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

1. Agency Position No. S000A44

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 Interest

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

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

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

12. Sensitivity: [X] 1--Non-Sensitive [ ] 2--Noncritical Sensitive [ ] 3 Critical [ ] 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. Office of Personnel Management						
b. Department, Agency or Establishment	Supervisory Fire Management Specialist	GS	401	13		
c. Second Level Review	Department of the Interior, FLERT Specialist Faye Lampin					
d. First Level Review	This PD has been approved as follows under 5 USC 8336(c) and 8412(d) ✓ Firefighter Law Enforcement					
e. Recommended by Supervisor or Initiating Office	Primary ✓ Secondary/Administrative Sec/Supvy Approval Date July 29, 2003					

16. Organizational Title of Position *(if different from official title)*
Regional Fire Management 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
Regions

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 GSSG, 4/93.

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	CK	9/21/11								

24. Remarks ~~FPL GS-13~~ SOD: Job Classified one grade lower as GS-13. Performs duties as described at the GS-14 level under closer supervision. FPL: GS-14 Approved for Servicewide Use Pearl Judge

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

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9/21/11: Corrects Remarks to reflect FPL of GS-14. CKing

STANDARD POSITION DESCRIPTION
SUPERVISORY FIRE MANAGEMENT SPECIALIST, GS-401-14
(Organizational Title: Regional Fire Management Coordinator)

INTRODUCTION

This position is established to serve as the professional authority concerning the Region's fire management program. The incumbent provides technical, scientific and professional program advice, information and other support to the U.S. Fish and Wildlife Service (Service) Regional Director, Regional Chief of Refuges, Project Leaders, Refuge Mangers, Fish Hatchery Managers, and a wide variety of refuge staff and fire management personnel within the multi- state Region. Responsibilities include overall leadership of the Region's fire management program, interagency, intra-regional and inter-refuge program coordination, scheduling and conducting program review and audits. Integrates fire management into other Service programs to accomplish natural resource management goals and objectives. The Region's fire management program is large and complex due to the wide variety in vegetation types, climate, large staffing levels, budget size and scope, and regional level of interagency coordination.

Prior on-the-line wildland firefighting experience and training is required to carry out the duties and responsibilities of this position.

Interaction with the National Fire Program Office, located in Boise, Idaho, is essential as the Region's refuges are key in determining the success and future direction, efficiency and effectiveness of the Agency's fire management programs. The incumbent operates under a written limited delegation of authority, from the Regional Director to represent the Fish and Wildlife Service at multiple Interagency wildland fire geographic coordination areas in the United States. Each coordination group is comprised of 8-12 federal and state wildland fire agencies. The fire management program in the Region has Service-wide implications in view of resource needs and policy implementation.

MAJOR DUTIES

15% - Serves as **the Regional Fire Management Coordinator** and provides a full range of supervision to the regional fire management program staff. These positions could include Regional Aviation Manager, Regional Wildland Fire Safety Specialist, Regional Wildland Fire Management Specialist, Regional Prescribed Fire Specialist, Regional Fire Ecologist, Regional Fire Management Monitoring Specialist, Geographic Area Fire Weather Meteorologist, Regional Wildland Urban Interface Coordinator, Zone Fire Management Officers, Fire Management Program Assistant.

10% - Represents the Regional Director, by a written delegation of authority, to make agency decisions concerning the prioritization of wildland fires and assignment of critical fire and aviation assets when resource demand exceeds resource availability.

10% - Has primary responsibility for implementation and oversight of the Region's Firefighter Safety Program to ensure that firefighter and public safety are the number one priority in all fire management operations.

10% - Formulates regional policies and procedures for fire suppression and preparedness, prescribed burning operations, fuels treatment, fire evaluations, fire rehabilitation, fire prevention, and fire arson investigations. Ensures consistency of the application of national and regional policy by review of refuge fire management programs. Decisions and commitments have wide influence on Region's fire management program. Ensures that national and regional fire and aviation administration guidelines are being followed and that appropriate and correct reporting is being accomplished.

