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

1. Agency Position No. S000032

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					
b. Department, Agency or Establishment	This PD has been approved as follows under 5USC 8336(c) and 8412(d) X Firefighter ___ Law Enforcement ___ Primary ___ Secondary/Administrative ___ Secondary/Supvy					
c. Second Level Review	Approval Date July 11, 2001					
d. First Level Review	INTERDISCIPLINARY	GS	See Remark	11		
e. Recommended by Supervisor or Initiating Office						

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

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-11 APPROVED FOR SERVICEWIDE USE Mark Dugr 6-7-2001

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

STANDARD POSITION DESCRIPTION
INTERDISCIPLINARY:
Fire Management Specialist, GS-401-11
or Rangeland Management Specialist, GS-454-11
or Forester, GS0460-11
Organizational Title: Wildland/Urban Interface Assistant

INTRODUCTION

This is a standardized wildland fire/urban interface and rural community fire assistance position intended for use in the U.S. Fish and Wildlife Service. The position is located at a National Wildlife Refuge or other Fish and Wildlife Service facility where the incumbent provides staff advice, contract administration, technical expertise, oversight and development of community projects in wildland fire in the following areas: wildland/urban interface, prevention/education, and rural community fire assistance.

Prior firefighting experience, as gained by substantial service in a primary firefighting (6c) position or equivalent experience outside the Federal Government, is a **mandatory prerequisite** for incumbents of this position.

MAJOR DUTIES

Wildland Fire/Urban Interface (50%)

Serves as a staff specialist for wildland fire in the urban interface (WUI) for field stations and communities. The WUI assistant duties include: contract administration, reviewing risk assessment plans, ignition management, project implementation, project by-product mitigation, prevention programs, interagency coordination, and pre-suppression activities at the local level.

Represents the Service at the local and statewide interagency level on wildland fire/urban interface mitigation and related activities. Attends meetings and interagency coordination workshops at the local level, providing fire mitigation expertise. Incumbent establishes and maintains an active presence in wildland fire mitigation/urban interface programs with other cooperating entities at local levels.

Serves as the focal point for urban interface fire program coordination with local government and private entities. Provides guidance to these parties to enable them to develop their own WUI action plans. Reviews and provides advice to these plans as necessary.

Evaluates local/private entity projects to be funded through WUI funds. Evaluates project proposals to assure that they comply with WUI fire program goals, objectives, and mandates. Guides entities through the planning and contracting process, offering authoritative advice and assistance. Directs staff in the scientific and technical monitoring of the project. Attempts to resolve issues and problems that arise during the implementation process at the local level, forwarding larger issues to the supervisor (WUI Coordinator) in the Regional Office.

Ensures major causes of wildland fire are effectively addressed in the appropriate wildland fire/urban interface programs and the fire management plans. 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.

Attempts to reduce unwanted 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, fire trespass as necessary and road/area signing efforts at the local level. Markets fire mitigation programs to individual representatives and local interest groups.

Works at the local level with coordinating entities in developing, implementing and disseminating fire restriction and closure information. Helps entities develop, implement and evaluate wildland/urban interface mitigation portions of their Fire Management Plans. This includes fire statistics, mitigation strategies, public closure levels and activities, program development, including short and multi-year fire mitigation priorities.

Fire Education (30%)

Assists local communities with wildland fire education programs. Provides program expertise by disseminating and presenting fire education materials on the local level.

Represents the Service at the local and state interagency level on wildland fire education activities. Serves as the primary contact for local technology transfer 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.

Presents and/or monitors local interagency workshops, interagency wildland fire mitigation and education training curricula, and presentations. Serves as a technical expert in the fields of Wildland/Urban Fire Mitigation and Wildland Fire Prevention/Education .

Rural Community Fire Assistance (20%)

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.

Assists in the identification and mitigation of wildland urban interface issues and risks to homeowners and communities from wildland fire and hazardous fuels at the local level.

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.

Identifies requirements/needs of rural fire entities. Evaluates requests for funding using Rural Fire Assistance (RFA) funds, and facilitates movement of funds to local entities. Provides guidance and assistance with funding related instruments to local and state agencies.

