DOI Standard Position Description
PD Number DOI DX04800

Classification: Wildland Firefighter (Fuels Management), GS-0456-12

INTRODUCTION

This is an agency standardized position description (SPD) located in the state or regional office of a Department of Interior (DOI) wildland fire management program. The primary purpose of the position is to serve as senior technical expert and assess the effectiveness of the fuels management programs by providing policy guidance, advisory opinions and recommendations on policy interpretation and implementation for fire management agencies across the United States, all organizational levels in respective areas. The position also functions as State or Regional subject matter expert in resources needs, forecasting, and allocation.

The position coordinates and negotiates at a higher echelon level with other federal agencies and departmental bureaus to include 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 with state agencies (including state fire and other natural resources agencies), local governments, and non-governmental organizations (NGO).

This position may also exercise delegated supervisory authorities and responsibilities 20% of the time. These authorities exceed those typical of work leaders and include assigning and reviewing work daily, weekly, or monthly to ensure production and accuracy requirements are met.

MAJOR DUTIES

Fire Program Administration (20%)

Technically advises and offers guidance to senior leadership and staff within state or regional levels and supports unit levels on fire management policies and implementation strategies to ensure sound understanding and efficient interpretation.

Provides input on strategic long-range planning concepts; provides leadership and guidance through coordinated efforts and program evaluation feedback on state or regional wildland fire and aviation programs in bureau and interagency community.

Serves alongside other senior officials and offers recommendations on annual program budget formation, state or regional accomplishment narratives, programmatic proposals, solutions, supplementals, and oversight accountability of overall program budget. Coordinates and oversees wildland fire fuels programs on public and Indian trust lands administered by the Bureau.

Oversees and directs all aspects of the fuels management program state or region-wide which includes planning, coordination, and evaluation of program initiatives. Develops mid and long-term work requirements of land and resources management plans alternatives. Plans and

oversees contract and procurement of goods and services in order to accomplish fuels management goals and objectives. Evaluates multiple fuels treatments on a landscape basis for effectiveness of the overall fuels management program and initiates program changes based on evaluation findings. Performs fiscal analysis, formulates annual fuels management budgets, and accounts for program expenditures from out-year planning to year-end closures.

Maintains the smoke management program to ensure compliance with state or regional air quality standards; collaborates and negotiates with federal, state, tribal and local government air quality officials to ensure collective compliance in operational procedures and reporting requirements.

Serves as state or regional subject matter expert representative in negotiations with stakeholder partners on initiatives and activities by advising on appropriate fire management program planning and resources strategies. During Departmental, Bureau, Tribal conferences, leads in conference planning, facilitates briefing presentations; composes and presents accountability reports' findings. Collaborates with stakeholders to ensure appropriateness in planning and resourcing of fire management programs geographically.

Regional/State Policy and Program Review (25%)

Analyzes and assesses existing Departmental and Bureau policy guidance and operational procedures to evaluate overall effectiveness in meeting Bureau objectives at the regional or state level. Serves as a wildland fuels management program expert and technically advises unit, tribal, state, or regional office managers and key staff members. Reviews, analyzes, interprets, and disseminates existing policy and procedural guides and ensures awareness and appropriate usage of new departmental and bureau policies.

As member of interagency committees, acts as the bureau representative and conducts studies on complex wildland fire and aviation management issues.

Advocates agency wildland fire and fuels management program policies, procedural requirements, and objectives when partnering and negotiating with interagency state or regional offices.

Establishes state or regional performance standards and specifications for wildland fire management programs on public land administered by the Bureau and takes the lead engaging in wildland fire workforce recruitment and development activities.

Works in partnership with interagency and intra-agency wildland fire management cooperators to develop and propose wildland fire and fuels management standards and policies. Serves on national teams and modifies existing guidelines as well as develops new agency and interagency manuals, handbooks, and relevant support documents in support of identified wildland fire and fuels management issues.

Takes the lead in coordinating and executing annual field wildland fire preparedness, programmatic, and incident reviews; represents the bureau on state or regional interagency work groups, teams, and committees.

