DOI Standard PD# DX01600

Classification: Wildland Firefighter (Prevention), GS-0456-09

INTRODUCTION

This is an agency Standardized Position Description (SPD) for a Wildland Firefighter (Prevention) and is 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 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), 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 can be utilized to fill permanent GS-09 level positions, or it may be used to fill GS-09 target GS-11 full performance level positions. The position at the GS-09 implements strategies, plans, and activities primarily in support of fire prevention programs and functions in wildland fire management programs and serves in a key technical fire prevention position in a unit/tribal level wildland fire management organization. The incumbent supports the Fire Management Officer or other wildland fire staff in planning and coordination within the prevention program.

MAJOR DUTIES

Program Operations (40%)
Plans and implements wildfire prevention and mitigation programs and activities for the unit/tribe (or tribes), communities, and the public and implements wildfire prevention plans which incorporate appropriate strategies to address primary causes at the local unit.

Develops, coordinates, and disseminates internal and external information pertaining to wildfire prevention and mitigation activities at the unit/tribal level.

Provides guidance and implements wildfire prevention and mitigation programs and activities with the local communities, news media, and general public in the form of meetings, newsletters, events, programs, social media, and posting in community facilities.

Coordinates and integrates wildfire prevention and mitigation plans with affected unit personnel. Promotes, coordinates, and advises integration of national level initiatives for local level use (e.g., National Cohesive Strategy, defensible space, fire adapted communities) and coordinates with natural resources and wildland fire specialists to develop and provide wildfire prevention and mitigation materials and program expertise to all supported programs.

Ensures local technology transfer of new wildfire prevention and mitigation concepts, applications, and materials.

Participates in program readiness reviews. Reviews local wildfire prevention plans annually to ensure wildfire prevention and mitigation strategies, principles, practices, and policies utilize the most current research data and are incorporated into local land management programs.

As Bureau policy dictates, coordinates and/or implements the fire investigation requirements at the unit and ensures that the scientific methodology is used to determine the cause and origin of a wildfire including observing, collecting, and preserving and/or examining evidence. Researches ignition sources, related legal statutes, codes, and the circumstances related to fire ignition sources. Collects and obtains witness statements and prepares written reports which includes diagrams, maps, and photos.

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

As Bureau policy dictates, prepares fire trespass cases, coordinates with law enforcement, agency administrator, state/regional fire trespass coordinator, solicitor's office, budget, and fire business specialists on cost-recovery efforts. Provides input to management for legal restitution for losses resulting from fire trespass as necessary. Assists in tracking collections and expenditures at the unit/tribal level for the fire trespass program as required.

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

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 a strategy to market wildfire prevention programs to individuals, local/tribal governments, local interest groups, and affiliated participants.

Identifies and analyzes major causes of wildland fire and ensures 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. Participates in an interdisciplinary planning process in the development and integration of wildfire prevention into land use and resource management plans.

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

Coordinates wildfire restriction and closure plan development and implementation. 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.

Develops and implements a strategic messaging plan that efficiently promotes the overall fire prevention message to necessary audiences and adjusts that messaging plan as necessary as new needs arise, or audiences evolve; also plans for disseminating fire prevention messages and information with local cooperators and surrounding public.

Coordination and Education (30%)

Provides wildfire prevention and mitigation expertise by representing the unit at local, state, and regional/national/tribal forums. Employee establishes and maintains an active involvement with other cooperating activities at local and state levels regarding wildfire prevention and mitigation programs.

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

Works 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 wildfire.

Coordinates the identification of issues, through inspections, and the mitigation of wildland urban interface risks to homeowners and communities from wildland fire and fuels.

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

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

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.

During a wildfire event, assists with the development and implementation of additional strategic wildfire mitigation and protection planning which assesses the actual and potential risks and hazards.

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

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

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. Interaction with unit/tribal level is essential to the success of the program and often requires coordination with, but not limited to, federal, state, tribal, and local government leadership, program managers. The work also requires coordination and communication among fire specialists, resource specialists, tribal governments, community groups, schools, municipalities, industry, and media outlets.

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. The technical duties of fire investigations involve examining the cause and determining the origin of a wildfire using scientific methodology including observing, collecting, and preserving and/or examining evidence. The incumbent must also stay abreast of fire causation trends and their implications to the prevention program. The ability to navigate multiple messaging platforms effectively is required.

Personal and Purpose of Contacts

Personal contacts include co-workers, staff specialists, state or regional 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, news media, local businesses, the scientific and academic communities, and the general public.

Contacts are made for the purpose of fire investigation,

Contacts are to coordinate communications among agency and interagency fire management programs and to keep field specialists current with these programs. Contacts are also 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 skill, especially to persuade and convince the public and outside organizations of the benefits of wildland fire prevention and mitigation.

Supervision Received

Under general supervision, the incumbent performs very difficult work along very special technical lines with considerable latitude for the exercise of independent judgement. The position may collaborate work projects with GS-11 FPL position however reports directly to the fire management officer (FMO) or equivalent. The supervisor sets the overall objectives and resources available. The incumbent, having expertise in the line of work, plans and carries out assignments in accordance with established instructions, policies, previous training, and accepted practices in fire management planning. The incumbent consults with supervisor on more serious issues not specifically covered in the original instructions and guidelines, while independently resolving most conflicts as they arise.

Work is reviewed for conformance with overall requirements as well as contribution to the objectives of the assignment.

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 are 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.