Monitors educational meetings, events and programs with local communities to reduce loss resulting from wildland fire.

FACTORS

1. Knowledge Required by the Position

Knowledge of the techniques, policies, and practices of wildland fire management as obtained through substantial service as a primary wildland firefighter of the Federal government or in a similar firefighting position outside the Federal government. This knowledge is a **mandatory requirement** of the position. Incumbent must be able to comprehend and apply fire management strategies, tactics, and fire prevention/mitigation procedures to fire management objectives while determining consequences from proposed actions.

Professional knowledge of wildland fire management, fuels management, and fire behavior obtained by firefighting experience and specialized training is required. Areas of involvement include, but are not limited to: fire prevention assessment and planning, fire regimes, fire effects, ecosystem and species response mechanisms to fire, prescribed fire and post fire recovery. Incumbent should be able to comprehend, utilize and apply theses principles to mitigate damage of unwanted fire and to convey these concepts to target audiences.

Broad knowledge and ability to apply new research to develop and structure solutions to critical, unique and controversial urban interface fire mitigation situations.

An understanding of multi-agency wildland fire mitigation plans, ignition management, loss prevention, and policies sufficient to implement loss prevention programs. The conclusions reached are incorporated into fire management and mitigation management plans.

Ability to clearly write and orally communicate information to a variety of public audiences (technical and non-technical).

Comprehensive skill and ability to review project proposals, initiate funding processes and provide problem resolution and advice.

Working knowledge of federal, state and local 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, prescribed fire use, wildland and structural fire mitigation principles, wildland fire and structural fire suppression techniques.

Working 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 relationships with local public interest groups, community planners, private landowners, and local government involved with fire management planning efforts.

2. Supervisory Controls

The position is supervised by the Wildland/Urban Interface Coordinator, who outlines the scope of responsibility, overall goals, program objectives and resources available. The supervisor identifies special problem areas that require attention.

The incumbent constructs action plans for work with only general guidance from the supervisor on program direction. The incumbent is considered the local level technical expert on wildfire/urban interface fire mitigation, fire education, community assistance, and fire trespass and works relatively independently.

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

Guidelines include Federal statutes and legislation, agency regulations, policies, and practices; interagency agreements; subject matter literature; and manuals. The guides do not always adequately address the complex technical and strategic issues encountered. Therefore, the incumbent must use considerable originality, ingenuity, and seasoned judgement in order to develop new methods, strategies, and procedures to successfully resolve issues.

4. Complexity

Assignments involve a broad range of duties in the interagency field of wildland fire management. Primary responsibility is to provide local level technical guidance, program development, coordination, execution and review for the wildland/urban interface; the rural fire assistance; fire education; and fire trespass program components.

A wide range of difficult technical and strategic issues complicate the work of the position. In addition, the job may deal with emergency situations lacking reliable prediction (human

behavior, various fuels and burning conditions, fire history, ignition factors, timeliness, resource suppression requirements, and 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 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 in the resolution of a wide range of fire management issues, including wildland fire mitigation, fire education, fire ecology and effects, fire protection, fuel elimination, fire suppression, fire trespass, fire funding coordination, 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 multi project 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 local level leadership and guidance, to assist in the development of local programs, guidelines, standards and procedures and to coordinate, review and evaluate field office results though regular on-site inspection, review of written reports, and accomplishment accountability.

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; the public; local fire personnel; management staff in the Regional Office; Refuge Managers; counterparts at the local level 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 local land managers; municipalities; 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.

Contacts are made for the purpose of gathering information, consulting, advising, recommending, planning, guiding and promoting the development and implementation of the

interagency fire program; 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. As a key element of the position, the incumbent provides critical and essential liaison activities between the Service and various other local federal, state, and private entities.

Contacts are to coordinate communications among various local entities about fire management programs as they relate to the wildland/urban interface. 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 technical problems before they rise.

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

8. Physical Demands

The work is primarily sedentary, although a level of physical fitness is required which will allow for periods of extended stress in the field when unusual fire situations arise.

9. Work Environment

The work is normally performed in an office, vehicle, on project site, etc. Travel to field offices, various meetings and conferences is required.