authority and provide oversight and guidance in the development, implementation, and evaluation of the region/state fire management planning programs.

Comprehensive knowledge of and skills in applying all phases of fire management including wildland fire monitoring, prescribed fire, and fuels activities, to conduct studies, analyze results, and make recommendations.

Ability to communicate both verbally and in writing, sufficient to instruct wildland fire planning processes to audiences with varying degrees of understanding of the subject matter.

Knowledge of management and organizational principles and practices including interagency wildland fire operations; and working knowledge of agency organizational structure and management practice to implement fire planning standards and policies.

Knowledge of agency's fire program management goals and objectives, the sequence and timing of key program events and milestones, and methods to evaluate program values.

Knowledge of agency policies, procedures, and regulatory requirements covering land use and fire management including the National Environmental Policy Act, the National Historic

Preservation Act, the Clean Air Act, and the Endangered Species Act, etc. sufficient to implement plans and programs.

Advanced knowledge of and skill in utilizing various decision support tools and modeling software to serve as the technical authority for the full range of activities involving fire management planning software. e.g., (Wildland Fire Decision Support System; National Fire Danger Rating System; and National Fuels Program Reporting System).

Knowledge and ability to use a variety of computer software applications such as word processing, spreadsheets, databases, graphic tools, and mapping applications.

2. Supervisory Controls

This position works under the broad supervision of a fire management official. The supervisor and employee develop a mutually acceptable project plan which typically includes identification of the work to be done, the scope of the project, and deadlines for its completion. The supervisor and employee confer on priorities and deadlines. The incumbent independently conducts fire management analysis and planning, coordinating with others, and determining the approach to take to complete specific assignments. Recommendations are usually accepted as technically sound. Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives.

3. Guidelines

General guidance can be found in agency and bureau published directives such as: wildland fire/fuels operations manuals, safety regulations, handbooks, and guides. Specific guidance is also contained in the prescribed fire and fuels treatment plans, risk assessments, natural and cultural resource plans, interagency agreements, and memorandums of understanding.

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 fuels management policy and 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.

4. Complexity

The employee works independently and interacts with broad and diversified fire management programs throughout an interdisciplinary and interagency setting. Analyzes and resolves complex problems relating to the development, execution, and monitoring of state/region fire management issues by developing and implementing alternatives to meet the fire management social or political objectives and monitoring the effects of long-term droughts and changes in

climate to analyze long-term fire related impacts on the environment. The incumbent is expected to independently provide fire management technical expertise and assistance in planning and implementing wildland fire monitoring, prescribed fire, and fuels activities.

Incumbent is also required to consider and evaluate interconnected factors such as ecosystem dynamics, fuel loading, fire history, fire causes, fire danger, current and expected fire situation, resource availability, weather, smoke management issues, public safety, resources threatened, safety hazards, and costs. The incumbent must identify, evaluate, and consider these interrelated factors to develop alternative courses of action using appropriate methods and frameworks. The work requires the incumbent to independently identify, analyze, and evaluate various conditions and elements and recommend an appropriate fire management planning decision. The incumbent independently evaluates objectives for fire management plans and assists with the development and implementation of fire management strategies. Complexity is further increased by continually evolving elements such as changes in climate that impact weather patterns, ecosystems, etc., which require further analysis to determine impact on the fire management planning process. Advanced decision making on complex topics such as data interpretation, work planning and refinement of methods and techniques is required to achieve fire management planning objectives. Widespread geographic responsibility adds to the complexity of the work. Incumbent must engage in extensive collaboration and coordination to integrate planning efforts with various land management agencies, federal, state, tribal, local, and other government entities.

5. Scope and Effect

The primary purpose of the work is to assess the effectiveness of state/regional fire management programs and fire management strategies in meeting intended goals and objectives. Serves as Senior Advisor for regional/state fire planning and conducts technical analysis of the fire management planning program, providing leadership, training, and advice on the technical application of processes to assist in development of safe and effective fire management programs. Develops region/state wildland fire plans and complex fire management alternatives that reflect national, regional, state, and local management goals and objectives related to fire management. The work is carried out in an interagency, multi-disciplinary environment that requires the incumbent to coordinate with natural resource program managers and land management decision-makers to ensure that the fire management program supports the achievement of land and resource management goals and objectives. Problem resolution during the planning process is challenging due to the presence of multiple agencies with differing missions and/or conflicting goals and objectives.

The work efforts affect state/regional 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.

6. Personal Contacts
Contacts include those with the national office, regional/state office, and field units; other federal, tribal, and state agencies throughout the geographic area, plus adjoining regions and/or states. Daily contacts may include field personnel, regional/state office personnel, research scientists, private landowners, other bureau personnel, and the general public. The incumbent maintains regular personal contact with professionals and scientists involved in fire management from federal, tribal, state, and local agencies, universities, and professional societies. Contacts may include vendors used to accomplish specific assignments. Contacts are performed as formal presentations, interviews, informal exchanges, written reports, and correspondence.

7. Purpose of Contacts
Contacts are made for determining user needs, explaining proposed actions, gathering data and intelligence, and exchanging information; and planning, implementation, and coordination of the fire management program. Contacts may involve various groups and individuals who have conflicting viewpoints and therefore require the incumbent to gain compliance and/or acceptance with fire management methods and approaches through persuasion or negotiation.

8. Physical Demands
The work is primarily sedentary, although a level of physical fitness is required which will allow for work during periods of extended stress.

Calls may occur after regular work hours, creating interruptions to the incumbent's personal life.

Vehicle and aircraft travel associated with site visits and other administrative travel for meetings, program reviews, or conferences is required.

9. Work Environment
Most work is in the office setting. Occasionally some exposure to discomfort or risk is encountered on/during travel and site visits such as extreme heat or cold, or exposure to fire situations. In support of fireline operations, Nomex clothes, boots, and other protective clothing will be worn where appropriate.

OTHER SIGNIFICANT FACTS

This is an administrative position in an organization having a firefighting mission and is 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.

Physical Demands: The work is primarily sedentary, although a level of physical fitness is required which will allow for work during periods of extended stress and in the field when wildland fire situations arise. During the fire season, extended fire assignments away from the unit may be required under very stressful conditions.

Work Environment: Although work is generally performed in an office setting. Field work involves exposure to temperature extremes, both from weather and fire

conditions where falling trees and the presence of smoke and/or dust conditions create hazardous conditions. The nature of fire investigation work requires that protective clothing (boots, hard hats, etc.) be worn. The incumbent must exercise a variety of safety practices and precautions for the well-being of self and of others.

Position requires a valid state driver's license to operate light vehicles and 4x4 vehicles. May require additional specialized training and certification to operate specialized vehicles and equipment.

May participate in all aspects of a fire management program including fuels management, fire suppression, fire planning, monitoring, and post-fire activities.