DOI Standard PD
PD# DX05700

Classification: Wildland Firefighter (Aviation), GS-0456-06

INTRODUCTION

This is an agency Standardized Position Description (SPD) and serves as a Wildland Firefighter (Aviation) organizationally located within a wildland fire management program within one of the four bureaus of the Department of the Interior.

The primary purpose of the position is to provide direct support of fire suppression at established airtanker/SEAT bases utilizing aerial firefighting resources. Works with base managers to direct personnel, provide briefings and training for support personnel, assist in implementation of NWCG Standards for Airtanker Base Operations (SABO), local Airtanker/SEAT Base Operations plans, Storm Water Pollution Prevention Plan, other local operating plans that may pertain to the base of operations. Assists with contract administration and documentation as directed for aircraft and National Long-Term Fire-Retardant Contracts.

MAJOR DUTIES

Airbase Operations (45%)

Performs as functional leader in various aviation, ground support, and logistical activities related to airtanker and retardant base operations and all other fixed wing operations that may be used at designated base. This may include set up and teardown of airbase operations, maintaining, repairing and operating batch mixers, blenders, tanks, and related components including pumps, valves, and hoses. Ensures National long-term fire retardant or wildland fire chemicals meet lot acceptance and quality control standards, and contract specifications utilizing refractometer, marsh funnel and/or other scientific equipment such as Micro-Motion Meters or other types of flow meters and liquid measurement. Also ensures airtanker/SEAT aircraft do not exceed aircraft capabilities and limitations.

Provides as needed, contract administration and documentation for contract files pertaining to National Retardant Contract, or Agency Contracted aircraft assigned to the base.

Oversees and/or directs airbase personnel as assigned that are operating in NWCG position qualifications pertaining to Airbase or Fixed Wing base positions.

Ensures personnel and equipment needs for ramp operations, staffing, and other logistical needs are communicated with Base Manager.

Responsible for overall cleanliness of ramp, and implementation of the Storm Water Pollution Prevention Plan (SWPPP/SWPCP), this includes proper notification to the base manager and the direction of base support personnel involved with cleanup or disposal.

Ensures airtanker base ramp operations are conducted in a safe and efficient manner, monitors critical turning radius for wing clearances to maintain safe operating distances from facilities, other aircraft and personnel as needed for different types and sizes of aircraft on the air base facility. Identifies days off and/or maintenance parking areas.

Provides operational briefings, safety briefings, After Action Review's (AAR's), and evaluations for assigned personnel. Provides training opportunities and oversight for trainees at the base of operations. Provides hazard identification and correction of safety issues.

Coordinates with base manager to prepare and execute repair, ongoing maintenance, and improvement projects to ensure that operational requirements and all agency and regulatory standards are consistently met for ramp operations.

Provides support to other Fire Program areas as knowledge or qualifications allow.

Safety and Training (35%)

Assists with the development and revision, and implements, as necessary, safety practices and emergency plans, trains personnel in safety and emergency procedures for airtanker base operations and ensures use of personal protective equipment. Trains personnel in proper hand signals and radio communication procedures.

Provides briefings, specific training, and practice for support staff assigned to each operation to ensure all positions are filled with trained, qualified personnel. Topics include, but are not limited to, aircraft capabilities & limitations, weather overview, safety reminders, and after-action reviews. Participates in developing proposals or options to resolve issues in order to amend next-day operations. Maintains control of safety and security measures during operations. Assists in implementation of base operations plans and Storm Water Pollution Control Plan (SWPCP/SWPPP).

Assists with implementing risk management assessments and Safety Management System (SMS) practices in all operations and recommends development of and develops procedures or guidelines for identified operational and safety issues.

As directed, the incumbent assists in some of the duties of the base manager or SEAT manager roles. Duties involve training to perform specialized duties related to management of an airbase, including Single Engine Air Tankers (SEAT), fixed wing base management principles and guidelines, contract administration, incident and accident response and reporting, and supervisory and workforce development principles and guidelines.

Administration/Facilities (20%)

Performs administrative work, such as compiling and sharing documentation, which includes the daily activity log, data entry and querying reports, answering phones, and utilizing base radios.

Coordinates and schedules staffing for ramp positions to meet expected activity levels and requirements. Assist with coordinating and completing logistical needs including meals, transportation, and aircraft security for transient aircraft and crews.

