



COLORADO RIVER INDIAN TRIBES

Wildland Fire Department

Wildland Fire Program Manager

SUMMARY:

This is a standardized wildland fire management position description intended for use by The Colorado River Indian Tribes (CRIT). The position is a working leader of hand crews, engine crews, prescribed fire crews, work projects or tasks. The purpose of this rigorous position is wildland fire suppression, management and control as a leader of three or more crew members. Other wildland fire related duties may involve performing and leading crews in preparedness, prevention, monitoring, hazard reduction or fuels management work. The incumbent may be assigned as a working leader for varying periods of time to one or more types of projects or tasks within the wildfire program. This is an arduous position and subject to medical screening and physical fitness training and testing. In addition, the Wildland Fire Program Manager serves as and will have duties, responsibilities and administrative tasks associated with department operations and personnel management.

DUTIES AND RESPONSIBILITIES:

Performs and leads crew in fire prevention, preparedness, detection, wildland fire suppression, resource rehabilitation, mobilization (step-up), prescribed fire, aviation operations and training programs. Serves as a working leader of an engine crew, hand crew or prescribed fire crew of three or more firefighters. May also lead additional technicians and detailers. Distributes and controls work assignments among employees; assures timely accomplishments of assigned tasks; maintains work notes and records; makes reports on work accomplishments; ensures that the work is carried out safely; reports on performance problems and issues.

Instructs crew members in specific tasks and techniques and conducts on-the-job training. Trains by demonstrating skills in use of hand and power tools, hoses, chemicals, and hydraulic systems. Observes, corrects, and evaluates crew skills. Explains fire behavior characteristics, safety regulations, and work procedures.

Instructs and directs technicians in wildfire fighting and fire program support operations. Makes work assignments; schedule personnel; provides instructions or training; monitors work in progress; ensures equipment and materials are available; resolves problems encountered; and reports to the supervisor about the work, personnel, and problems encountered. Responsible for supervision of the crew in the absence of the supervisor.

Operates a wildland fire engine, positioning the engine for proper use and operating the engine and hose lays. Directs others in operation and use of engine equipment and provide on-the-job instruction to other technicians. Inspects, services and adjusts the pump, water lines, tank and reel. Keeps the engine in full state of readiness for emergency fire dispatch.

Directs and performs wildland fire suppression efforts in initial attack to safely and effectively control wildland fires in accordance with the identified appropriate management response.

Ensures readiness of wildland fire suppression equipment and personnel. Organizes fire caches, maintains inventory and accountable property, positions equipment and personnel for the most efficient response. Evaluates equipment and personnel needs and recommends equipment and personnel funding requests. Serves on wildfire suppression assignments. Coordinates follow-up actions with supervisor.

As training opportunities are fulfilled, serves as a fully trained lead helicopter crew member. Calculates helicopter weight loads and oversees loading of cargo personnel. Directs others and given on the job instructions to subordinates. Serves as Helispot Manager on incidents requiring the establishment and use of helispot.

Identifies wildland fire management problems, which require monitoring or research and communicates those needs to the Fire Management Officer. Incorporates the data and information obtained into wildland fire suppression and prescribed fire operations.

Conducts field reconnaissance of proposed prescribed burn units. Makes recommendation on appropriate treatment techniques for meeting management objectives. Drafts prescribed burn plans to meet those objectives and implements approved prescribed burn plans. Serves as Burn Boss, Ignition Specialist, or other designated position to insure the safe and effective conduct on the prescribed burn. Performs postburn evaluation and completes documentation, including cost, fire behavior and smoke management.

May assist the Fire Management Officer in developing and revising annual operating plans, annual budget requests, the fire management plan and operating procedures pertaining to wildland fire suppression and prescribed fire.

Will assist in drafting wildland fire situation analyses for wildland fires, prescribed burns, burn plans and approved treatment plans.

Will provide all Fuels Plans, corresponding data and environmental documents of the Mechanical or Prescribed Fire Plans to be provided the AOTR. Identify, locate and implement hazardous fuels treatment such as Hazardous Fuels Reduction and/or Wildland Urban Interface Programs to coordinate and communicate with the AZ-CRA/FYA, as defined in current and approved BIA contract.

May recommend alternative strategies using technical knowledge of the impact of various types of strategies and tactics on social, economic, biological, and other considerations.

May serve as an instructor for a variety of fire and aviation related training courses at the local levels to provide relevant trainings and ensure training compliance.

May serve as a driver, which requires a commercial driver's license. This license must be obtained before being assigned driver duties.

ADDITIONAL DUTIES:

May research fire literature and provide applicable information for fire management programs. Implements fire effects monitoring system by establishing and monitoring index plots in a variety of fuel/vegetation types, and training others to do the same. Enters and trains others in entry of data into computer analysis programs.

Assists resource professionals in field survey efforts such as archeology, vegetation surveys, resource inventories and data analysis.

Assists in identification of grasses, herbs, shrubs, and trees. Assists in preparing herbarium specimens and records habitat and plant association data.

