POSITION DESCRIPTION *(Please Read Instruction on the Back)*

1. Agency Position No.: S000031

2. Reason for Submission: [ ] Redescription [X] New [ ] Reestablishment [ ] Other

Explanation *(Show any positions replaced)*

3. Service: [ ] Hdqtrs. [X] Field

4. Employing Office Location:

5. Duty Station:

6. OPM Certification No.:

7. Fair Labor Standards Act: [X] Exempt [ ] Nonexempt

8. Financial Statements Required: [ ] Executive Personnel Financial Disclosure [ ] Employment and Financial Interests

9. Subject to IA Action: [X] Yes [ ] No

10. Position Status: [X] Competitive [ ] Excepted *(Specify in Remarks)* [ ] SES (Gen.) [ ] SES (CR)

11. Position Is: [ ] Supervisory [ ] Managerial [X] Neither

12. Sensitivity: [X] 1- Non Sensitive [ ] 3- Critical Sensitive [ ] 2- Noncritical Sensitive [ ] 4- Special Sensitive

13. Competitive Level Code:

14. Agency Use:

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management	Department of Interior, FF/LE Retirement Team Specialist This PD has been approved as follows under 5USC 8336(c) and 8412(d)					
b. Department, Agency or Establishment	X Firefighter ___ Law Enforcement ___ Primary X Secondary/Administrative ___ Secondary/Supvy					
c. Second Level Review	Approval Date July 11, 2001					
d. First Level Review	INTERDISCIPLINARY	GS	See Remark	12		
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position *(if different from official title)*: Wildland/Urban Interface Coordinator

17. Name of Employee *(if vacant, specify)*:

18. Department, Agency, or Establishment: Department of the Interior

a. First Subdivision: U.S. Fish and Wildlife Service

b. Second Subdivision: Region

c. Third Subdivision:

d. Fourth Subdivision:

e. Fifth Subdivision:

19. Employee Review--This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee *(optional)*:

20. **Supervisory Certification.** *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 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.*

a. Typed Name and Title of Immediate Supervisor

Signature | Date

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature | Date

21. **Classification/Job Grading Certification.** *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.*

Typed Name and Title of Official Taking Action

Signature | Date

22. Position Classification Standards Used in Classifying/Grading Position: US OPM PCS Ser. Def. for GS-401, Jan 97, Clas-01; GS-0454, Sept 93 TS-126; HRDC-7, Jul 99; GS-460, Jun 65, TS-57, Dec 79, TS-39; HRDC-6, Jan 99.

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 *(optional)*										
b. Supervisor										
c. Classifier										

24. Remarks

INTERDISCIPLINARY: classifiable as Fire Management Spec, GS-401, Rangeland Management Spec, GS-454, and Forester, GS-460. FPL=GS-12 APPROVED FOR SERVICEWIDE USE Pearl Inge 6-7-2001

25. Description of Major Duties and Responsibilities *(See Attached)*

STANDARD POSITION DESCRIPTION
INTERDISCIPLINARY:
Fire Management Specialist, GS-401-12
or Rangeland Management Specialist, GS-454-12
or Forester, GS-460-12
Organizational Title: Wildland/Urban Interface Coordinator

INTRODUCTION

This is a standardized wildland fire/urban interface and rural community fire assistance oversight position intended for use in the U.S. Fish and Wildlife Service. The position is located at a Fish and Wildlife Service Regional Office where the incumbent provides management, technical expertise, oversight and policy development in the wildland fire urban interface areas, education, rural community fire assistance, and legal restitution for fire loss and trespass programs.

Prior firefighting experience, as gained by substantial service in a primary firefighting position or equivalent outside the Federal Government, is a **mandatory prerequisite** for incumbents of this position.

MAJOR DUTIES (80% - 100%)

Wildland Fire/Urban Interface

Assists field offices with wildland fire in the urban interface, including risk assessment, ignition management, program direction, and loss prevention programs, interagency coordination, and pre-suppression components of their fire management programs.

Represents the Service at local, state and geographic level on wildland fire/urban interface mitigation and related activities. Attends meetings and interagency coordination workshops, providing fire mitigation expertise. Establishes and maintains an active wildland fire mitigation/urban interface program involvement with other cooperating activities at local levels.

Serves as the focal point for coordination of urban interface fire program inclusion in the fire management planning process. In coordination with the Regional Fire Management Coordinator (RFMC), develops strong emphasis and action elements designed to mitigate the causes of fires. Reviews programs and plans to ensure that fire mitigation principles, practices and policies are incorporated into state and local land management programs.

Analyzes, models, and identifies major causes of wildland fire and ensures that these causes are effectively addressed in the appropriate wildland fire/urban interface programs and the fire management plan. Participates with supervisor and other members of the staff in the development and integration of fire mitigation into the overall program of work, including the recommending of policy development of immediate and long-range objectives, integration of various activities of the staff, and budgeting of allotments.

