

**GENERAL DESCRIPTION OF CLASS**

The FORESTRY COMMUNICATIONS/DISPATCH SUPERVISOR supervises dispatch and communications activities within a forestry communication/dispatch center and coordinates fire prevention and/or fire fighting resources.

**DISTINGUISHING FEATURES**

This is a single classification and not currently part of a series of classes.

**DUTIES AND RESPONSIBILITIES**

The duties listed below are not inclusive but characteristic of the type and level of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

**1. Supervision**

Reviews applicant's credentials, participates in the interview process, and hires or effectively recommends hiring of staff. Gives initial orientation to new employees. Assesses training needs of staff and arranges for or gives instruction (e.g., radio procedures, map reading, computer system use).

Plans, assigns, and reviews work of assigned staff. Adjusts work assignments and schedules to maintain adequate staffing levels and responds to fluctuating workloads. Answers questions and solves problems for the dispatchers during fire dispatch season (e.g., where to find resources, what additional equipment and crew to send). Evaluates employee performance and prepares performance appraisals.

Resolves personnel problems, complaints, and formal grievances at the first level. Disciplines and rewards employees. Counsels employees in work related activities, personal growth, and career development.

**2. Communications and Dispatch**

Develops contingency plans for and helps dispatch during large or multiple fires. Assures dispatch responses are logistically sound and resources properly used. Maintains fire communications within assigned area and with central office. Keeps records of fire activity. Tells field personnel and private agencies of special weather conditions (e.g., dry lightning). Operates general radio communications outside of fire season and does daily fire dispatching, as needed. Communicates fire status to the general public or news media, as requested.

**3. Fire Prevention and Pre-suppression**

Reviews past statistics of the fire season and develops education or action plans to reduce likelihood of recurrences. Helps educate and increase public awareness of fire prevention programs (e.g., takes fire education programs into schools).

Monitors burning permit activities.

**4. Administrative Duties**

Contacts other agencies (e.g., U.S. Forest Service, Bureau of Land Management, city and rural fire departments) to develop and maintain fire-related plans (e.g., mobilization plans, resource location

indices). Compiles and updates fire mobilization plan containing availability and rates for caterpillars, bulldozers, airplanes and related firefighting resources. Reviews unit and/or district wide fire reports, makes necessary corrections and additions, and summarizes the data. Maintains files and records of fire activities.

### **RELATIONSHIPS WITH OTHERS**

The Forestry Communications/Dispatch Supervisor has regular radio and telephone and in-person contact with persons within the agency and persons of other State and Federal agencies to exchange information related to firefighting, fire prevention, and dispatching functions. There is regular telephone and in person contact with the general public to inform and educate about fires and fire prevention programs. There is occasional telephone contact with the news media to give information about fire status or education programs.

### **SUPERVISION RECEIVED**

The Forestry Communications/Dispatch Supervisor works under general supervision from a supervising forester who periodically reviews work in progress for timely production and adherence to established procedures. The supervisor is available when problems or concerns arise. Reports and special projects are reviewed upon completion for conformance to agency policy and procedure.

Oregon Forest Laws, departmental directives, and agency operation plans and manuals guide the employee.

### **SUPERVISION EXERCISED**

The Forestry Communications/Dispatch Supervisor supervises a forest communication/ dispatch center where workers engage in radio, telephone, and electronic communications support of forest fire readiness and suppression activities. Work review is by on-site inspections and daily meetings to assure conformance with agency policy, regulations, and guidelines.

### **GENERAL INFORMATION**

Positions in this classification may be sent to a fire camp for dispatching and support duties during fires. Work may require irregular shifts and extended hours.

**KNOWLEDGE AND SKILLS (KS)**

General knowledge of dispatching techniques and procedures.  
 Basic knowledge of fire control techniques.  
 Basic knowledge of fire prevention programs.  
 Basic knowledge of forest fire behavior.  
 Basic knowledge of fire report and fire investigation requirements.  
 Basic knowledge of contract administration.  
 Basic knowledge of protection agreements of other agencies/landowners.  
 Basic knowledge of capabilities of firefighting equipment.  
 Basic knowledge of training techniques.  
 Basic knowledge of Oregon Forest Laws.

Skill in moderating public meetings.  
 Skill in editing documents, letters, reports, etc.  
 Skill in interviewing to gain information.  
 Skill in administering contracts.  
 Skill in communicating to give information/educate.  
 Skill in fire investigation techniques.  
 Skill in use of dispatching/communication equipment.  
 Skill in use of two-way radio.  
 Skill in reading maps.  
 Skill in plotting locations.  
 Skill in communicating clearly to project voice on radio and telephone.  
 Skill in learning/applying agency rules, regulations, and procedures.  
 Skill in training others on equipment and procedures.  
 Skill in operating a computer terminal.  
 Skill in calculating statistical reports.  
 Skill in assigning and reviewing work.

**NOTE:** The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised

STATE OF OREGON  
 Dept. of Administrative Services  
 Human Resource Services Division