Fuels Management (35%)

Serves as senior technical expert and provides technical guidance and advice on complex wildland fire and aviation management activities that affect resource management plans, resource, and land management programs for state/regional/tribal and local wildland fire management offices/units. Conducts reviews and revises policy and procedural guidelines to accommodate unique missions of bureaus. Applies technical knowledge and independently analyzes and resolves complex problems relating to the development, execution, and monitoring of state/region resource management issues by developing and advising on alternative solutions to meet fire resource management objectives.

Takes on the lead role and serve as expert member on agency and interagency teams to address critical aspects of fuel appraisal, interagency planning, and interagency accomplishment tracking and reporting.

Utilizes seasonal knowledge and skills to lead program reviews by evaluating fire management initiatives to promote adherence to governing policies, objectives, standards overall effectiveness of operations, and offers technical solutions to specific problems areas presented. Develops timely corrective action plans (CAPs) to remedy audit findings.

Implements and recommends changes in operating procedures and programs to increase the effectiveness of operations and correct practices which are not in compliance.

Conducts analysis and approves annual unit programs of work and strategic long-term plans for distribution to the state or reginal, directs and collaborates on programs and plans with national leaders.

Develops accomplishment reports on program directives and coordinates with state or regional, or Tribal fuels programs to develop relevant products and timely communicate and update on Departmental fuels priorities.

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

Collaborates with fire program managers and training specialists within the Bureaus to coordinate employee development, training, and qualifications policies for fuels management positions. Serves as unit level and lead instructor for fuels managements classes and updates fuels course curriculum to meet fire position qualifications and standards.

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

Coordinates and reviews FMPs developed in the state/region(s) to ensure compliance with national, regional, and local fuels management goals, objectives, and requirements.

Provides guidance and ensures FMPs are consistent with and complement land and/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 discussions on contentious issues concerning resource usage, funding allocations, and long-range strategies in the regional and/or multi-regional area, among Department, cooperators, and stakeholders.

Establishes and maintains cooperative relationships with public and private groups, state, tribal, local governmental groups, and other federal agencies in coordinating wildland fire and fuels management planning activities. Develops responses to sensitive correspondence having conflicting viewpoints and provides staff advice, analysis, and expertise.

Audits and reviews FMPs for compliance to reflect changes in laws, policies, procedures, land management, resources, and fire management objectives and conditions.

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).

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

Performs other duties as assigned.

Supervisory Duties (20%)

Exercises delegated supervisory authorities and responsibilities. These authorities exceed those typical of work leaders and include assigning and reviewing work on a continual basis to assure production and accuracy requirements are met; also approves initial leave requests of subordinate staff.

Plans work to be accomplished by subordinates; sets and adjusts short-term priorities; and prepares schedules for completion of work. Assigns work based on priorities, selective consideration of the difficulty and requirements of assignments, and capabilities of employees. Coordinates within the unit to ensure timeliness, format, procedures, accuracy, quality, and quantity standards are met. Evaluates work performance and initiates minor disciplinary measures, i.e., verbal warnings of caution when required.

Provides leadership, allocates resources, and implements activities to accomplish DOI's multicultural organization direction and Equal Opportunity requirements, goals, policies, and objectives. Ensures communication - written, oral, visual, and signed, is non-discriminatory and

sensitive to employees and the public. Fosters a work environment which respects, appreciates, and accepts the contributions and perspectives of all employees.

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 position requires a valid state driver's license to operate a variety of motor vehicles.

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 and recommend substantive program changes or alternative courses of action.

Comprehensive knowledge of wildland fire and fuels 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 and modify wildland fire management curriculum and training aids to accommodate learning requirements of staff.

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 policies to provide advice, options, and recommendations to senior management on program business and policy development; effectively serve the Bureau's needs; and initiate adjustments to accommodate program fluctuations and changes in priorities and funding.

Exercises knowledge of federal budget policies and procedures, to include agency fire business management practices, to accomplish budget plan development requirements.

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.

Written and verbal 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 **(**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 and the incumbent must use significant judgment and ingenuity 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 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 aviation management 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. 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 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.

Factor 6 & 7 – Personal Contacts & Purpose of Contacts (Level 6-3 60 pts / 7-3 120 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 at all levels.

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 fuels 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 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 objective.

In many cases, the incumbent must face and stimulate mutual resolution of 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 position and policy interpretations on fuels 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 fuels 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), 7-3 (120 pts), 8-1 (5pts), 9-1 (5pts).

Total: 2890 pts
GS-12 (2755-3150)