5% - Keeps informed on fire danger within the Region and around the country; develops long and short term fire resource mobilization plans with interagency geographic coordination groups to ensure appropriate fire response. Coordinates implementation of Agency aviation, prescribed and wildland fire program with the interagency community. **Coordinates aircraft operations and acquisitions pertaining to the use of aircraft for fire**

suppression, preparedness, and prescribed fire operations for the Region.

10% - As the Region's program representative, is responsible for coordinating and conferring with other fire and aviation management agencies, regions, states, and other natural resource and emergency management agencies to ensure program continuity and coordination. Ensures that refuge and other Service lands fire and aviation management plans, agreements, and decision criteria between agencies are compatible with Agency policy.

5% - Keeps informed and aware of fire program initiatives, developments, and practices of wildland fire science and research.

5% - Ensures that the Region's fire program training needs and qualifications criteria are met. Coordinates planning and conducting of training with other agencies as needed. Approves unusual or out of the ordinary training. Oversees Region's systematic use and implementation of the Department's Wildland Fire Qualification System.

5% - Serves as the Region's technical specialist on wildfire incident management, including interagency team management, fire science, safety, training, operations, fire logistics, fire business management, and fire personnel administration. **Provides expertise and advice to refuges on matters concerning wildland urban interface fire issues and problems.**

5% - Prepares and implements the formulation and implementation of budgets on a multi-year basis with the national office.

5% - Conducts and arranges functional inspection/program review of refuge fire management activities for compliance with approved plans, rules, regulations, policies, and guidelines.

5% - Works with the National Fire Management Office to provide input on fire management policy of a national scope to develop Service-wide policy and guidelines. 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. Participates on National Interagency working teams and task groups as required.

5% - Addresses issues of national and regional media interests, congressional officials, public interest groups and other public officials by explaining and discussing fire management policies and management decisions. Attempts to resolve politically and socially complex and highly controversial issues. Serves as the Region's specialist and liaison, speaking for the Service at professional meetings and symposia.

5% - Reviews and recommends approval of long-range fire management plans that include policies, priorities, and the correlation and integration of fire management into the field station's overall habitat management program.

FACTORS

1. Knowledge Required by the Position

Prior on-the-line wildland firefighting experience is required 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.

Knowledge of, and experience in fire suppression strategy, tactics, fire behavior, fuel models, fire weather, Incident Command System, firefighting tools and equipment to safely lead and execute a regional fire management program.

Expert knowledge in fire science and management concepts, i.e., fire ecology, fire behavior, hazard fuel assessment, smoke management, fire meteorology principles, federal and multiple state laws, programs and precedents in order to develop, propose, and recommend substantial field area program innovations, significant program changes, or alternate courses. Skill in developing fire management plans throughout a multi-state and multi-refuge area.

Knowledge of other agency missions, practices and procedures with regard to fire science/management to interface field station fire plans with neighboring fire programs (e.g., U.S. Forest Service, Bureau of Land Management, Bureau of Indian Affairs, National Park Service, participating state forestry departments, etc.).

Knowledge of budget policies and procedures for federal agencies including sufficient knowledge of agency fire business management practices in order to accomplish budget development plans using computer based software programs.

Skill in designing, advising, reviewing, and examining plans and the ability to design alternative approaches to fire planning in ecologically diversified refuges.

Knowledge of Departmental, Service, Federal Aviation Administration and interagency aviation policies and practices with emphasis on safety and other technical applications.

Comprehensive knowledge and skills to provide technical direction, guidance, and coordination for a highly active and diversified fire management program.

Ability to resolve atypical, complex fire management problems that exist in rural-urban environments with continuous conflicts involving other federal government agencies, state agencies, and the private sector.

Extensive knowledge of the latest developments in fire science, ecology, and management to adapt or use them to achieve long-term refuge goals and objectives.

Knowledge of the applicability and cost-effectiveness of new findings and the ability to incorporate them into the Region's standards and guidelines.

Knowledge of soil, plant, animal, insects, fungi and soil microorganisms and their relationships with, and influences on fire management actions.

Knowledge of requirements imposed by federal and state legislation and regulations such as National Environmental Protection Act, Threatened and Endangered Species Act, Clean Air Act, Wilderness Act, etc.

