CLASSIFICATION & COMPENSATION AGENDA
Effective Date: 2/24/2019

CLASS CODE	CLASS TITLE	NEW	PAY GRADE FROM	PAY GRADE TO	DELETED	RETITLED	REVISED	COMMENTS
060644	Wildland Fire Equipment Technician	X		GH				
090816	Wildland Fire Management Officer		GH	GI			X	

Approved
Laurie Gill
Commissioner

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Wildland Fire Management Officer

Class Code: 90816
Pay Grade: GI

A. Purpose:

Provides wildland fire management and suppression services in a designated fire district by staffing an office, managing wildland fire activities, educating citizens about available resources for preventing and managing fire, facilitating fire training for volunteer fire departments (VFD) in rural areas and municipalities, planning prescribed burns, and performing other duties to implement the objectives of the division to create a network of informed and prepared communities and well-trained, well-equipped resources, and to develop and maintain a knowledge base of the district and its needs for fire prevention and suppression.

B. Distinguishing Feature:

The Wildland Fire Management Officer plans and directs wildland fire management activities on state and private land in an assigned fire district.
The Division Staff Specialist plans and directs statewide wildland fire management activities and supervises district staff.
The Assistant Wildland Fire Management Officer implements standard procedures to assist in the operation of a fire district.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Provides planning, direction, and leadership to communities and local governments in managing wildland fire in a designated fire district.
   a. Meets with federal agencies and VFD to review, update, or create operating agreements and mobilization plans.
   b. Oversees development of county fire plans and coordinates agreements, contracts, and memorandums of understanding with VFD, local governments, and involved federal agencies to facilitate the process.
   c. Reviews subdivision plans for compliance with nationally recognized standards for fire suppression.
   d. Prepares preplanned responses to fire for specific areas in the district.
      i. Evaluates the topography of the area such as identifying locations of roads, types of vegetation, accessibility factors, trouble spots, housing developments, etc., and how they impact firefighting.
      ii. Identifies critical fire weather in the area.
      iii. Evaluates the values at risk; and firefighter and public safety.
      iv. Develops a plan of initial attack and resources needed.
      v. Coordinates with other agencies to participate in the plan.
      vi. Develops prescribed burn plans to reduce hazardous fuels.
      vii. Designs fuel breaks to protect certain areas.
   e. Represents the district and the division at regular meetings of fire advisory boards throughout the state to facilitate an information exchange among the participants and the division.

2. Initiates suppression action on wildland fires in the district and directs and coordinates initial and extended attack forces to ensure immediate, effective, and economical response and control.
   a. Informs the dispatch center of fire events, and keeps them apprised of ongoing activities.
   b. Provides, trains, and supervises firefighting forces, ensuring that personnel are outfitted, have been briefed on strategies and tactics, and follow firefighting orders.
   c. Monitors progress of suppression efforts and orders additional resources as needed to control fires including mutual aid from other agencies.
   d. Determines when it is safe to release forces and declare a fire under control.
   e. Ensures that fire paper work is accurate and complete, and prepares a cost statement and fire report.
   f. Oversees and facilitates rehabilitation of fire lines and repair of property damage due to fire suppression efforts.
   g. Investigates origins and causes of fires and provides documentation for fire files.

3. Plans and coordinates fire prevention and education activities within the district to inform the public and other agencies of the benefits of a proactive approach to enhance fire suppression capabilities and reduce the threat of catastrophic wildfire.
   a. Develops and manages fuel reduction and fuel break projects which may be funded in part by federal grants.
      i. Assesses needs and coordinates development of projects with county, state, and federal agencies.
      ii. Meets with landowners to inform them of the benefits of the projects and to assist them in becoming stakeholders.
      iii. Coordinates with grant program managers on available funds and application processes.
      iv. Develops a project prescription and initiates contact with stakeholders to resolve individual concerns and acquire their signatures.
      v. Inspects work in progress to ensure adherence to the prescription.
   b. Advocates the need for defensible space planning before homeowner groups, town boards, and county commissions; provides direction to communities in developing plans to safeguard their areas; and informs them of available grant money to assist in the process.
   c. Informs the dispatch center of fire conditions in the district and recommends burn bans when applicable.
   d. Maintains a supply of educational materials to use as handouts for school and local homeowner associations.

4. Assists the division with prescribed fire management to reduce fuel loading, improve wildlife habitat, and prevent wildfire.
   a. Identifies areas in the district that will benefit from the use of prescribed fire.
   b. Coordinates burn objectives with affected agencies and landowners.
   c. Prepares a prescribed burn plan that includes an inventory of the area, computer fire behavior simulation, equipment and personnel that will be needed to keep the fire under control, a detailed qualified firing plan, and a detailed holding plan.
   d. Supervises the burn which includes responsibility for safety of firing and control forces, briefing forces on the day of the burn, directing forces to accomplish burn objectives, logistics, and a contingency plan for escaped fire.
   e. Compiles costs and billing information for the burn.
   f. Performs a post-fire evaluation.

