



WILDLAND FIRE DISPATCH SUPERVISOR

8265

CLASSIFICATION CONCEPT

WILDLAND FIRE DISPATCH SUPERVISOR is responsible for the recruitment, selection, training and time management of staff assigned to the dispatch center.

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, coordinates the interviewing process, orients new employees, plans, assigns and reviews work; adjusts work assignments and schedules, assesses training needs of staff and arranges for or provides appropriate instruction; approve and provide training across the program areas, maintain current training records; rewards or disciplines employees as necessary; investigates and resolves personnel problems, complaints, and formal grievances at the first level. Delegate assigned responsibilities as appropriate and provide guidance to employees regarding assignments and assist them in career development.

Develop procedures for the documentation of the functions of the dispatch operations. Make decisions overriding pre-planned dispatch system, Code 3 response adding additional resources to respond, Second Alarms. Analyze resource needs, resource availability and future ignition potential and coverage. Make planning and operational recommendations to fire managers and supervisors. Responsible for the development of extended attack Incident Action Plans. Initiate coordination with other agencies, county and city officials, cooperators, landowners and agency administration. Determine need, staffing and provide leadership for an expanded dispatch organization. Responsible for providing initial data to complete a FEMA request. Purchases budgeted items using the SPOTS card or purchase order system. Implements, interagency operations plans and agreements between neighboring agencies including across regional and international boundaries. Administers the PNW Interagency Crew, Engine and Tender contracts/agreements, and may administer the Region 6 Engine and National Crew agreements. Updates annual State Fire Assistance (SFA) Grant requests for funding of goods and services from private vendors or other governmental agencies. Following activation, coordination and dispatch of the Oregon National Guard through the Office of Emergency Management. Coordinates resource availability and needs with national, federal, state and local agencies i.e. State Compact's act. Receive and review burn plans/permits, Receive registration data and review for accuracy. Complete data entry of the registration forms. Interpret Smoke Management Instructions to make decisions on clearance. Coordinates with cooperators and ensuring timely notifications. Audit all the planning, accomplishments and invoices. Investigates potential intrusions and coordinate with Salem Smoke Management Forecasters and responsible party. Creates cooperative fire agreements (ex. Dispatch Services Agreements with local timber industries, Fire Season Dispatch Agreements with local fire departments, Operating Dispatch Plans (under the Master Coop. Agreement with the Northwest Interagency Coordination Center and Dispatch Operation Service Agreements with federal and private vendors. Is the first contact for grievances, questions and complaints from USFS regional, national and state agency management staff. Resolves and aligns issues by negotiation and coordination to create common processes in dispatch operations between multi state and federal agencies

DISTINGUISHING FEATURES

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

MINIMUM QUALIFICATIONS & SKILLS

Wildland Fire Dispatch Supervisor - Four (4) years of experience in customer service or clerical experience, two (2) years of which must have been in emergency services dispatching OR firefighting capacity with 6 months of responsibility for leadership/supervision of employees.

SKILLS

- Motivate members of a group to work together to accomplish tasks.
- Provide leadership, guidance and direction to subordinates, including setting performance standards and monitoring performance.
- Identify the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
- Develop constructive and cooperative working relationships with others, and maintaining them over time.
- Observe, receive, and otherwise obtaining information from all relevant sources.
- Complete day-to-day administrative tasks such as maintaining information files and processing paperwork.
- Provide information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Enter, transcribe, record, store, or maintain information in written or electronic form.
- Developing specific goals and plans to prioritize, organize, and accomplish your work.
- Recruit, interview, select, hire, and promote employees in an organization.
 - 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.
- 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.
 - 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.
- 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