DOI Standard PD
PD# DX05000

Classification: Wildland Firefighter, GS-0456-11

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 provide input into and evaluate adequacy of techniques and practices in fire management programs including operations, aviation, fuels management, prevention, planning, and training and to serve as a technical advisor providing guidance, advice and support for policy interpretation and implementation to fire management agencies across the United States to all organizational levels in respective areas of expertise.

This position requires coordination at the state and regional level with other federal agencies and departmental bureaus 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 (including state fire and other natural resources agencies), local governments, and non-governmental organizations (NGO).

MAJOR DUTIES

Fire Program Administration (25%)

Advises leadership and staff at the regional and field level on fire management policy and implementation strategies to ensure that intent is clearly articulated and subsequently met.

Provides analysis-based input on strategic long-range planning, leadership, guidance, coordination, and evaluation for regional/state wildland fire and aviation programs in the bureau and interagency community.

Provides analysis-based input in the formulation of annual program budgets, regional/state accomplishment narratives, review, and recommendation of programmatic proposals, supplemental and record keeping of overall program budget.

Participates in stakeholder activities in support of planning and resource management activities in collaboration with the appropriate fire management program in their geographic area.

Provides input to briefings, accountability reports, and overviews to Department, Bureau, and Tribal officials, at conferences, and through written presentations as requested.

Regional/State Policy and Program Review (25%)

Analyzes and assesses existing Departmental and Bureau policy and procedures to evaluate overall applicability for the regional or state level. Serves as a wildland fire management technical advisor to unit, tribal, state, or regional office managers. Reviews, analyzes, interprets, and disseminates existing and new departmental and bureau policy originating from the national office. Participates in the development of new regional/state wildland fire and aviation management policy.

As a member of interagency committees, acts as a bureau representative under defined management expectations, to complete studies of wildland fire and aviation management issues.

Supports the implementation of policies which meet the objectives of the national/regional/state office wildland fire and aviation management programs, and coordinates with cooperating interagency state or regional offices to ensure the implementation of policy.

Makes recommendations in regional/state policy and guidance development, including establishment of performance standards and specifications for wildland fire management programs on the public lands administered by the Bureau. These duties include: the analysis of Bureau wide wildland fire training standards and training, participating wildland fire and aviation safety reviews, supporting the development annual fuels programs of work, performing wildland fire readiness inspections, engaging in wildland fire workforce recruitment and development, coordinating wildland fire facilities construction, and conducting operational planning.

Assists in developing, drafting, and proposing mutually effective wildland fire and aviation management policy and standards with interagency and intra-agency wildland fire management cooperators. Serves on national teams as appropriate to develop and revise agency and interagency manuals and handbooks related to wildland fire and aviation management related issues.

Participates in the coordination of and execution of annual field level wildland fire preparedness, programmatic and incident reviews as required. Represents the bureau on various state/regional level interagency working groups, working teams and committees.

Functional Area Responsibilities (50%)

Serves as a subject matter expert and provides technical guidance on wildland fire and aviation management activities that affect resource management plans and associated region/statewide resource and land management programs for state/regional/tribal and local wildland fire management offices/units. Provides input to update policy and guidelines to ensure the unique missions of each bureau are represented during development. Applies technical knowledge to independently analyze and resolve complex problems relating to the development, execution, and monitoring of state/region resource management issues by adapting established fire management techniques, methods, or practices to meet resource management objectives.

Program areas of responsibility may include one or more of the following:

Operations:

Supports the implementation of the Bureau's wildland fire preparedness program to include one or more of the following program areas: Fire preparedness policy (i.e., *Interagency Standards for Fire and Fire Aviation Operations*), health and wellness, safety and risk management, fire equipment, fire facilities, prevention and trespass, severity, pre-position, resource allocation, fire danger, training/qualifications, etc. Administers and/or coordinate Wildland fire physical fitness and medical standards program as appropriate.

May serve as representative on geographic area coordinating groups. Recommends resources allocations to meet incident requests along with bureau specific requirements.

Aviation:

Interprets laws, Code of Federal Regulations (CFR), Federal Aviation Regulations (FAR) and departmental directives for aviation and air operations and activities within the Bureau.

Participates in the development of strategies for procuring, managing, operating, and maintaining fire assets which supports Bureau initiatives. Maintains current knowledge of applicable laws at the national and local level to ensure that appropriate mitigations and technologies are employed on Bureau programs.

Advises agency and interagency partners of emerging capabilities of aviation assets and associated applications/techniques.

Observes and monitors field utilization of aircraft and associated equipment to ensure compliance with Bureau policy.

Coordinates with Bureau/interagency partners or representatives to analyze aircraft contract activation and movement of resources (fixed and rotor wing, uncrewed aerial systems UAS). Provides technical guidance and recommendations in support of planning aviation activities to include reviewing and/or approving project plans, analyzing aviation hazards, and acting as bureau point of contact for aviation operations and activities.

Participates in the development of contract specifications for aircraft in accordance with mission requirements and Bureau policy; implements contracts as a Bureau aviation expert and Contracting Officers Representative (COR); collaborates with Bureau Aviation Managers on a regular basis to ensure concurrence with National, State/Regional or Local requirements.

Implements interagency aviation training. Facilitates follow-up actions associated with the aviation safety system.

Fuels Management:

Serves on agency and interagency teams and/or as an individual specialist to address critical aspects of fuel appraisal, interagency planning, and interagency accomplishment tracking and reporting.

Serves as a subject matter expert in fire management program reviews to evaluate compliance with policies, objectives, standards, and provides technical assistance in the solution of specific local problems. A corrective action plan (CAP) is developed with the unit with established timelines to remedy any findings from the audit.

