DOI Standard PD# DX01700

Classification: Wildland Firefighter (Prevention), GS-0456-11

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, a mitigation (reducing damage and loss from wildfires that do occur) program, and education (including the multiple benefits of wildland fire) program and facilitates or provides support for fire investigation at the unit/tribal level. This full performance Level (FPL) position implements strategies, plans, and activities for a fire prevention program and functions in wildland fire management program. The incumbent serves in a key technical fire prevention position as a part of a unit/tribal level wildland fire management organization and supports the Fire Management Officer or other wildland fire staff in planning and coordination within the prevention program.

MAJOR DUTIES

Program Operations (30%)

Leads planning and implementation of overall wildfire prevention and mitigation programs and activities for the unit/tribe (or tribes), communities, and the general public and develops a wildfire prevention plan that incorporates the appropriate strategy to address the primary causes at the local unit.

Leads the development, coordination, and dissemination of internal and external information pertaining to wildfire prevention and mitigation activities at the unit/tribal level.

Provides specialized guidance and develops wildfire prevention and mitigation programs and activities with 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.

Provides wildfire prevention and mitigation expertise by representing the unit at local, state, and regional/national/tribal forums, establishing, and maintaining active involvement with other cooperating agencies regarding wildfire prevention and mitigation programs.

Exercises cumulative knowledge to coordinate and integrate wildfire prevention and mitigation plans with affected unit personnel such as fire management staff, natural resource staff, and cultural resource staff, etc. Promotes, coordinates, and technically advises on integration of national level initiatives for local unit level use as applicable (e.g., National Cohesive Strategy, Defensible Space, Fire Adapted Communities). The incumbent strategically communicates with natural resources and wildland fire specialists to develop and ensure dissemination of wildfire prevention and mitigation materials and program expertise to all supported programs.

The position directs unit level technology transfer of new wildfire prevention and mitigation concepts, applications, and materials.

Implements, facilitates, and provides seasonal outlooks and opinions during program readiness reviews. Oversees and directs updates to local wildfire prevention plans annually to ensure wildfire prevention and mitigation strategies, principles, practices, and policies are sufficient to meet prevention program objectives. Incorporates latest/most current research data into local land management programs.

Provides oversight to ensure adherence to, and implementation of, fire investigation program requirements at the unit level and verifies that the scientific methodology is used to determine the cause and origin of wildfires including observing, collecting, and preserving and/or examining evidence. The incumbent research ignition sources, legal statutes, codes, and other circumstances related to fire cause and origin. Gathers and/or obtains statements from witnesses, and prepares and consolidates written reports, to include diagrams, maps, and photos.

Takes the lead as course coordinator and/or lead instructor and/or unit instructor for wildland fire investigation training courses and provides technical advisory guidance for new fire investigators. Analyzes and evaluates investigations conducted by subordinate staff and accounts for thoroughness and accuracy.

As dictated by Bureau policy, prepares and consolidates fire trespass cases. Coordinates with law enforcement officials, agency administrators, state/regional fire trespass coordinators, solicitor's office and budget officials, and fire business specialists on cost-recovery efforts. Provides technical expert advisory guidance to management for legal restitution for losses resulting from fire trespass. As dictated by Bureau policy, tracks collections and expenditures at the district unit/tribal level for fire trespass program.

Leads unit level annual wildfire prevention readiness reviews. Reviews local wildfire prevention plans to ensure wildfire prevention and mitigation strategies, principles, practices, and policies are scientifically based utilizing the most current research data available and provides subject matter expert recommendations to address deficiencies.

Develops annual program budget, ensures budget submission is compliant with program policy, and monitors expenditure of funds to ensure fiscal integrity and correct application of financial standards.

As Bureau policy requires, serves as Contracting Officer Representative (COR) or Program Officer and administers grants and cooperative agreements related to agency programs designed to reduce wildfire risk and effects to communities.

Closely collaborates with stakeholders to identify and design projects within communities to mitigate the effects of wildfire to communities, which includes hazardous fuel reduction, emergency planning and public education, and increase of resource capacity for emergency response. Utilizes technical specialized skills to advise stakeholders on identifying and applying for other state and federal funding, grants, and other related financial opportunities available to assist in ensuring accomplishment of prevention mission goals and objectives.

Planning (30%)

Utilizes various software applications to develop strategic plans to mitigate human wildfire ignitions. Collects, analyzes, and interprets statistical data through comprehensive risk assessments to develop,

write, and implement wildfire prevention plans to reduce human caused ignitions (these plans identify strategic prevention actions that include public awareness activities and programs, informational promotions, ignition risk inspections, determination of patrol routes, frequency of contacts, and road/area signing efforts). Develops strategies to market wildfire prevention programs and wildland fire benefits to stakeholders, cooperators, local interest groups, and affiliated participants.

Directs the identification and analysis of major causes of wildland fire and ensures that these causes are addressed in wildland fire management plans. Conducts detailed analysis of the local unit human-caused fire issue(s) and develops wildfire prevention mitigation and education programs and strategies to effectively address and reduce the impacts of wildfire to communities and natural resources on tribal or public lands. Exercises cumulative knowledge to advise on interdisciplinary planning processes to develop and integrate wildfire prevention into land use and resource management plans.

Ensures that wildfire prevention is integrated into overall work plans and recommends short- and long-range program strategies which address current fire occurrences and cause classes.

