DOI Standard PD

PD# DX04900

Classification: Wildland Firefighter (Prevention), GS-0456-12

INTRODUCTION

This position is an agency Standardized Position Description (SPD) organizationally located within a wildland fire management program Regional/State Office as part of a broader prevention program within one of four fire bureaus, the Department of the Interior (Department). The position may also perform duties within interagency programs.

The primary purpose of this position is the Regional/State Office lead for wildfire prevention, hazard mitigation, fire trespass coordination, and providing guidance at the planning and operational levels of the implementation of fire prevention and mitigation techniques and program oversight. Key components include wildland fire management, understanding wildfire prevention strategies, wildland fire behavior and the role of fire in the ecosystem when assisting communities to reduce the threat and impact of wildland fire; public outreach and education programs, complex wildland fire operations with significant interagency coordination and cooperation issues, wildland/urban interface initiatives, and a complex hazardous fuel reduction program. The incumbent supports the Regional/State Office Fire Management Officer or other regional/state office wildland fire staff in planning and coordination within the prevention program.

MAJOR DUTIES

Functional Area Responsibilities (60%)

Serves as technical expert and provides senior level oversight on wildland fire prevention activities affecting overall fire management objectives at a state/regional levels. Program areas of responsibilities include one or more of the following:

Technical Assistance/Technology Transfer

As a senior expert independently assesses fire management program prevention needs and provides and/or arranges for technical oversight and assistance to units/tribes for planning, implementation, risk assessments, community assistance, and wildland fire investigations.

Provides science backed expertise to programs such as briefings on research results and recommendations on implementation strategies of research-based findings and/or seeks out equivalent from professional scientific staff counterparts and recommends sampling methods and monitoring protocols. Maintains awareness of scientific and technological developments in wildland fire science and knowledge of current and emerging fire/fuels software. Identifies problems, researches alternatives, and identifies techniques needed to solve problems concerning a variety of complex professional and technical problems related wildfire prevention, education, mitigation and investigation methods and techniques such as endemics of unresolved intentionally set fires in unclear jurisdictional areas, lack of

sufficient law enforcement availability to complete criminal arson investigations after origin and cause information is determined, and increased number of visitors to service units during unique events.

Analyzes statistical data and identifies major causes of wildland fire and ensures that these causes are accurately addressed in the appropriate wildland fire prevention programs and the fire management plan. Represents the prevention program in collaborations with supervisor and other members of the staff to ensure integration of fire prevention into the overall program of work, including the recommending of policy development of intermediate and long-range objectives, and integration of various activities of the staff. The incumbent utilizes latest prevention modeling software to accurately assess the risks and hazards of the associated unit and recommend the most effective counter measures to avert human caused fires.

Develops, presents and/or monitors wildland fire prevention and education training curricula, courses, exhibits and presentations at the local, regional, and national levels.

Functions as an expert in the fields of wildland fire prevention and wildland fire education and provides critical wildfire prevention subject matter expertise to state and national interagency training committees in making short-term and long-term updates and changes to these training materials (accomplished by establishing performance and instructional objectives, testing, and validating course content).

Wildland Urban Interface Community Assistance

Responsible for the identification and mitigation of wildland urban interface issues and risks to local/tribal homeowners and communities from wildland fire hazardous fuels with tribal and agency prevention and fuels programs. This includes providing expertise to develop and implement strategic prevention activities to effectively mitigate risks in order to achieve overall prevention and fire management objectives for the serviced program, including tribal cooperators.

Represents the Bureau at a local, state, and regional inter-agency level on efforts to educate and mitigate potential threats to both tribal and non-tribal communities by wildland fire.

Provides regional oversight and technical guidance to tribal and agency programs in the development, coordination, and implementation of educational meetings, events, and prevention programs with local communities to reduce loss resulting from wildland fire.

During a wildland fire event in serviced areas, develops and implements additional strategic wildland fire mitigation and protection planning which assesses the actual and potential risks and hazards.