Reduces human and equipment caused ignitions through comprehensive risk assessments and

develops strategic plans to mitigate fire causes. These plans include vigorous public awareness activities and programs, informational promotions, coordinated law enforcement activities, and road/area signing efforts. Markets fire mitigation programs to individual representatives, local interest groups, and Regional affiliated participants.

Coordinates all wildland fire restriction and closure plan development and implementation. Works with public affairs personnel, fire information personnel and coordinating agencies in developing, implementing and disseminating fire restriction and closure information. Helps stations develop, implement and evaluate wildland/urban interface mitigation portions of their Fire Management Plans. This includes fire statistics, mitigation strategies, actions and activities, program development, including short and multi-year fire mitigation priorities. Assures station Fire Management Plans comply and meet national guidelines and standards.

Fire Education

Assists field offices with wildland fire education programs. Determines, develops and provides program expertise and materials to all supported programs.

Represents the Service at local, state and interagency level on wildland fire education activities. Is responsible for local, state and national technology transfer/development of wildland fire mitigation and fire education concepts, applications and materials. Attends meetings and interagency coordination workshops, providing fire mitigation expertise. Establishes and maintains an active wildland/urban interface fire mitigation program involvement with other cooperating activities at local and state levels.

Serves on the geographic interagency Wildland/Interface Fire Mitigation/ Education Committee. Works with Federal, state, and local wildland fire management groups and entities to develop products and programs that are adopted and meet interagency goals throughout the geographic area.

Responsible for developing, presenting or monitoring local and state interagency workshops, national and agency wildland fire mitigation and education training curricula, courses, exhibits and presentations. Serves as an expert in the fields of Wildland/Urban Fire Mitigation and Wildland Fire Education and provides assistance to state and national interagency training committees making short term and long term updates and changes in these training materials. This is accomplished by establishing performance and instructional objectives, testing and validating course content.

Rural Community Fire Assistance

The complexity of the Service's Fire Management Program has increased as communities and homes are developed adjacent to and among public lands and wildland fuels. This poses new and complex fire program challenges in preserving our natural and cultural resources, reducing the threat to civilian life and property from wildland fire and reducing the exposure to wildland and structural firefighters. The duties of this position in these important and life threatening situations are addressed below.

Coordinates the identification and mitigation of wildland urban interface issues and risks to homeowners and communities from wildland fire and hazardous fuels. Develops and implements strategic planning processes that effectively mitigate these risks.

Works with local homeowners, community stakeholders, various local, state, and federal agencies in an effort to educate and mitigate potential threats to these communities by wildland fire.

Coordinates fire assistance contracts and agreements with Service contracting officers, field stations, and local and state agencies.

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

During a wildland fire event in these areas, assists with the development and implementation of additional strategic fire mitigation protection planning which assesses the actual and potential risks and hazards.

Fire Trespass

Responsible for dealing with increased fire trespass resulting from rapidly expanding urban populations. Problems include recreation, equipment use, and debris burning. This poses an increased risk and potential loss to the natural and cultural resources our agency is legislated to preserve and protect. To meet these challenges and mitigate potential losses, the incumbent:

Coordinates and monitors local and state wildland fire trespass policies, procedures and actions.

Coordinates Service fire trespass policies and procedures with federal, state and local governments.

Coordinates wildland fire cause determination and investigation training with Service and other federal agency investigators, law enforcement personnel and local authorities.

Works with agency managers to negotiate administrative and legal restitution for fire suppression and resource damage costs resulting from fire trespass cases.

FACTORS

1. Knowledge Required by the Position

Prior on-the-line wildland firefighting experience to comprehend and apply fire management strategies, tactics, and fire prevention and mitigation procedures to fire management objectives and to determine the consequences of proposed actions. This knowledge is obtained through substantial service as a primary firefighter of the Federal government or in a similar firefighting

position outside the Federal government. This knowledge is a **mandatory** requirement of the position.

Professional knowledge of wildland fire management, fuels management, and fire behavior, obtained by firefighting experience and specialized training; knowledge of fire prevention assessment and planning; fire regimes; fire effects; and ecosystem and species response mechanisms to fire and post fire recovery to comprehend, utilize and apply theses principles to mitigate damage of unwanted fire and to convey these concepts to target audiences.

Knowledge and ability to use research and current programs to develop and structure solutions to critical, unique and controversial wildland fire mitigation and wildland fire educational situations. A comprehensive understanding of multi-agency wildland fire mitigation plans, ignition management, loss prevention, and policies sufficient to conduct loss prevention program analysis. The analysis includes risk, hazard, value and fire history. The conclusions reached are incorporated into fire management and mitigation management plans.

Knowledge to determine the appropriate materials needed to clearly communicate information to a variety of public audiences (technical and non-technical), political and legal representatives, natural resource specialists and wildland fire and land managers.

Comprehensive knowledge of federal, state, local and other agencies wildland fire and emergency management policies, practices and philosophies related to the following: Budget systems, wildland fire trespass policies, restriction and closure plan regulations, cooperative agreements, fire management and ecosystem planning, the wildland fire use, wildland and structural fire mitigation principles, and wildland fire and structural fire suppression techniques.

