

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>										1. Agency Position No.	
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3. Service <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input type="checkbox"/> Field <input type="checkbox"/> Other		4. Employing Office Location		5. Duty Station		6. OPM Certification No.			
Explanation <i>(Show any positions replaced)</i> Standard Position description #9501S Covered under 5 U.S.C. 8336(c) & 8412(d) in the secondary/administrative category. (Standard Pos. Description)				7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
				10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1--Non-Sensitive <input checked="" type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code	
15. Classified/Graded by				Official Title of Position		Pay Plan	Occupational Code	Grade	Initials	Date	
a. Office of Personnel Management											
b. Department, Agency or Establishment											
c. Second Level Review		Fire Management Coordinator				GS	401	13			
d. First Level Review		Fire Management Coordinator				GS	401	13			
e. Recommended by Supervisor or Initiating Office											
16. Organizational Title of Position <i>(if different from official title)</i>						17. Name of Employee <i>(if vacant, specify)</i>					
18. Department, Agency, or Establishment Department of the Interior						c. Third Subdivision					
a. First Subdivision U.S. Fish and Wildlife Service						d. Fourth Subdivision					
b. Second Subdivision						e. Fifth Subdivision					
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee <i>(optional)</i>					
20. Supervisory Certification. <i>I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that</i>						<i>this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.</i>					
a. Typed Name and Title of Immediate Supervisor						b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>					
Signature _____ Date _____						Signature _____ Date _____					
21. Classification/Job Grading Certification. <i>I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.</i>						22. Position Classification Standards Used in Classifying/Grading Position					
Typed Name and Title of Official Taking Action						See evaluation statement					
Signature _____ Date _____						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee <i>(optional)</i>											
b. Supervisor											
c. Classifier											
24. Remarks: Fire Fighter retirement coverage approved by DOI on May 5, 1995. No changes to this PD may be made except amendments. SPD #9501S initially dated 3/24/95.											
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>											

Standard Position Description #9501S

FIRE MANAGEMENT COORDINATOR, GS-401-13

INTRODUCTION

The incumbent of this position serves as the Regional Fire Management Coordinator in the Region. Responsible for providing long-range fire management program planning, program coordination and evaluation, and technical guidance for the fire management program and related activities. The impact and implications of the Regional Fire Management Coordinator*s decisions indicate significantly greater responsibility and complexity than the Regional Fire Management Coordinator, GS-401-12.

MAJOR DUTIES AND RESPONSIBILITIES

Serves as the technical authority in fire management in the region with responsibility for: (1) providing technical advice and guidance to the regional directorate; and (2) providing technical guidance, program review and development, coordination, and leadership to the fire management program staff.

Serves as consultant and authoritative expert on the use of fire as a management “tool” in achieving overall refuge management objectives. Formulates policies, plans, budgets, and programs necessary for the administration of fire management activities.

Formulates and develops regional fire management policies and programs for fire suppression and presuppression, prescribed burning operations, fire evaluations, fire arson investigation, and habitat management objectives.

Directs the development and establishment of regional coordination plans, standards and technical guides to comply with national guidelines and policy for:

- (1) Fire Management Program - includes fire management plans, presuppression and suppression activities, fire evaluations, fire trespass, prescribed burning and smoke management;
- (2) Fuels Management - includes fuels inventory methods and procedures, fuel treatment methods and programming, pre-attack planning, and land-use planning and environmental coordination; and
- (3) Fire Management Operations - includes regional mobilization and dispatch coordination, fire prevention, training, logistics, equipment acquisition and deployment, and the fire suppression communications program.

Coordinates aircraft operations and acquisitions pertaining to the use of aircraft for fire suppression, presuppression, and prescribed burning operations for the region.

Prepares program budget and allocates available funds to various refuges for operation and maintenance, prevention, presuppression, fuels management, and prescribed fire based on management needs and

environmental conditions.

Prepares and negotiates cooperative fire agreements and contracts within the region with various fire control agencies, such as State forestry departments, county and local fire departments, and other Federal agencies.

Plans and oversees studies in such areas as fire behavior, fire spread, resistance factors, fuels, weather, fire effects and vegetative response. Works closely with research personnel in the development and trial of new methods and approaches relative to the fire management program. Reviews and interprets fire related research material for future use.

Conducts program reviews and evaluates adequacy and effectiveness of fire management programs through periodic field inspections and/or site visits for compliance with policies, objectives and standards, and overall effectiveness of operations. Provides technical assistance in the solution of local problems.

Makes recommendations and implements changes in operating procedures or programs to increase effectiveness of operations, and to provide technical guidance in the solution of specific problems or to correct practices in violation of established regulations or procedures.

Develops plans and technical specifications for individual refuges to collect and analyze data related to volume, growth, and wildlife value.

Reviews and recommends approval of long-range fire management plans, that include policies, objectives, priorities, and the correlation and integration of fire management into the field station's overall habitat management program.

Reviews and evaluates short-range plans and annual proposals prepared by field station personnel for fire management activities. Prepares scientific and administrative reports. Utilizes computer models and data management/budget systems to plan, track, and report on fire management projects and accomplishments.

Coordinates fire related training that include interagency training, determining course content, setting up course logistics, selecting and notifying attendees, obtaining and distributing course materials, establishing training session locations, and serving as course instructor.

Participates with other Federal and State Wildlife agencies in the organization and operation of Geographic Area Boards in order to provide the most efficient and economical fire suppression operations.

Inspects on-the-ground effectiveness of suppression activities on large scale fires. May occasionally participate in similar activities at the national level.

(It is anticipated that at least 80 percent of the time and responsibilities of this position will be dedicated to the major duties shown above).