Uses computer models to store, update, and analyze fire behavior and other monitoring data.

May assist in emergency operations as trained and qualified.

May perform hazard fuel reduction projects, which entail thinning and cutting vegetation through use of mechanical means, e.g., chainsaw, etc.

May perform project work and lead other workers in the same type of work which may include: cleaning outdoor recreational facilities; mowing grass and trimming shrubs; and performing trail maintenance and building maintenance duties, etc.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Required by the Position

Knowledge of strategies, tactics, and suppression methods used in containment and control of wildfires and wildland fires in order to relay assignments to crew members, accurately evaluate rapidly changing fire circumstances, determine when/if additional forces may be needed, or determine when circumstances warrant withdrawal of crew to safe location.

Knowledge of fire behavior including causes of fire, influence of temperature, humidity, wind, topography, slope and fuel moisture conditions, and fuels in order to know where to attack the fire, build fire line and where to be positioned to manage a wildland fire.

Detailed knowledge of the methods and procedures associated with wildland fire suppression and management to resolve a full range of irregular or problem situations when suppressing wildland fires. Certification as a Type IV Incident Commander is required.

Specific technical firefighting knowledge such as, but not limited to, fire engine and pump operations, hand crew operations and/or helicopter operations to enable the incumbent to function in assigned capacities and to instruct or lead others in those duties if necessary.

Specialized knowledge and necessary certifications in areas of falling, saw repair, long line certification, rappelling, pump operation, and water handling. Ability to use specialized equipment to respond to emergency medical services and urban interface/Intermix situations. Ability to use helicopter accessory equipment used in wildland fire management and prescribed burns.

Ability to operate fire engine hydraulic systems, foam and chemical application systems, taking into consideration effect of evaluation, friction loss, pressure, pumping mechanisms, hose thread and apparatus differences, and operating procedures to lay hose and to operate equipment for peak utilizations.

Knowledge of tactical methods and techniques for use of water and additives in controlling and mopping-up fires in order to efficiently and effectively accomplish operations where water is in short supply.

Skill in the use of hand tool such as Pulaski shovel, and McLeod; and power tools including chainsaw and portable pumps to build fire line and control wildland fire and to perform other non-fire related duties engaged in firefighting or preparation for such assignments.

Knowledge of fire terminology to communicate with other crew members and oral and written communication skills sufficient to effectively interact with people at all levels, internal and external to the organization, including the public.

Knowledge of fire behavior at the S290/390 (Intermediate Fire Behavior/ Fire Behavior Calculations) level. Knowledge of fire behavior prediction methods. Knowledge of wildland fire management planning, strategies, and tactics.

Ability to lead a fire suppression crew and to provide on-the-job training in proper and safe techniques, applications, methods, procedures, and principles. This ability is used to effectively deal with the wide variety of conditions and situations encountered during wildfire suppression actions, prescribed burning, and project work.

Knowledge of general range/forestry technician work in order to personally perform and lead others in the performance reductions, prescribed burning, recreation, wildlife and watershed, as well as the facility of vehicle, and equipment maintenance and upkeep. Knowledge of related fields such as forestry, range wildlife, botany, soils and water, cultural and historical resources in order to make informed fire operational decisions.

Knowledge of air operations, rappelling, helicopter capabilities and limitations, helicopter contracts, load balance and capacity, load calculating, and manifesting of personnel and equipment. Knowledge of work procedures and practices in working with helicopters and aircrafts.

Knowledge of appropriate act requirements to include the Equal Opportunity Act, Civil Rights Act, Age Discrimination in Employment Act, Rehabilitation Act, 29 CFR 1604.11(a) Sexual Harassment sufficient to function within a diverse workforce.

Knowledge of the Tribes Personnel Handbook.

Knowledge of agency and interagency qualifications, positions task book requirements, and certification standards and procedures adopted by the National Wildfire Coordinating Group (NWCG).

Knowledge and skill of standard first aid procedures sufficient to perform preliminary first aid and triage as necessary.

Knowledge of the structure and function of the Department of the Interior and the Department of Agriculture, and the United States Forest Service sufficient to determine how they interact on an interagency basis.

Knowledge of the organization and function of the cooperative interagency fire organizations such NWCG, NICC, GACC, state and local governments to facilitate fire operations in a multi-jurisdictional setting.

Ability to perform basic computer technology skills such as word processing, electronic mail, Internet use, and specialized fire information databases and programs.

2. Supervisory Controls

The Wildland Fire Program Manager initially provides direction on the priorities, objectives and/or deadline for types of work covered by precedent. New or unusual assignments may be accompanied with a general background discussion, including advice on the location of reference material to use.

The incumbent identifies the work to be done to fulfill project requirements and objectives, plans and carries out the procedural and technical steps required, seeks assistance as needed, and independently coordinates work efforts with outside parties.

