DOI Standard PD# DX01400

Classification: Wildland Firefighter (Prevention), GS-0456-07

INTRODUCTION

This is an agency Standardized Position Description (SPD) for a Wildland Firefighter (Prevention) organizationally located within a wildland fire management program as part of a broader prevention program within one of four fire bureaus within the Department of the Interior (Department) within the field/local environmental setting, interagency programs.

The primary purpose of this position is to implement and promote a wildfire prevention (reducing unwanted human-caused ignitions) and mitigation (reducing damage and loss from wildfires that do occur) program, an education (including the multiple benefits of wildland fire) program and facilitates or provides support for fire investigation at the field/unit/tribal level. This SPD will be utilized as a stand-alone GS-07 position and a GS-07 target-SPD for higher graded work environments, at the GS-08, GS-09, and/or GS-11 Full Performance Level (FPL). The position implements strategies and plans activities primarily in support of a fire prevention programs and functions in wildland fire management programs and serves in a key technical fire position in a unit/tribal level wildland fire management organization. The incumbent supports the Fire Management Officer or other wildland fire staff in planning and coordination within the prevention program.

MAJOR DUTIES

Education and Investigation 70%

Consolidates supporting documentation and implements unit level fire prevention education programs and evaluates various wildland fire prevention and mitigation program packages and presentations.

Conducts, reviews, and updates the following: plans for patrol routes, methods and frequency of contacts and inspections; plans for the type and placement of printed signs and posters for maximum exposure of prevention awareness in an interagency environment; and plans for disseminating fire prevention messages and information with local cooperators and surrounding public.

Collaborates with the public to promote awareness of wildland urban interface issues, including fire prevention and mitigation, through educational school programs, meetings, personal contacts, news media, social media, and news releases.

Facilitates wildland fire prevention and mitigation programs and activities for the local communities, the news media, and the general public in the form of meetings, newsletters, events, programs, social media, and posting in community facilities.

Determines causes and origins of wildfires during fire investigations through the use of scientific methodologies including observing, collecting, and preserving and/or examining evidence. Interviews and/or obtains statements of witnesses. Prepares written reports to agency standards,

including diagrams, maps, and photos.

Collaborates with other cooperating federal, state, tribal or local agencies, and law enforcement agencies on fire investigations that are multi-jurisdictional and coordinates prevention and mitigation activities with other fire management activities and resource management programs.

Reviews, coordinates, and disseminates internal and external information that pertains to wildfire prevention and mitigation activities at the unit/tribal level. Informs staff, leadership, interagency cooperators, local communities, and the general public and facilitates implementation of wildland fire prevention and mitigation programs and activities.

Participates in the implementation of the wildfire prevention and mitigation plan, community wildfire protection plan and/or equivalent and wide array of technical and administrative activities for the unit/tribal level.

As Bureau policy dictates, assists in implementing fire trespass policies and procedures. Assembles case files and collaborates with management to determine the value of losses resulting from fire trespass.

Coordinates wildfire origin and cause training courses for unit assigned personnel this includes planning, organizing, facilitating, and instructing course curriculum.

Planning 30%

Under supervision of higher graded prevention staff, will participate in the preparation of the wildfire prevention and mitigation plan, community wildfire protection plan or equivalent for the unit/tribal level that incorporates the appropriate prevention strategy to address the primary fire causes at the local unit.

Collaborates with fire management officers, other wildland fire management staff, line officers, or other natural resource staff in developing or revising annual prevention action plan.

Provides input into developing annual program budget and ensures budget submission is compliant with Program Policy. Monitors expenditure of funds to ensure fiscal integrity and correct application of financial standards.

Collaborates with fire management staff across all program areas in developing a coordinated approach to wildfire hazard and risk reduction in the wildland urban interface.

Monitors fire occurrences and causes to ensure appropriate prevention and mitigation strategies are implemented.

Monitors wildfire prevention and mitigation activities and evaluates the effectiveness of the wildfire prevention plan. Reports annual accomplishments and recommends revisions to wildland fire prevention and mitigation strategies.

Performs other related duties as assigned.

FACTORS

Guidelines

The assignments are undertaken within the framework of federal, tribal, state, and local regulations, policies, and existing guides (e.g., manuals, instruction letters, and handbooks). The employee must use judgment in selecting the appropriate guideline These guidelines contain criteria to solve the core question or problem, The supervisor or higher-graded specialist is readily available to provide technical assistance and advice.

Complexity

Assignments involve applying a broad range of wildfire prevention actions to address recurring issues related to human caused wildfire occurrence problems. The technical duties of fire investigations involve examining the cause and determining the origin of a wildfire using scientific methodology including observing, collecting, and preserving and/or examining evidence in a multijurisdictional environment. The employee must determine the best course of action to effectively communicate and educate a broad range of internal and external audiences. Incumbent stays abreast of fire causation trends and their implications to the prevention program. The incumbent navigates multiple messaging platforms and interacts with field/unit/tribal levels to oversee the success of programs; requires coordination with federal, state, tribal, and local government leadership, program managers.

Personal Contacts/Purpose of Contacts

Personal Contacts
Personal contacts include co-workers, staff specialists, or Fire Management Leadership, counterparts in the five federal wildland fire bureaus, state lands and forestry departments, tribal governments, law enforcement, the news media, social media, local businesses, and the general public. Contacts are usually established and occur on a regular basis with roles clearly defined.

Purpose of Contacts
Contacts are made for the purpose of gathering information, planning, and promoting the development and implementation of the wildland fire prevention and mitigation, and fire education programs; reviewing and evaluating interagency fire mitigation techniques and efforts; making presentations and/or instructing groups regarding the wildland fire prevention and mitigation program. Incumbent shares wildland fire prevention, mitigation, educational techniques, and information with a wide variety of internal and external audiences. Conducts day-to-day business and anticipates administrative and managerial problems before they arise. Contacts require tact, determination, and communicative skill, especially to persuade and convince the public and outside organizations of the benefits of wildland fire prevention and mitigation.

Supervision Received

At this level Wildland Firefighter (Prevention) works under general supervision. Supervisors outline program objectives, assign special studies to be undertaken, and approve annual work plans segmented by month or quarter. which establish duties and functions, work assignments, and

operating policies and procedures related to planning requirements and policy compliance. Supervisors furnish help and technical assistance on difficult or unusual problems such as special-use problems, law enforcement action, cancellation of permits, or extremely hazardous conditions present in industrial operations. Their work is reviewed periodically for overall adequacy, compliance with operating policies and procedures, and effective accomplishment of broad program objectives.

OTHER SIGNIFICANT FACTS

This is a firefighter - administratively functioning 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 for incumbents of this position.

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

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, intermittent field work is involved. 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.

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.