Implements and/or recommends changes in operating procedures or programs to to correct practices which are in violation of established regulations or procedures.

Reviews and approves annual unit programs of work and strategic long-term plans for distribution to the Regional/State Director and national headquarters.

Develops accomplishment reports for distribution to the Regional/State Director and national headquarters, coordinating and communicating with state/regional and/or Tribal fuels programs to develop these products. Communicates with the local level on Departmental fuels priorities as appropriate.

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

Prevention:

Develops and implements Bureau's wildland fire prevention and education programs and national and/or bureau specific fire trespass investigation and trespass procedures. As the Bureau's technical advisor in prevention, education, community assistance, and fire investigation and trespass, the incumbent provides oversight, guidance, and assistance to regions/states in the development of policies and procedures across these areas.

Serves as the state/region fire trespass coordinator when required, coordinating with law enforcement, agency administrator, national lead, solicitor's office, and fire business specialists on cost/damage-recovery efforts. Advises management (on or for?)?for legal restitution for losses resulting from fire trespass.. Assists in tracking collections and expenditures at the district or unit/tribal level for the fire trespass program.

Analyzes and assesses fire ignition information and data related to wildfire hazards and risk to develop fire mitigation, education, and prevention analysis, perform resource allocation analysis, and recommend Bureau-wide programmatic decisions. Provides subject matter expertise, funding, and other guidance to communities/tribes at risk from wildfire directly and through cooperative agreements.

Maintains awareness of new technologies, applications, and processes to provide leadership and guidance to meet wildland fire management program objectives.

Reviews and recommends revisions to Bureau wildfire investigation policies and procedures.

Coordinates wildland fire cause determination, prevention, mitigation, trespass and investigation training with Bureau and other federal agencies and tribal investigators, law enforcement personnel and local authorities.

Planning:

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) and ensures that they reflect national, regional, and local 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 the 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 management planning activities. Develops responses to sensitive correspondence that deal with 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. A corrective action plan (CAP) is developed with the unit with established timelines to remedy any findings from the audit.

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).

Manages and provides state or regional oversight and guidance on the full range of analytical tools (decision support, wildland fire reporting, values at risk) used for Bureau and interagency fire management planning. Responds to data requests from internal and external entities by utilizing specialized software and modeling to evaluate the effectiveness of fire management strategies and requirements to meet land management goals and objectives and other requirements (e.g., biological opinions, court orders).

Provides guidance to the 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.

Training:

Collaborates with national interagency fire program managers and training specialists within the Bureaus to coordinate employee development, training, and qualifications policies. Training coordination includes relationships with other government entities such as Department of Homeland Security, Department of Defense, international partners, and national non-government agencies.

Serves as a Bureau training and qualifications expert as required with other interagency national level personnel in implementing effective instructional systems and providing National Wildfire Coordinating Group (NWCG) curriculum management and oversight. Provides expert representation on DOI or Department of Agriculture sponsored interagency teams and committees as required.

Functions as liaison to negotiate with Training Center Directors from agency and interagency facilities and universities to obtain training opportunities for agency employees and coordinate the sharing of equipment and facilities. The incumbent provides training program curriculum oversight and guidance to interagency training specialists and support staff assigned to the NWCG Training Development Group and Bureau training programs.

Determines whether training policy, agency training objectives, and regulations are properly implemented and initiates appropriate adjustments and changes as required.

The incumbent conducts short- and long- term strategic planning for the wildland fire training program and defines the vision and direction for the program. Develops out-year programming and multi-year work plans for training projects.

Provides state or regional oversight of the Federal Qualifications & Certification System of Record as appropriate and is serve as agency representative (on or to?) to the Change Management Board. Facilitates and promotes quality control and high data integrity at the state or regional level in the use of the Federal Qualifications & Certification System and other training management systems.

Performs other duties as assigned.

FACTORS

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.
Due to the range and complexity of the duties assigned, the available guidelines may not be completely applicable to the work and/or have gaps in specificity.

This requires the incumbent to exercise initiative and judgment to independently analyze and evaluate the available guidelines and recommend modifications, alterations, and/or adjustments to meet fire program planning needs. Since guidelines are issued at multiple levels by multiple organizations, interpretation and adaptation issues must be resolved by the incumbent, and the resolution incorporated into the fire management program.

Complexity

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.

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 all hazard incidents 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 technical guidance and support for interagency fire management at the state/regional level. Recommends resolutions to problems relating to the development, execution, and monitoring of resource management issues by adapting established fire management techniques, methods, or practices to meet resource management objectives.

Personal Contacts

Contacts include those with the national office, regional/state office, and field/local 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 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.

Purpose of Contacts

Contacts are for the purpose of coordination, collaboration, and negotiating with various organizations and individuals who may have conflicting viewpoints and require persuasion and negotiation to justify the feasibility of plans and proposals to persuade other experts to adopt new methods and approaches. Contacts are made for determining user needs, explaining proposed actions, gathering data and intelligence, exchanging information and providing advisory guidance, and negotiation on best decisions.

Supervisory Controls

This position works under the supervision of a fire management official. The supervisor assigns work in terms of very broad areas of responsibility, program emphasis, and key management concerns for special projects. The supervisor and employee confer on priorities and deadlines. Recommendations and decisions made are usually accepted as authoritative. Policy questions dealing with controversial issues are reviewed with the supervisor to achieve mutually agreement upon solutions. 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.

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 is a Testing Designated Position under the Department of the Interior Drug-Free Workplace Program.