Exercises creativity and innovation in developing techniques to identify and reach secluded populations to ensure their unit fire program objectives are met, thereby contributing to achieving broader national fire management objectives.

Exercises significant ingenuity in developing messaging strategies to reach population areas identified as high risk in remote locations and lack basic infrastructure to receive electronic or web-based media and information. Guidelines for this type of message delivery do not exist.

Wildfire Investigation and Trespass

Provides technical guidance and assistance to the Regional/State Office Fire Management Officer, Line Officers, Tribes, and wildland fire investigators (INVFs) for the implementation of wildland fire investigation policy and standards.

Analyzes and evaluates wildland fire occurrence data and collaborates with fire management leadership, local cooperators, local units, law enforcement, and tribes etc. to determine regional wildland fire investigation and wildfire trespass responsibilities and priorities with the appropriate fire management leadership entity as described in bureau manuals.

Responsible for identifying and mitigating increased fire trespass resulting from rapidly expanding urban populations by analyzing trends, implementing public education campaigns, and promoting increased awareness with resource managers. Problems include recreation, equipment use, and debris burning. This poses an increased risk and potential loss to the natural and cultural resources Bureaus are legislated to preserve and protect in accordance with unique Bureau missions.

Coordinates and monitors unit/tribal wildland fire trespass investigations, policies, procedures, and associated activities with appropriate law enforcement agencies.

Interprets and communicates Bureau wildfire trespass policies and procedures with federal and tribal governments.

Coordinates wildland fire cause determination and investigation training with Bureau and other federal agency and tribal investigators, law enforcement personnel and local authorities. Serves as a fire investigation instructor and provides training and guidance for new fire investigators.

As Bureau policy dictates, works with local managers to negotiate administrative and legal restitution for fire suppression and resource damage costs resulting from trespass cases.

Ensures adherence to and implementation of the fire investigation program requirements within the region(s)/state(s) and ensures that the scientific methodology is used to determine the cause and origin of a wildfire including observing, collecting, and preserving and/or examining evidence. Researching legal statutes and codes and the circumstances related to fire ignition sources. Reviews and evaluates investigations conducted by subordinate staff for thoroughness and accuracy.

As Bureau policy dictates, may prepare fire trespass cases which includes coordinating with law enforcement, agency administrators, state/regional fire trespass coordinators, solicitor's office, budget, and fire business specialists on cost-recovery efforts. Provides input to management for administrative and legal restitution for suppression costs and resource damages resulting from fire trespass as necessary. May assist in tracking collections and expenditures at the district unit/tribal level for the fire trespass program. Bureau of Land Management employees will execute 43 CFR 9212 and 43 CFR 9239.

Program Management (40%)

Exercises senior technical level program leadership for the Regional/State Offices, units/tribes in wildland fire prevention, education, risk assessment, ignition management, hazard mitigation, program direction and loss prevention, interagency coordination and pre-suppression components of the fire management programs. Determines, develops, and provides program advice and assistance in support of serviced programs.

Oversees the implementation of the policies, standards, and requirements of the Wildland Fire Management program related to fire prevention, education, and hazard mitigation. Interprets and conveys Bureau policies and guidance related to wildfire prevention, education, and hazard mitigation requirements; and frequently collaborates with and advises unit/tribe level wildfire prevention specialists and technicians to ensure compliance with Bureau and Departmental prevention and mitigation policies, procedures, and standards.

Prepares state/regional wildfire prevention budget and budget requests for national submission, to include overseeing, reviewing, and consolidating all unit/tribal, regional wildfire prevention program budgets and budget requests.

Leads or facilitates the development of wildfire prevention plans to reduce human and equipment caused wildfires through comprehensive risk assessments, develops strategic plans to mitigate fire causes, conducts and participates in program reviews and annual readiness reviews. These plans include vigorous public awareness and education activities and programs, informational promotions, law enforcement programs, road/area signing efforts.