The incumbent exercises initiative in developing his/her own solutions to common technical and procedural problems such as changes in priorities, need for field time, minor need for additional equipment or personnel, and other such comparable issues. The supervisor seeks administrative direction or decision from higher authority on the course to follow when encountering significant technical or procedural problems with the work, e.g., when project objectives appear to substantially exceed available equipment and staffing capacities or when technical issues new to the organization are encountered. In such instances, the supervisor may be expected to develop proposals for resolving the problem. Technical review of the incumbent's work during fire assignments is provided by a variety of supervisory personnel from the fires to which the incumbent's crew has been assigned.

3. Guidelines

Most guidelines are in the form of oral instructions and training prior to actual fire suppression activities. General guidelines can be found in the annually published BLM Standards for Fire Operations. Some guidelines are also contained in the prescribed burning and hazard fuel reduction plan, emergency medical services plan, safety plan, the Fireline Handbook, Health and Safety Handbook, and other specific local guides pertinent to the local unit or specific to the type of work being performed. Since every possible situation cannot be anticipated and covered in training, the employee must exercise independent judgment in selecting the appropriate methods, techniques, and procedures, especially in situations where the supervisor is not available for consultation. Guides such as safety regulations must be applied.

Requirements and Guidelines from the following outside sources must be adhered to as applicable to this position.

PUBLIC LAW 93-638, AS AMENDED, 25 U.S.C. SECTION 5329 (c)
MODEL CONTRACT with COLORADO RIVER INDIAN TRIBES
WILDLAND FIRE INITIAL ATTACK PROGRAM CONTRACT

Chapter 6 2 BIA Program Organization and Responsibilities
<https://www.nifc.gov/sites/default/files/redbook-files/Chapter06.pdf>

[National Wildfire Coordinating Group \(NWCG\) Standards for Wildland Fire Position Qualifications, PMS 310-1](#)

National Incident Management System-Incident Command System (NIMS-ICS) positions, as prescribed by the National Wildland Fire Qualifications Guides (NWCG 3-10.1).

4. Complexity

The work involves performing a variety of fire management tasks and leading the work of other employees in fire management activities. The technician must consider personnel capabilities, priorities, weather, terrain, guidelines, and established procedures to determine the appropriate action. Must make frequent critical

decisions under time pressures and emergency conditions concerning fire suppression methods and crew safety when choices are limited, and conditions are hazardous.

5. Scope and Effect

The purpose of the position is to perform fire suppression duties and lead a highly skilled organized crew, capable of managing wildland and prescribed fires and performing in other emergency incident management situations associated with the dynamic work environment encountered throughout various geographical locations. The work affects the management and protection of valuable natural resources, government facilities, life and private property from destruction by natural or human caused incidents. The nature of the work places personnel and equipment in hazardous situations. Decisions and actions by the Incumbent are critical.

6 & 7. Personal and Purpose of Contacts

Primary contacts are with the crew and others in the fire organization. Frequently has contact with comparable Federal, State, and local government agency personnel. Other contacts include visitors, private landowners, and local residents.

Contacts are made to exchange information, gather and clarify information, distribute and balance workload among crew members, resolve problems and answer technical questions, and report to the supervisor on performance, progress, and training needs of crew members. Provides orientation, training, leadership, and coordination for the accomplishment of fire suppression activities with fire agencies.

8. Physical Demands

Arduous: Duties involve fieldwork requiring above average physical performance, endurance and superior conditioning. Work requires prolonged standing, walking over uneven ground, and recurring bending, reaching, lifting and carrying of items weighing over 50 pounds and shared lifting and carrying of heavier items, and similar strenuous activities requiring at least average agility and dexterity.

Duties include demands for strenuous activities in emergencies under adverse environmental conditions and over extended periods of time. Operation of some specialized fire equipment can place extended physical stress on incumbent during fire activities. Incumbent is subject to medical examination and must pass the work capacity test for this arduous position.

9. Work Environment

The work is primarily performed outdoors in forest and desert environments in steep terrain where surfaces may be extremely uneven, rocky, or covered by vegetation. Temperatures commonly exceed 100 degrees F and fall below freezing. Risks include smoke inhalation, fire entrapment, snake and insect bites, stings, exposure to excessive machinery noise and falling and rolling material. Personnel must adjust and cope with exposure to weather elements, dust and smoke, poor bivouac (shelter) and eating situations under an unpredictable set of circumstances. Incumbent may be required to live in backcountry camps for extended periods of time. The hazardous nature of the job requires that protective clothing be worn (hard hat, gloves, boots, flame resistant clothing and other personal protective equipment). Work requires travel by light fixed-wing or roto-wing aircraft.

MINIMUM REQUIREMENTS:

This is a testing designated position (TDP) under the Department of the Interior's Drug Free Workplace Program and the Colorado River Indian Tribes Workplace Program.

1. Incumbent is subject to medical examination and must pass the annual work capacity test for this arduous position.
2. Certification as a Type IV Incident Commander is required.
3. Must meet state commercial driving license requirements.
4. This license must be obtained before being assigned driver duties.