



## WILDLAND FIRE SUPERVISOR

8258

### CLASSIFICATION CONCEPT

Wildland Fire Supervisors are responsible for administering and completing the work of fire protection programs or cross functional dispatching operations within an assigned geographic area; and for the recruitment, selection, training and time management of staff assigned.

Implement and administer district fire preparedness and prevention programs; analyze records of previous fire seasons to determine statistical information such as time of day, day of week, type of people, and/or activity that is most likely to lead to fire starts; develop prevention plans based on statistical analysis; make presentations to schools, landowners, and public service groups to promote fire safety, prevention and awareness; coordinate fire prevention activities with other agencies (such as US Forest Service and rural fire districts); oversee cross functional dispatching organizations and operations, oversee the issuance of burning permits and uniform citations, and is responsible for the execution of enforcement activities related to forest fire laws within assigned area.

Develop training programs and train forest officers and seasonal fire crews, cross functional dispatch staff in use of equipment of fire suppression; oversee and participate in the maintenance of building grounds, vehicles and equipment; prepare unit inventory and maintains property control system; provide input into fiscal protection budget on personnel and resource needs; update unit fire mobilization plan by identifying resources available within the unit, the district, the central fire cache, and through other agencies; responsible for maintaining a high level of readiness of crews, equipment and fire organizational contingency planning in the event of wildland fire. Gather and provide information for use in the development of agreements between agencies, cooperators, supplemental fire agreements, and mutual agreements.

Direct or oversee the cross functional dispatch of fire crews in single and multiple initial and extended attack situations; determine most efficient allocation of available resources; coordinate with local, county, federal, and other state cooperative agencies; investigate cause of fire by collecting evidence, interviewing witnesses, and analyzing burn patterns and point of origin; complete damage appraisals and suppression cost reports. May be required to represent the Department in civil court proceedings relating to forest fire investigations.

Implement fire suppression actions. Develop and implement cross functional dispatching procedures, protocols and practices. Make decisions overriding pre-planned dispatch decisions, Code 3 response adding additional resources to respond. Analyze resource needs, resource availability and future ignition potential and coverage. Responsible for implementation of initial attack fire suppression standards and protocols. Responsible for coordination of fire suppression or dispatching functions with other agencies, county and city fire departments, cooperators and landowners. Determine need, staffing and provide leadership for multiple fire situations and fires that go beyond initial attack.

Develop procedures related to the identification, dispatching, and tracking of resources. Assess and anticipate on the ground fire resource needs, statewide needs, as well as dispatch organization needs. Provide direction to multiple dispatchers during multi-day, complex fire situations. Provide day to day oversight to cross functional dispatch operations to assure that the needs of the primary uses are being met and negotiate dispatch operations between multi-state and federal agencies. Administers and assist in the development and implementation of interagency crew, engine and tender agreements in line with agency's protocols.

Administer and review the progressive discipline process, respond to grievances, complete and review performance appraisals, complete and update position descriptions, develop and review work plans and Individual Learning Plans, approve hiring of seasonal and permanent employees, plan, schedule, approve and provide training across the program areas, maintain current training records. Delegate

assigned responsibilities as appropriate and provide guidance to employees regarding assignments and assist them in career development.

Solicit cooperative work projects with federal, state, local government and private entities. Prepare budgets, schedule work to assure meeting contract requirements.

### **DISTINGUISHING FEATURES**

**Wildland Fire Supervisor** – This is a single classification not currently part of a classification series.

### **MINIMUM QUALIFICATIONS & SKILLS**

**Wildland Fire Supervisor** - Five (5) years of wildland fire suppression or emergency dispatching which includes one (1) year of leading/supervising the work of others; **OR** Bachelor's degree in forestry or closely related natural resources field and two (2) year of wildland fire suppression or emergency dispatching which includes one (1) year of leading/supervising the work of others.

Note: Some positions are required to successfully **take and pass the physical fitness Work Capacity Test at the moderate level.**

Note: Some positions must obtain the Class B Warden certification within the trial service period.

### **SKILLS**

- Observe, receive, and otherwise obtain information from all relevant sources.
- Monitor and review information from materials, events, or the environment, to detect or assess problems.
- Complete physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- Estimate sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.
- Identify information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- Communicate with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone, radio or e-mail.
- Provide information to supervisors, co-workers, and subordinates by telephone, radio, in written form, e-mail, or in person.
- Enter, transcribe, record, store, or maintain information in written or electronic form.
- Analyze information and evaluate results to choose the best solution and solve problems.
- Monitor and review information from materials, events, or the environment, to detect or assess problems.
- Provide information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Observe, receive, and otherwise obtain information from all relevant sources.
- Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- Keep up-to-date technically and applying new knowledge to your job.
- Develop constructive and cooperative working relationships with others, and maintaining them over time.
- Getting members of a group to work together to accomplish tasks.
- Schedule events, programs, and activities, as well as the work of others.
- Establish long-range objectives and specifying the strategies and actions to achieve them.
- Provide guidance and direction to subordinates, including setting performance standards and monitoring performance.

**DISTINGUISHING FEATURE FROM SIMILAR SERIES**

N/A

Adopted          Pending  
Revised

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