Incumbent assists in the maintenance and repair of airbase ramp, grounds, facilities, buildings, vehicles, and equipment. Identifies equipment and supply needs, repair or ongoing maintenance needs, recommends improvements for the supervisor to approve. Incumbent addresses safety issues. Assists in preparation and execution of projects and delegates tasks as practicable.

Performs Other Duties as Assigned.

FACTORS

Guidelines

Guidelines are in the form of department, bureau, and other agency, interagency or cooperator regulations, policies, and manuals; handbooks and guides; instruction memoranda; applicable aviation and retardant contracts; as well as published regulations of the Federal Aviation Administration (FAA), National Transportation Safety Board (NTSB), local airport authority.

The incumbent uses judgment in selecting the appropriate guideline as there can be multiple guidelines that cover the same issue(s). Under the guidance of the supervisor, the incumbent may determine which of the several established alternatives to use as needed.

Complexity

Performs a full variety of the standardized technical support and technical duties related to the operations of the airtanker base, such as ground handling that includes directing aircraft/vehicle movement, and monitoring aircraft fueling and loading. Performs a variety of routine procedural tasks and more complex duties related to regular and recurring technical work, such as retardant mixing and loading. Operates a variety of equipment and more complex equipment systems such as retardant mixing and metering systems.

Makes choices when, for example, executing several types of sequential, related steps or assembling equipment. In addition, duties assigned often have steps or processes that vary, depending on factors such as the reason the work is being performed or the conditions under which it is being performed.

Exercises sound judgement in recognizing differences and selecting and executing the proper task sequences for completing the work. Determines what needs to be done to update or complete records and documentation packages and initiates action to acquire needed information from others as indicated by situations encountered in the work.

Personal Contacts

Contacts are initiated and maintained at the local, State/Regional, and National level with multiagency aviation managers and officers, contractor's representatives, multiagency dispatchers, fire management

personnel, other federal, state, and local officials, cooperators, airport authorities, media, vendors, and the general public.

Purpose of Contacts

The purpose of personal contacts is to plan and coordinate work efforts and operations; to provide aviation services and support; to administer contracts and agreements; to provide and direct training; and to obtain or provide technical assistance and direction.

Supervisory Controls

The supervisor assigns project work in terms of overall objectives and priorities with instructions on new projects or major changes. The incumbent independently facilitates the air base and retardant program for the unit. Plans, schedules, and completes inspections and reports, and works independently, relying on expertise and judgment. Resolves work problems, without reference to the supervisor, in accordance with standard policy and regulations, applicable precedents, and previous training. Informs supervisor of progress or situations which may affect the aviation program, or the end users.

The emergency nature of the work requires the incumbent to make immediate and safe decisions based on personal judgment and previous experience. The decisions are often irrevocable, and actions are initiated without review by the supervisor.

Completed work is reviewed for adequacy in meeting objectives and priorities, with conformance to overall requirements, technical adequacy, and adherence to policy guidelines in supporting the mission and programs of the aviation program.

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: Long irregular hours are required, much of it occurring during periods of fire operations. Frequent standing, walking and long periods outside in high temperatures and direct sunlight may be required while working around multiple arriving and departing aircraft. Activities in and around moving aircraft and other equipment require constant monitoring and alertness for hazardous conditions and safety of personnel. Work in an office environment and long periods of sedentary work occurs when reports and flight records are prepared. Lifting and carrying heavy equipment/materials and operating a variety of hand and power tools is required for base set-up, tear down, and maintenance/repair.

Work Environment: Majority of activities are performed in an airbase environment, both inside and outdoors. Extreme variations in temperature and climactic conditions are common. Work requires use of safety equipment including hearing and eye protection and high visibility clothing. Exposed to irritant chemicals is possible. The work involves exposure to operating aircraft that result in high noise

levels and exposure to turning propellers, prop wash, jet intake areas and jet-blast, and flying dust and debris. Concurrent movement of multiple mixed aircraft types and service vehicles in the ramp area creates potential for serious accident, injury, or property damage. Fatigue and mental stress could be present due to extensive work periods and emergency nature of work.
Performance in an NWCG position is required.

Incumbent may be subject to medical evaluation and may be required to participate in hearing conservation program at local unit.

Driving duties require the incumbent possess and maintain a valid state driver's license.

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