Skill in oral and written communication to conduct daily business, justify proposals and plans, and to organize and present concepts and information.

2. Supervisory Controls

Supervisor provides broad general goals and expectations concerning the agency fire management program and the administrative framework, which serves as the principal basis for management control. The incumbent exercises initiative in providing regional leadership in the fire specialty areas of planning, coordinating, and administration of a broad and diversified Regional fire program. Determinations are based on sensitivity and understanding of current fire science trends, study results and proposed substantive changes in fire management planning. The employee in this position provides technical expertise to the Region's fire management programs and work results are normally accepted without significant change. Review of the work is typically focused on regional program achievement, meeting of objectives, effect of advice given, and contribution to the field of fire management and science.

3. Guidelines

Guidelines are very general and broad; they are stated in terms of technical policies and planning objectives of top level management planning which generally specify fire management direction and emphasis. The incumbent is expected to develop specific and diversified new methods and procedures, identifying and including the latest scientific and technological concepts and practices, incorporating them into the overall fire management planning throughout the diversified refuges within the Region. Exercises judgment and originality in developing or aiding in the development, or evaluating varied fire management plans and programs to ensure they are technically sound and will overcome unusual problems of fire and aviation programs and conditions throughout the Region.

4. Complexity

The work usually involves developing broad and diversified fire management programs throughout a multi-state, multi-refuge, and multi-agency setting. This includes plans and projects for regional refuges that have complex fire and aviation management programs. Extensive coordination efforts are essential to integrate planning with various agencies, both federal and state, and other government entities to arrive at cooperative and integrated programs. The incumbent assesses proposed fire plan operations characterized by numerous and various complications and conflicting viewpoints that exist on types of fire management programs. The incumbent independently evaluates objectives for fire management projects and plans, analyses and integrates the comprehensive physical, social and economic impacts and advises refuges on the most appropriate decision criteria, plans, standards, and techniques applicable to the particular refuges needs.

5. Scope and Effect

The work of the incumbent significantly impacts the full scope of fire management activities throughout the Region. The Region's programs and areas of responsibility have Service-wide impact on fire management programs, policies and techniques. The work often directly interrelates with other resource and operation divisions, as well as with other federal, state, private groups and individuals, in achieving long-range fire management goals, objectives, and operations throughout the Region. Due to the Interagency nature of fire management operations, decisions made have far reaching implications to life, property, resource loss, and fire management costs across large geographical areas.

6. Personal Contacts

Contacts are frequently non-routine and are made with professional and highly technical personnel within the Agency and outside the organization. These contacts include Refuge Managers, regional managers, agency headquarters staff and high level managers in cooperating agencies. They also include other agency fire science specialists, natural and cultural resources management specialists, research personnel, aviation specialists, biologists, foresters, and a variety of supporting technicians. Contacts may also include legal personnel, members of concerned private organizations, public media, universities, and other fire and aviation organizations.

7. Purpose of Contacts

Contacts are made to resolve significant fire and aviation management problems within the Service and with other agencies, organizations, and individuals. The incumbent is often required to justify or defend the Region's or the Service's stand on fire management issues. Contacts frequently involve very controversial and emotional issues that may have far reaching implications to policy, life, property, resources and fire management costs. Contacts are also established to enhance information exchange, to establish interagency fiscal and operational agreements that allow multi-disciplinary cooperation and coordination among other Service program areas. Contacts provide for the flow and transfer of information between the Regional fire management programs and the Washington Office.

8. Physical Demands

The work is mainly sedentary, usually performed at a desk. There is some physical exertion while inspecting and evaluating the conditions of fire management operations sites. This includes walking over rough, uneven terrain in a wide variety of weather conditions. Incumbent is occasionally required to perform physically rigorous assignments and mandatory physical and medical standards applicable to the duties performed is required.

9. Work Environment

Work is normally performed in the office environment and at times in the field viewing incidents or sites. There is exposure to moderate discomforts such as extremes of heat, cold, and inclement weather when performing site visits.

Conditions of Employment

Wears the official Service uniform in prescribed classes.

Mandatory physical testing is required.

Drug Testing is required.