DOI Standard PD# DX01500

Classification: Wildland Firefighter (Prevention), GS-0456-08

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) and within interagency programs as necessary.

The primary purpose of this position is to implement and promote a wildfire prevention (reducing unwanted human-caused ignitions), a 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 unit/tribal level. This SPD will be utilized as a stand-alone GS-08 position and a GS-08 target-SPD for higher graded work environments, at the GS-09 and/or GS-11 Full Performance Level (FPL). At the GS-08 level, the position implements technical, comprehensive and thorough strategies, plans, and activities primarily in support of a fire prevention program; 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 and/or other wildland fire staff in planning and coordination within the prevention program.

MAJOR DUTIES

Education and Investigation (60%)

Implements comprehensive local level fire prevention education programs. Conducts detailed evaluations of various wildland fire prevention and mitigation program activities and presentations for the unit/tribe (or tribes), communities, and the general public.

Develops and implements comprehensive plans for patrol routes, methods and frequency of contacts and inspections; plans for 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.

Coordinates with the public organizations 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.

Provides subject matter advice and guidance to facilitate 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.

Promotes the ecological principles and benefits of wildland fire and their relationship to the mission of the organization to the public.

Conducts fire investigations to include determining cause and origin of a wildfire using the

scientific methodology including observing, collecting, and preserving and/or examining evidence. Obtains thorough and detailed statements of witnesses. Prepares written reports which includes diagrams, maps, and photos.

Provides technical guidance to federal, state, tribal or local agencies, and law enforcement agencies on wildfire investigations which have multi-jurisdictional impact.

Maintains awareness of national level initiatives and adapts for local level use as applicable (e.g., National Cohesive Strategy, Defensible Space, Fire Adapted Communities). The incumbent coordinates with natural resources and wildland fire specialists to develop and provide wildfire prevention and mitigation materials and program expertise to all supported programs.

Collaborates with local homeowners, community stakeholders, local wildland fire cooperators, government officials, tribal, state, and federal agencies and exercises technical knowledge by identifying, advising, and educating communities in an effort to mitigate wildland urban interface hazards and risks.

Develops and implements educational school programs. Facilitates meetings and conference events with local/tribal governments and local communities to minimize loss resulting from wildland fire.

Ensures products and programs concepts, applications and materials are in adherence to latest wildland fire prevention standards.

Serves as a fire investigation instructor and provides training and guidance for new fire investigators when required. Reviews and evaluates investigations conducted by subordinate staff for thoroughness and accuracy as required.

As dictated by Bureau policy, implements fire trespass policies and procedures, coordinates investigation of fire trespass, and collaborates with management officials to determine the value of losses resulting from fire trespass.

Planning (40%)

Develops comprehensive strategic plans to mitigate human wildfire ignitions by utilizing advanced knowledge of various software applications. Consolidates statistical data through comprehensive risk assessments (i.e., community risk assessments and prevention unit risk assessments) to develop and implement wildfire prevention plans to reduce human caused ignitions.

Plans developed by the incumbent identify strategic prevention actions which include public awareness activities and programs, informational promotions, ignition risk inspections, determination of patrol routes, frequency of contacts, and road/area signing efforts. Develops messaging strategies to market wildfire prevention programs to individuals, local/tribal governments, local interest groups, and affiliated participants.

Provides advisory opinions on annual program budget in compliance with program policy. Monitors expenditure of funds to ensure fiscal integrity and correct application of financial standards.

Collaborates and shares technical knowledge and opinions with other fire management staff to ensure wildfire prevention is integrated in overall work plans and recommends short- and long-range program strategies to address current fire occurrences and cause classes.

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

Implements wildfire restriction and closure plan. Works with agency administrators, tribal leadership, tribal program directors, news media, public affairs, wildfire information, law enforcement, and coordinating agencies in developing, implementing, and disseminating wildfire restrictions and closure information.

Frequently monitors wildfire prevention and mitigation activities to evaluate effectiveness of the wildfire prevention plan. Reports annual accomplishments.

Implements a strategic messaging plan that efficiently promotes the overall fire prevention message to necessary audiences. Also plans for disseminating fire prevention messages and information with local cooperators and surrounding public.

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.

Performs other related duties as assigned.

FACTORS

Guidelines

The incumbent uses a variety of guidelines, manuals, standard operating procedures, established methods, published standards, DOI and bureau polices/regulations, and standard reference materials; however, the guidelines are not completely applicable to the work and/or have gaps in specificity. The incumbent uses judgment and initiative in interpreting and adapting guidelines, such as agency policies, regulations, precedents, and work directions for application to specific situations and/or problems. The incumbent analyzes results and recommends changes.

Due to the range and complexity of some duties assigned, the available guidelines may not be completely applicable to the work and/or have gaps in specificity or are not always completely applicable, requiring the incumbent to use some judgment in applying the guidelines or extending their applicability to typical assignments.

Complexity

Due to the unpredictable nature and changing approaches to wildfire prevention, the incumbent determines best possible courses of action and use seasoned judgement when complex situations arise. The work involves performing various wildland fire duties which include differing and unrelated processes and methods in completing assignments or projects. The incumbent analyzes

the subject, phase, or issues involved in each assignment to adjust and/or deviate from standard work methods based on situations and conditions at field or work sites; and coordinates and plans phases of projects/assignments. Precedented technical and procedural problems encountered in planning the work, as well as those encountered while executing and independently resolving issues with assignments. The incumbent exercises independent judgment and skill to interpret and analyze data, plan work, and/or refine methods and techniques to determine the best course of action for problem resolution in a multi-jurisdictional environment.

Personal Contacts/Purpose of Contacts

Individuals contacted include employees in the bureau, inside and outside of the immediate organization (e.g., personnel from higher level organizational units, or, occasionally, resource persons from State or local government units, or other Federal agencies). Personal contacts also include permittees, the general public, contractor personnel, or special users (e.g., private landowners, cooperators, etc.).

Contacts are to provide information, receive and clarify instructions, and to report on work results and problems encountered. Information may range from easily understood to highly technical. Contacts are also to plan and coordinate work efforts, explain pertinent laws, rules, regulations, contract, and lease provisions, and to monitor the activity of contractors, lease holders, and others. .

Supervision Received

The supervisor outlines and defines objectives, plans, priorities, and deadlines.

The incumbent independently plans and carries out the assignments in conformance with accepted policies and practices; adheres to instructions, policies, precedents, and guidelines in exercising judgment to resolve commonly encountered work problems and deviations; and brings controversial information or unusual findings to the supervisor's attention for direction.

Completed work is reviewed for conformity with policy, technical soundness, adherence to deadlines, and accomplishment of 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.