The incumbent markets fire prevention and education programs to individual representatives, local interest groups, and affiliated participants; coordinates wildfire restriction and closure plan development and implementation and works with public affairs personnel, fire information personnel and coordinating agencies in developing, implementing, and disseminating fire restriction and closure information.

Consolidates, implements, and evaluates of the Regional/State Office Wildfire Prevention Plans, incorporating fire statistics, prevention strategies, education actions and activities, program development, including short and multi-year wildfire prevention priorities. Assures all wildfire prevention plans comply and meet national guidelines and standards.

Serves as the Bureau's Regional/State point of contact at a local, state, and regional inter-agency level on wildfire prevention, education and mitigation and related activities. Attends meetings and interagency coordination workshops, providing wildfire prevention, education, and mitigation expertise and also establishes and maintains an active wildfire prevention/education programs involvement with other cooperating activities at local and state levels.

Serves as Bureau representative on the geographic interagency Fire Prevention/Education Committees and may serve on National Wildfire Coordinating Group (NWCG) committees, task groups or work groups in the areas of wildfire prevention, education, or fire investigation. Works with partnering Federal, state, and local wildland fire management groups and entities to develop products and programs that are adopted and meet interagency goals throughout geographic/area.

Serves as subject matter expert for coordination of wildland fire prevention/education programs inclusion in the fire management planning process. Frequently coordinates with the Regional/State Office Fire Management Officers to develop strong emphasis and action elements designed to mitigate the causes of fires. Conducts thorough analysis of programs and plans to ensure fire prevention principles, practices, and policies are executed and incorporated into local land management programs.

Participates in National-level strategy sessions and provides technical expert opinions and recommendations for inclusion in reviewing, refining, and developing policy, technical guides, and handbooks in support of national mission initiatives. The incumbent of this position performs these duties within a team member and/or in a lead capacity.

Performs similar 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 may involve performing strenuous activities under rigorous fieldwork conditions during emergency situations requiring above average physical performance, endurance, and superior conditioning.

This is a testing designated position (TDP) under the Department of the Interior Drug-Free Workplace Program

Incumbent is subject to medical examination and must pass the appropriate work capacity test.

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.

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

Comprehensive knowledge and experience in natural resource management, fire behavior, and fire management theories, concepts, principles, practices, and standards in a wildland fire environment specializing in prevention and mitigation.

Knowledge of the interrelationships between resource management, forest management, and land management principals, practices, and concepts as they relate to the accomplishment of wildland fire management goals and objectives.

Knowledge of policies, regulations, programs, and budgetary processes of federal land management agencies regarding fire management and natural resources management.

Ability to mine data and develop information sets for trends or other key elements in order to structure solutions to critical, unique, and controversial wildland fire prevention and wildland fire educations situations.

Comprehensive understanding of multi-agency wildland fire prevention plans, ignition management, loss prevention, and policies sufficient to conduct loss prevention program analysis. The analysis includes risk, hazard, and value and fire history. The conclusions reached are incorporated into fire management and prevention plans.

Comprehensive knowledge and experience of wildland fire management, fuels management, fire behavior, fire mitigation, fire prevention risk assessment and planning, and fire effects on ecosystems to comprehend, utilize and apply these principles to mitigate the effects of unwanted fire and to convey these concepts to target audiences.

Comprehensive knowledge of bureau level jurisdictional requirements, obtained through work experience, as it relates to implementing wildfire prevention programs.

Knowledge sufficient to interpret Departmental policy to provide input to revise, rewrite or draft state/regional policy and direction for the wildfire prevention program.

Knowledge of unique contracting and compacting practices impacting tribal governments and other external stakeholders.

Knowledge sufficient to interpret and apply wildland fire investigation techniques, policies, procedures, and Bureau responsibilities pertaining to fire trespass.

In-depth knowledge of and ability to utilize statistics to analyze fire occurrence trends.

Working knowledge and awareness of principles, practices and concepts of wildland ecosystems, natural resources and hazardous fuels treatment programs.

