DOI Standard PD
PD# DX06100

Classification: Wildland Firefighter (Fire Management Planning), GS-0456-09

INTRODUCTION

This position serves as a Wildland Firefighter having the purpose of the training specialist in a wildland fire management program within one of four bureaus of the Department of the Interior (Department); however, this position may be assigned work within the interagency fire community. This position works at the unit/field level instructing and coordinating training.

The primary purpose of this position is to perform work related to Department and Bureau level required training, and National Wildfire Coordinating Group (NWCG) training in wildland fire, aviation, prescribed fire, and fire management course coordination and instruction.

MAJOR DUTIES

Fire, Fuels, and Aviation Course Instruction and Coordination (40%)

Responsible for assisting with the presentation, development and delivery of interagency wildland fire, prescribed fire, and aviation management courses to the interagency fire community. May also serve as a coordinator of an apprenticeship program.

Gathers and analyzes pertinent data, develops findings, and makes recommendations to identify national and interagency training needs.

Develops an inter/intra-agency training schedule for classes offered. Coordinates the selection of training cadres and staff for offered courses, and for space needed to deliver courses.

Facilitates and/or provides instruction on a variety of topics in fire and aviation management. As a subject matter expert in wildland fire, the individual is responsible for providing a variety of services to fire managers including; training, performing evaluations, analyzing results, and developing and implementing proposals for a more effective fire training program.

Provides expert advice and counsel to unit personnel and managers on training policy and qualifications related to wildland fire. Independently designs the unit training and certification plan and coordinates with unit fire leadership to ensure qualification requirements are met.

Provides oversight for local interagency training program instructors and cadre for course delivery, schedules, and course logistics. Serves as the unit representative to the local, state/region, and geographic area interagency training committees as applicable.

Independently plans and prepares training materials and lessons for all aspects of wildland fire management, Bureau, and NWCG required training courses. Directs, determines, and implements the procurement of necessary materials and supply needs for all types of training courses.

Administers and oversees the distribution of pre-study and classroom materials. Prioritizes, produces, and maintains course rosters and selection of students.

Independently develops or recommends the bureau contribution to the annual interagency training schedule and catalog in consultation with fire leadership and interagency training representatives.

Updates and maintains training websites with current training and schedule information. Ensures websites meet applicable state and federal laws and regulations for website design and accessibility requirements. Coordinates with interagency and state/region training officers to ensure local and geographic area website designs are compatible and meet user needs.

As a subject matter expert of fire, fuels, and aviation management curriculum, courses, and training materials, to assist in the development of course objectives, including instructional and performance objectives; may prepare and develop course content and format; plans instructional aids and test measurements or designs them as needed for course and student evaluating; and makes short and long-range updates and changes in the package as necessary to maintain validity and currency.

Uses agency systems to maintain course completion records. Records and assembles program activity data including course titles, dates, trainees, instructors, instructor's travel and per diem expenses, trainee tuition charges, interagency program changes, and related training costs.

Fire Qualification Program Management (30%)

Serves as unit manager for the Incident Qualifications and Certification System (IQCS). Maintains official database record to agency standards, enters training documentation, creates and completes course sessions, produces training certificates, enters annual incident experience records, manages issuance and certification of position task books, initiates the system report process, submits nominations, and writes justifications and overrides to produce accurate incident qualification cards under a signed delegation from the unit fire management officer (FMO).

May coordinate the fire qualifications review committee, including updating the operating plan, scheduling meetings, ensuring the operating plan is followed, ensuring position task books are complete prior to submission for approval, and documenting and filing committee decisions under a signed delegation from the unit fire management officer (FMO).

Other Training and Non-fire Related Training (30%)

Provides instruction on a variety of topics related to fire and aviation. May also serve as subject matter expert on local, state/region, and/or geographic level projects. This includes representation for special emphasis programs.

Coordinates unit level course schedules with cooperators to meet common needs and reduce duplication of training efforts. Serves as a training advisor and consultant to cooperating agencies regarding the development and implementation of fire management and aviation management training courses and materials.

The position participates on fire management and incident assignments to increase expertise in subject areas of: fire preparedness, fuels management, prevention, fire suppression, monitoring, and/or post-fire recovery, and to acquire information to be used in the performance of his/her duties.

Prepare and deliver formal presentations to line officers, fire managers, training administrators, and other personnel regarding training issues and programs.

Performs other related 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 that the incumbent use initiative and judgment to analyze and evaluate the available guidelines and recommend modifications, alterations, and/or adjustments to meet fire program training needs. Since guidelines are issued at multiple levels by multiple organizations, conflicts must be resolved by the incumbent, and the resolution incorporated into the fire management training process.

Complexity

The incumbent's position involves a wide range of different and unrelated tasks required in the planning, implementation, and evaluation of courses and training materials. The incumbent has responsibility for considering and evaluating interconnected factors to develop alternative courses of action using appropriate methods and frameworks and provide fire management technical assistance in a wide range of fire management issues, including wildland fire education, fire ecology and effects, fire protection, fire suppression, fire trespass, and community assistance in wildland/urban interface situations. They are required to evaluate information such as fire dynamics/behavior of various ecosystems, fuel loading, fire history, fire causes and associated audiences, fire danger, current and expected fire situation, resource availability, weather, smoke management issues, public safety, resources threatened, safety hazards, and costs.
The complexity of the work is reflected in the coordination required, the number of stakeholders involved, and the communication networks employed. The employee must determine the best course of action to effectively communicate and educate a broad range of internal and external audiences.

Personal Contacts

Contacts include those with the regional office, 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, private landowners, other bureau personnel, and the general public. The incumbent maintains regular personal contact with professionals involved in fire management from Federal, Tribal, State, and local agencies, universities, and professional societies. Contacts are performed as formal presentations, interviews, informal exchanges, written reports, and correspondence.

Purpose of Contacts

Contacts are for the purpose of coordination and collaboration with various organizations and individuals to coordinate, facilitate and deliver training plans and courses. Contacts are made for determining user needs, explaining proposed actions, gathering data and intelligence, and/or exchanging information.

Supervisory Controls

Supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects, and work to be done. The employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress and potentially controversial matters. 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.

At this grade level, specialized experience and knowledge allow the incumbent to plan and carry out a full range of fire management projects and assignments.

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.

Physical Demands: Office work is normally sedentary. However, field work (up to 30% of the time) may require moderate physical activity including periods of standing, walking over rough terrain, climbing, and lifting and carrying heavy objects. Some activities will occur in physically dangerous areas or settings over extended periods of time.

Work Environment: Work is performed in both an office and field setting with field work. 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 management 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 position requires a valid state driver's license to operate a variety of motor vehicles to transport equipment, supplies, crewmembers, and others (as required).

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