Leads, develops, and implements wildfire restriction and closure plans. Initiates collaborative discussions with agency administrators, tribal leadership, tribal program directors, news media, public affairs, wildfire information, law enforcement, and coordinating agencies to develop, implement, and disseminate wildfire restrictions and closure notices.

Coordination and Education (30%)

Leads the wildfire prevention and mitigation program and facilitates local, state, and regional/national/tribal forums; establishes and maintains active involvement with (other cooperating activities) to offer technical recommendations to local and state levels regarding wildfire prevention and mitigation programs.

Facilitates, advises, and educates the public on ecological principles and benefits of wildland fire and its relationship to organizations' mission.

Communicates with local homeowners, community stakeholders, local wildland fire cooperators and government officials, tribal, state, and federal agencies to educate and mitigate potential threats to communities from wildfires, which includes providing fuels mitigation strategies essential to minimizing risks in the wildland urban interface.

Develops, coordinates, and implements educational school programs, meetings, and events with tribal governments and local communities to reduce loss resulting from wildland fire.

Develops and incorporates products and programs based on latest wildfire educational concepts, applications, and material.

Leads and/or participates in internal and external workshops to present key aspects of wildfire prevention and mitigation program. Develops, presents, and evaluates wildfire education training, exhibits, and information.

Develops and implements strategic wildfire mitigations and protection plans during wildfire events to assess actual and potential risks and hazards.

Collaborates with other cooperating federal, state, tribal, local agencies, and law enforcement agencies on fire investigations which are multi-jurisdictional.

Participates in all aspects of a fire management program including fuels management, fire suppression, fire planning, monitoring, and post-fire activities as required.

Leadership (10%)

Assigns work to lower graded staff based on priorities. Ensures that timeliness, accuracy, quality, and production standards are met. Evaluates work performance and adjusts assignments as required to accomplish workload in accordance with established priorities to ensure timely accomplishment of assigned tasks.

Monitors and reports on the status and progress of work, checking work in progress and reviewing completed work to ensure supervisor's instructions on work priorities, methods, deadlines, and quality are met. Performs administrative leadership responsibilities to include timekeeping, travel administration, government credit card management, maintaining records such as receipts for supplies; training firefighters; ensuring that work is carried out safely; reporting on work accomplishments of the employees being led; and reporting on employee performance concerns.

Performs other related duties as assigned.

FACTORS

Guidelines

Guidelines are found in interagency manuals, agency specific manuals, handbooks, directives, and policy statements. Many guidelines provide only limited general directions and require the development of additional procedures to implement their intent.

The employee has broad latitude for independent action due to the wide range of variables under which the work is accomplished. The employee relies on experience and uses judgment in adapting techniques, methods or established practices to complete assignments and achieve objectives.

A higher graded specialist (who may reside at a higher organizational level) is available to provide technical assistance and advice on unprecedented program problems.

Complexity

Due to the unpredictable nature and changing approaches to wildfire prevention, the incumbent is expected to determine best possible courses of action and use seasoned judgement when complex situations arise. Assignments involve a broad range of duties in the interagency field of wildland fire management. The work requires continuous coordination and communication among fire specialists, resource specialists, educational and interpretive specialists, as well as with numerous agencies, tribes, groups, and stakeholders. The complexity of the work is reflected in the coordination required, the number of stakeholders involved, and the communication networks employed. The employee must design and utilize effective communication and educational systems that reach a broad range of specific internal and external audiences.

The employee must be effective in confronting and resolving conflicts and sensitive issues among individuals, organizations, tribes, 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 mitigation, prevention, and fire investigation and trespass in a complex wildland urban interface environment.

Personal Contacts & Purpose of Contacts

Personal contacts include co-workers, staff specialists, state, regional, or national office fire personnel, Fire Management Officers, Land Managers, counterparts in the five federal wildland fire bureaus, state lands and forestry departments, tribal governments, municipalities, members of professional councils and societies with an interest in wildland fire prevention and mitigation, fire ecology, law enforcement, the news media, social media, local businesses, the scientific and academic communities, and the general public.

Contacts are made for the purpose of performing analyses, gathering information, consulting, advising, recommending, planning, guiding and promoting the development and implementation of wildland fire prevention and mitigation, fire education, and community assistance programs; coordinating contracts or agreements with educational institutions and private industry; reviewing and evaluating interagency fire mitigation techniques and efforts; conducting research into new educational methods; making presentations and/or instructing groups in regard to wildland fire management program.

Contacts are to coordinate communications among agency and interagency fire management programs and to keep unit/tribal specialists current with these programs. Contacts also are required to share wildland fire prevention, mitigation, educational techniques, and information effectively with a wide variety of internal and external audiences. Additionally, contacts are necessary to conduct day-to-day business and to anticipate administrative and managerial problems before they arise.

Contacts require tact, determination, and communicative skills, especially to persuade and convince the public and outside organizations of the benefits of wildland fire prevention and mitigation.

Supervision Received

The supervisor outlines the scope of responsibility, overall program objectives and special problem areas that require attention. The incumbent independently constructs action plans for work with only general guidance from the supervisor on program direction. The employee is considered the district technical expert on wildland fire prevention, mitigation and fire investigation and trespass programs. The employee works relatively free from technical controls.

The supervisor is kept informed of significant developments. Completed work is reviewed primarily for effectiveness in meeting program objectives and for conformance to policies.

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. 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.