Ability to determine the appropriate materials needed to clearly communicate information to a variety of public audiences (technical and non-technical), political and legal representatives, natural resource specialists and wildland fire and resource managers.

Knowledge of federal, tribal, state, and local agency roles and responsibilities in wildland fire prevention and mitigation programs.

Knowledge of educational training principles and techniques, meeting management skills, and the ability to effectively organize, coordinate and present workshops and training sessions involving all aspects of wildland fire prevention and education.

Skill in establishing and maintain effective relationships with local and public interest groups, community planners, private landowners, and governments involved with fire management planning efforts.

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

This position works under the broad supervision within a wildland fire management organization. The supervisor and employee develop a mutually acceptable annual work 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 prevention analysis and planning, coordinating with others, and determining the approach to take to complete specific assignments. Recommendations are usually accepted as technically sound. Completed prevention plans, projects, evaluations, program reviews, reports, or recommendations are considered technically authoritative. Accomplishments are reviewed only from an overall standpoint in terms of compatibility with other activities.

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

General guidance can be found in agency and bureau published directives such as: wildland fire management 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 senior technical expert in the development and interpretation of wildfire prevention 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.

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

Assignments involve providing technical oversight and guidance in applying a broad range of wildfire prevention actions to address a complex human caused wildfire occurrence problem on a diverse and complex landscapes. Provides technical guidance, program oversight and development, coordination, and review among Bureau programs for wildfire prevention and community assistance in the Regions. Interaction with tribes is essential to the success of the program and often requires coordination with, but not limited to, tribal government leadership, program managers and tribal enterprises.

The work is complex, requiring continuous coordination and communication with units and state/regional offices within area of responsibility as well as with the numerous outside agencies, groups, and tribal stakeholders. The complexity of the work reflected in the myriad of problems that must be continuously addressed, the coordination required, the number of people involved, the communication networks employed, the keen attention to detail required and the short time frames involved.

The work also requires continuous coordination and communication among wildland fire specialists, resource specialists, educational and interpretive specialists, as well as with numerous interagency groups and community stakeholders.

The complexity of the work is reflected in the coordination required, the number of regional programs involved, size of the reservations/jurisdictional areas, values of resources to be protected, number of cooperators and the communication networks employed. The employee must review and provide guidance to field staff in the design and utilization effective communication and educational systems that reach a broad range of specific internal tribal and external non-tribal audiences.

The employee confronts and resolves conflicts and sensitive issues among individuals, organizations, and agencies. The individual deals with complex tasks required in the planning, implementation and evaluation of systems, courses, and social issues.

The work involves many areas of uncertainty and the complex interactions of several technical, resource, administrative, legal, and socio-economic problems. This requires the development of new techniques and guidance; or the modification of current practices and operations in the areas of wildland fire prevention and mitigation and community assistance in a complex wildland/urban interface environment.

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

The purpose of the work is to develop, guide, provide oversight and technically assist the implementation of complex, multiple field level wildland fire prevention and mitigation programs, and to efficiently coordinate with other state/regional programs, tribal programs, interagency partners, cooperators, stakeholders, partners, and institutions. Primary responsibility is to provide leadership and technical guidance, and to develop state/regional programs, guidelines, standards, and procedures.

Completed reports and recommendations influence decisions by managers concerning wildfire prevention and mitigation and community assistance programs at the state/regional level. The work involves identifying problems, studying, analyzing, and making decisions concerning these programs, thereby affecting the efficiency and productivity of operations in these programs. The work performed influences the efficiencies and effectiveness of the wildland fire prevention program and the relationship with tribes, communities, and stakeholders.

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

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, news media, 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.

Factor 7 - Purpose of Contacts **(Level 7-2, 50 pts)**

Contacts are made for determining user needs, explaining proposed actions, gathering data and intelligence, and exchanging information, and planning, implementation, and coordination of the wildland fire prevention 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 prevention and mitigation methods and approaches through persuasion or negotiation.

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

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.

Factor 9 -Work Environment **(Level 9-1, 5 pts)**

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

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)