5. Assists the division's training program manager in planning and implementing wildland fire training in the district to ensure firefighters are trained in accordance with appropriate guidelines.
   a. Identifies fire departments in rural areas and municipalities that need basic level wildland fire training.
   b. Plans, coordinates, and instructs National Wildfire Coordinating Group (NWCG) wildland fire training classes.
   c. Explains to rural and municipal fire departments the purpose and methods of Incident Qualification Card (IQC) qualifications for nationwide dispatch.
   d. Assists the division in implementing the National Interagency Incident Management System (NIIMS) Wildland and Prescribed Fire Qualification System Guide for task book management and issuance of IQC to VFD and municipal departments.

6. Performs supervisory and administrative functions to carry out the goals and objectives to maintain operational status.
   a. Approves time forms, leave requests, and travel reimbursement requests.
   b. Participates on interview panels for the hiring of subordinate personnel.
   c. Completes performance evaluations as needed.
   d. Monitors personnel issues, documents issues, and recommends disciplinary action.
   e. Manages monthly budget for operating expenses.

7. Performs other work as assigned.

D. Reporting Relationships:

Reports to a Division Staff Specialist. Supervises Assistant Wildland Fire Management Officers and Wildland Firefighters, seasonal employees, and is an advisor to volunteer firefighters in the fire district.

E. Challenges and Problems:

Challenged to formulate strategies and tactics to deal with potential wildfire situations that may occur within a designated fire district. This is challenging because it requires a thorough understanding of the different levels of government involved in the district and the jurisdictional issues that accompany their presence; a thorough knowledge of the topography of the area and identification of high-risk and hard-to-reach areas; identifying and prioritizing values at risk; evaluation of potential firefighter and public safety; and knowledge of resources most readily available for each scenario. Further challenged to improve the resource capabilities of the fire district by representing the division at meetings with local governments, federal agencies, homeowner associations, volunteer fire departments, and others interested in natural resources conservation to provide information on programs available through the division and to organize and share resources. This is difficult because participation is voluntary, and convincing others to cooperate requires considerable patience and tact.

Problems encountered include making the right choice between competing fires when resources are limited; developing the components of a fuel reduction project across jurisdictional and private landowner boundaries; scheduling training locally to get maximum participation; determining the scope of prescribed burn projects in order to meet annual prescribed burn objectives; and fighting fire economically by using resources wisely and efficiently.

F. Decision-making Authority:

Decisions include staffing to meet the needs for wildland fire suppression in the district; strategies, tactics, logistics, and resources needed to control a wildfire; budget recommendations for fire suppression costs based on available long-term forecasts; the stakeholders, and the scope and priority of work of fuel reduction and fuel break projects; the prescriptions and project boundaries for prescribed fires; operational and logistical decisions of burn projects underway; selection of course locations and instructors within the district; the timing and content of fire prevention messages and materials; and local issues that require contact with managers.

Decisions referred include final approval of fire suppression budget requests; overall strategies on interagency fires where coordination at a higher level is needed; mobilization of Type II or I management teams; final approval of proposed fuel reduction projects prior to application for grant funds; allocation of additional crew members for projects; final approval of training budgets and contracts; and final approval of prescribed fire plans and budgets.

G. Contact with Others:

Daily contact with other fire management officers and representatives from federal agencies involved in the district to exchange information on fires or regarding preparation for fires; with landowners in the district to discuss fuel reduction and fuel break projects and provide information about cost-share capabilities of the division; and with VFD regarding fire training, fire billing, incident qualification issues, and operational issues; semimonthly contact with town boards, city councils, mayors, county commissioners, etc., to participate in fire advisory board meetings; monthly contact with the Department of Game, Fish, and Parks to assist them in prescribed fire planning and to conduct burn plan reviews; and biannual contact with the US Fish and Wildlife Service to coordinate fire management programs that are mutually beneficial.

H. Working Conditions:

Works in fire management situations that are inherently dangerous and is exposed to unpredictable fire behavior, burns, smoke, dust, and extreme temperatures exacerbated by the need for and weight of protective gear; works around heavy equipment and aircraft in operation with limited visibility; walks and works in rough terrain; and performs continuous and hard physical labor using hand and power tools.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- the principles, practices, and methods of forest and wildland fire management including presuppression, suppression, and postsuppression;
- fire behavior and fire potential in various fuels, weather conditions, and terrain;
- fire hazard and risk assessment in the wildland/urban interface;
- prescribed burning including assessment of the burn area, use of computer fire behavior simulation, use of fire behavior information, and preparation of plans and prescriptions;
- basic principles and practices of silviculture;
- local government infrastructures within the district, such as emergency planning and implementation, volunteer fire departments, city and county governing structures, etc.;
- fiscal and personnel management;
- basic computer applications and terminology.

Ability to:

- interpret and implement department laws and policies;
- provide leadership that promotes team work and interpersonal relationships;
- organize and prioritize work activities for the district;
- communicate information clearly and concisely;
- establish effective working relationships with volunteer firefighters, land and business owners, the general public, local governments, federal agencies, other state agencies, seasonal employees, and others as situations arise;
- work outdoors in all types of weather and terrain, under physically and mentally demanding situations, and in hazardous conditions;
- present and promote division objectives and services.