Performs other related duties that may include assistance in forest, habitat, refuge, biological, law enforcement and environmental education program management.

Factor 1. Knowledge Required by the Position

Mastery of professional natural resource and land management principles, practices, and concepts sufficient to serve as technical authority, direction, guidance, and coordination for the full range of duties involved in the development and review of the regional fire management program.

Comprehensive knowledge of fire ecology, fire behavior, fire hazard and risk analysis, fuel volume and flammability assessment, smoke management techniques, meteorology, and aircraft operating characteristics sufficient to perform consultative program development and oversight for the fire management program that may include serving as the Service Fire Management Coordinator as requested by the Washington Office.

Extensive knowledge of the latest developments in fire management and aircraft operations to adapt or use these developments to achieve long-term regional objectives.

Comprehensive knowledge and understanding of the principles and practices of refuge management sufficient to devise and incorporate techniques and objectives of fire management into specific regional programs to achieve complementary effects to protect and enhance fish and wildlife habitat and natural ecosystems.

Comprehensive knowledge and understanding of the principles and practices of fire management and training techniques, objectives, evaluation methods and designs to prepare training materials for use in the field.

Skill in applying new scientific findings, developments, and advances to the solution of complex problems that are unique to Service management policy and objectives.

Ability to gather biological data, evaluate and apply findings, and make recommendations in order to evaluate and improve the Region's fire management program.

Knowledge of the requirements imposed by legislation and regulations such as the National Environmental Policy Act, Endangered Species Act, Clean Air Act, Wilderness Act, etc.

Experience as a firefighter having performed work directly concerned with the control and extinguishment of fires sufficient to conduct a program to provide protection for refuge resources and values from wild fires and prescribed fires.

Factor 2. Supervisory Controls

The supervisor provides the overall objectives and resources available. Operates the fire management program based on Service policy and established management procedures. Independently plans own work,

exercises initiative and provides the overall leadership in planning, directing, and coordinating regional fire management activities. Develops specific regional action plans and resolves management problems and conflicts as they arise. Changes in established operational procedures are discussed with the supervisor. Completed work is reviewed in terms of meeting regulations and overall Service management objectives.

Recommendations and decisions are usually accepted as technically accurate, subject to overall review for conformance to policy and program objectives.

Factor 3. Guidelines

Guidelines primarily consist of Service/Departmental manuals, fire law and statutes, natural resource and land management standards, policy statements, and legislation. The guidelines are sometimes in developmental stages, unclear, or outdated. Considerable judgment and ingenuity are required to resolve diverse problems for which technical guidelines are insufficient or not directly applicable. Considerable professional judgement and discretion are required in identifying and implementing the latest and most pertinent technological concepts and practices, or to develop or assist in the development of essentially new or vastly modified techniques and methods for obtaining effective results.

Factor 4. Complexity

Assignments involve a broad range of duties in the field of fire management. Primary responsibility is to provide technical guidance, program development and review, budget development, coordination with resource uses, and coordination with other Federal, State and local agencies for a regional fire management program.

The land areas and the functional programs are characterized by a significant number of complex features that include: (1) terrain that varies from short grass prairies to forests, with varying elevation ranges; (2) thousands of acres of unique ecosystems, of which some may be wilderness areas and may contain artifacts and antiquities; (3) habitat that supports numerous wildlife species; (4) land areas that may contain threatened or endangered plants and animals; (5) extreme variables involving geography, elevation, climate, ground cover, lightning occurrence, and rate of ignition and spread that have a decided affect on plans, methods, procedures, and policies of all fire management activities; (6) a wide variety of fuels requiring different prescriptions for the use of fire as a tool; and (7) extended periods of drought, high winds, lightning, and other factors.

The diversity and synergism of environmental conditions, management strategies, habitat, and species require the incumbent to be especially versatile and innovative in order to recognize possible new directions or approaches and to devise new or improved techniques or strategies for obtaining effective results.

Factor 5. Scope and Effect

The purpose of the work is to provide technical and program management expertise to ensure the adequacy and effectiveness of the regional fire management program. The incumbent develops new techniques for

integration with all resource programs, objectives, and policies. The incumbent*s work, through program design and review, field evaluations, and anticipatory action on unique fire/refuge management problems has a direct impact upon the operations of all regional field stations and a significant effect or influence in the development and completion of regional and Service-wide fire/refuge management policies, programs, and actions.

Factor 6. Personal Contacts

Contacts are with Interagency fire management personnel, State and local officials, refuge managers, foresters, safety personnel, Washington Office staff, subject matter experts, researchers, university officials, State and local officials, environmental groups, private landowners, and as appropriate, Canadian and national officials.

Factor 7. Purpose of Contacts

Contacts are for the purpose of providing technical advice and guidance; coordinating work efforts and plans; assessing the adequacy of activities; and resolving significant fire management problems. Contacts also involve influencing or persuading other subject matter experts to adopt a particular course of action when there are conflicting opinions; or to change direction in a particular resource activity, due to technical considerations that are in conflict with a proposed resource objective. Contacts will frequently involve significant controversial issues that may have far-reaching implication to policy, life, property, and fire suppression costs.

Factor 8. Physical Demands

The work is primarily sedentary. A level of physical fitness is required that will allow the incumbent to work under periods of extended stress and intermittent physical exertion such as walking in rough terrain during field inspections or during fire assignments.

Factor 9. Work Environment

Work is usually performed in an office setting. Occasionally some exposure to discomfort or risk is encountered on field visits such as extreme heat or cold, or exposure to fire situations. Incumbent must wear protective clothing and other safety equipment when involved in prescribed fire and suppression activities.