Knowledge of federal, state, and local agency roles and responsibilities in wildland/structural fire mitigation and educational programs.

Knowledge of educational training principles and techniques, meeting management skills, and the ability to effectively organize, coordinate and present workshops and training sessions involving all aspects of wildland fire mitigation and education.

Skill in establishing and maintaining effective relationship with local public interest groups, community planners, private landowners, and government involved with fire management planning efforts.

2. Supervisory Controls

The position is supervised by the Regional Fire Management Coordinator, who outlines the scope of responsibility, overall program objectives and special problem areas that require attention.

The incumbent independently constructs action plans for work with only general guidance from the supervisor on program direction. The incumbent is considered the region's technical expert on fire mitigation, fire education, community assistance, and fire trespass. The incumbent works

relatively free from technical controls.

The supervisor is kept informed of significant developments. Completed work is reviewed primarily for effectiveness in meeting programs' objectives and for conformance to Service policies.

3. Guidelines

The assignments are undertaken within the board framework of agency regulations, policies, and existing guides which require interpretation to deal with the more complex or unusual problems or problems concerned with novel, undeveloped or controversial aspects of resources or fire management. Law or policy guides may point toward conflicting requirements or provide few precedents pertinent to specific problems; proven methods of treating a problem may be lacking or incomplete. The guidelines and regulations permit broad latitude for independent and innovative action due to many variables present in fire mitigation.

Must exercise leadership and ingenuity in researching and designing new techniques and providing solutions for fire mitigation problems to field managers which may include the modification of existing plans and criteria, or refinement of Regional or national fire policy.

4. Complexity

Assignments involve a broad range of duties in the interagency field of wildland fire management. Primary responsibility is to provide technical guidance, program development, coordination and review among Service programs for fire management operations in the Region.

Many different factors must be considered in order to arrive at the nature of the job being accomplished. The job deals with emergency situations lacking reliable predictability (human behavior, various fuels and burning conditions, fire history, ignition factors, timeliness, resource suppression requirements, local and other agency regulations). Emergency situations are often complex and extremely demanding.

Even without an emergency, the work is complex, requiring continuous coordination and communication among field offices, as well as with numerous outside agencies, groups and stakeholders. The complexity of the work is reflected in the myriad of problems that must be continuously addressed, the coordination required, the number of people involved, the communication networks employed, the keen attention to detail required and the short time frames involved.

The incumbent must be effective in confronting and resolving conflicts and sensitive issues among individuals, organizations and agencies. The individual deals with complex tasks required in the planning, implementation and evaluation of systems, courses and social issues.

The work involves many areas of uncertainty and the complex interactions of a number of technical, resource, administrative, legal and socioeconomic problems. This requires the development of new techniques and criteria; or the prescriptions of particular practices, in the

resolution of a wide range of fire management issues, including wildland fire mitigation, fire education, fire ecology and effects, fire protection, fire suppression, fire trespass, and community assistance in wildland/urban and rural intermix situations.

5. Scope and Effect

The purpose of the work is to design, create and guide effective region wide wildland fire mitigation and wildland fire educational programs and to efficiently coordinate these programs with other agencies, cooperators, stakeholders, partners and institutions. Primary responsibility is to provide leadership and guidance, to develop region-wide programs, guidelines, standards and procedures and to coordinate, review and evaluate field offices results through such means as on-site inspection and analysis of written reports.

The results of the work performed on agency and interagency teams, task groups and , committees have influence across organizational lines and various statewide geographic locations.

6. & 7. Personal Contacts and Purpose of Contacts

Personal contacts include co-workers; staff specialists; other Regional Office fire personnel; management staff in Regional Offices; Refuge Managers; counterparts in the United States Forest Service, Bureau of Land Management, Bureau of Indian Affairs, and National Park Service; State Lands and Forestry Departments and other major land managers; municipalities; members of professional councils and societies with an interest in wildland fire ecology, fire mitigation, and law enforcement; news media; business people; and members of scientific academic community. May also participate as a technical expert in communities and seminars of statewide or national importance.

Contacts are made for the purpose of performing studies, gathering information, consulting, advising, recommending, planning, guiding and promoting the development and implementation of the interagency fire and aviation programs; coordinating contracts or agreements with university and private industry; reviewing, evaluating and certifying interagency fire mitigation techniques and efforts and conducting research into new educational methods; and making presentations and/or instructing groups in regard to the overall program.

Contacts are to coordinate communications among agency and interagency fire management programs and to keep field specialists current with these programs. Contacts also are required to share wildland fire mitigation and educational techniques and information effectively with a wide variety of internal and external agency audiences. Additionally, contacts are necessary to conduct day-to-day business and to anticipate administrative and managerial problems before they rise.

Contacts require tact, determination, and persuasion especially to convince the public and outside organizations of the benefits of fire mitigation programs.

8. Physical Demands

The work is primarily sedentary, although the appropriate level of physical fitness is required for participation on fire assignments.

9. Work Environment

The work is normally performed in an office setting. However, some field work, such as for inspections, as well as travel to field offices and various meetings and conferences is also required.