



## Field Coordinator Announcement FY 2016 Sessions

### **Session Dates:**

January 10, 2016	to	January 29, 2016
February 7, 2016	to	February 26, 2016
March 6, 2016	to	March 25, 2016
April 10, 2016	to	April 29, 2016
June 5, 2016	to	June 24, 2016

**Applications for FY2016 Sessions must be received at PFTC by October 15, 2015**

### **Mission Statement:**

*To provide opportunities for federal, state, local and tribal government agencies and other organizations to build skills and knowledge of prescribed fire, with an emphasis on field experience.*

### **Introduction:**

There is a need for detailers to work with the Prescribed Fire Training Center (PFTC), located in Tallahassee, FL, for up to a 25-day period. The detailer will serve as Field Coordinator handling coordination between the participants, PFTC, and the various agencies that will host the prescribed burns. The Field Coordinator will be with a group of six to seven individuals day and night for their stay. The Field Coordinator must be able to answer questions on technical aspects of prescribed burning. Due to these circumstances, prescribed fire experience is required (Southeastern desirable), as is a qualification of **RXB2**. Both administrative and fieldwork will be required. **Applications from disciplines other than fire management are strongly encouraged.** Individuals will remain at their current grade. **A government purchase credit card is not necessary to be considered for this detail.** All participants and Field Coordinators will be on per diem or their agency/organization standard operating procedure and will be responsible for covering their meals and lodging costs on their travel card.

### **Payment:**

**FWS, BLM, and NPS Field Coordinators:** the home unit will be responsible for covering base 8, overtime, transportation to and from PFTC, meals and lodging.

**USFS Field Coordinators:** costs for meals, lodging, base 8, overtime, and transportation to and from Tallahassee, FL will be paid by PFTC since additional funds have been received to cover these expenses.

### **Major Duties:**

- 1) Serves as primary liaison and mentor between a group of six to seven participants and the hosting agency FMO or manager.
- 2) Serves as primary liaison and mentor between a group of six to seven participants and the PFTC. The Field Coordinator is expected to make pre-session contact with the individuals assigned as well as the PFTC staff.
- 3) Coordinates daily movement of individuals between various agencies.
- 4) Assists PFTC Administrative Specialist in providing logistical support for participants.

- 5) Provides advice on technical aspects of prescribed burns and various prescribed burning techniques and equipment.
- 6) Coordinates and tracks completion of prescribed fire task books by participants. Ensures completed tasks are signed off by the appropriate agency personnel on the particular burn.
- 7) Resolves problems or refers them to the Fire Operations Specialist.
- 8) Receives feedback from all parties to the Center and ensures documentation of such.
- 9) Assists Administrative Specialist in closeout documentation.
- 10) Provides participants' performance rating and accomplishments to the Center.
- 11) Assist participants with pre-work questions and concerns.

### ***Knowledge, Skills, and Abilities:***

Your position as a Field Coordinator requires the ability to lead and develop students into quality fire practitioners for the future. As a Field Coordinator you set the example and challenge your students to "think outside the box" and to find value in every lesson they encounter during their 20-day session.

#### **Question One:**

What qualities do you possess that identify you as a strong leader?

#### **Question Two:**

How can you build your team, given the short duration and diverse levels of experience and personalities, to function effectively and thus maximize their learning potential?

#### **Question Three:**

How do you rebuild confidence of crew members after a bad experience so that they are functioning again as a team and expressing enthusiasm for learning?

#### **Question Four:**

How do you build or maintain a learning environment when weather has prevented live fire opportunities?

#### **Question Five:**

How do you deal with a trainee that is a distraction to the rest of the crew?

### ***Other Expectations:***

The Field Coordinators are a critical element of the success of PFTC. Field Coordinators must be flexible, productive and efficient individuals who can respond to rapidly changing conditions. Actual duty location may change weekly or daily and may be anywhere within the Southeastern United States.. Lodging may be in bunkhouses, cabins, or motels. Some night and weekend work will be required. The main purpose of the Field Coordinator position is to facilitate a quality mentoring experience for the participants assigned to them and for the units hosting them. The positions are challenging and often viewed as opportunities for personal and organizational improvement. These positions are logistical and supportive in nature. Duties strongly parallel those of a Division Supervisor (DIVS).

### ***How to Apply:***

**New and Returning FY2014 and FY2015 Field Coordinator Applicants.** Complete the PFTC electronic application and submit.

[https://docs.google.com/forms/d/1-KxtAObGytSZC\\_IRVyafMMJ72855bNyX8Fuaochpvow/formResponse](https://docs.google.com/forms/d/1-KxtAObGytSZC_IRVyafMMJ72855bNyX8Fuaochpvow/formResponse)

You will need to email your most recent, complete copy of your IQCS master record showing all experience, all current positions, all training history, and any task books that are not complete; and a copy of your current red card.

**New Field Coordinator applicants MUST answer all KSAs as part of your application.**

Applications must be received at PFTC by **October 15, 2015**. Notification of selections will be made **via email ONLY** by October 21, 2015. **(A personal email is requested, so the Center can be assured you receive your notification.)**

***Additional Information Contact:***

Greg Seamon, Fire Training Specialist at (ofc) 850.523.8631  
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OR

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