

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. FFIROFRAA33R

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency DNR-NATURAL RESOURCES
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Resource Management
4. Civil Service Position Code Description FOREST FIRE OFFICER-A	10. Division Forest Resources
5. Working Title (What the agency calls the position) Forest Fire Officer	11. Section Grayling Field Office
6. Name and Position Code Description of Direct Supervisor JANISSE, MICHAEL J; FOREST FIRE OFFICER SUPV-1	12. Unit Grayling Unit
7. Name and Position Code Description of Second Level Supervisor BARNES, THOMAS A; NATURAL RESOURCE MANAGER-2	13. Work Location (City and Address)/Hours of Work 1955 Hartwick Pines Rd, Grayling, MI / Irregular hours, holidays, and weekends

14. General Summary of Function/Purpose of Position

The employee serves as lead worker and is responsible for overseeing the work activities of other Forest Fire Officers at the Grayling Field Office within the Grayling Unit. This would include facility and infrastructure (roads and bridge) responsibilities within the geographic area as well. The purpose of the job is to coordinate and provide protection to the public and private land from wildfire. Duties include, but are not limited to, fire and prescribed fire planning, fire prevention and suppression, maintenance and inspection of department equipment and participation in forestry and land management activities such as cultivation, timber sale preparation, forest health and land use activities as assigned. Employee is engaged in recreation program support including hazard tree removal, road maintenance, site restoration and other recreational work as assigned. Much of the work involves public and partnership interactions. While being directly responsible for facility management, safety and program implementation within a specific protection area, this position can be assigned work statewide.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 30

WILDFIRE SUPPRESSION and PLANNING – With safety as the primary concern, employ and direct suppression efforts during wildfires for the Grayling Field Office area. Ensure all fire equipment is prepared for fire season and maintained throughout the season.

Individual tasks related to the duty:

- Provide fire fighter and public safety while responding to wildfires and to protect valuable resources.
- Act as Initial Attack (IA) and Incident Commander (IC) on fires and actively participate in directing others in suppression of efforts of wildfires. This may include directing and/or assisting other cooperating agencies and personnel.
- Operate and direct others in the operation of special motorized equipment and use hand tools to suppress and control fires.
- Investigate and determine fire causes and maintain a legally defensible chain of evidence. Recommend enforcement action.
- Compile completed fire reports along with all supporting data and map all fires as per division guidelines or policy.
- Monitor and evaluate daily fire weather to determine staffing needs, daily burning restrictions and determine fire behavior using the Canadian Forest Fire Danger Rating (CFFDRS) system. Ensure all fire equipment is ready for daily assignment and has qualified personnel to operate it.
- Collect data and information vital to developing an effective annual and/or multiyear fire prevention/suppression plans.
- Provide fire program assistance to protection areas across the state including cooperating agencies as assigned.
- Develop, prepare and carryout prescribed burn plans and post reports. Perform duties as needed to prepare site for prescribed burn, such as prepare fire lines/perimeter and participate during the burn.
- Inform and educate the public on the dangers of wildfires and the importance of implementing prescribe burns.
- Oversee and participate in Volunteer Fire Assistant (VFA) Grant Program and Federal Excess Property Program (FEPP) with local departments.
- Develop and participate in wildfire prevention programs, provided to schools, homeowners, and other various organizations.
- Function as the lead contact for Forest Fire Officers and Michigan Wildland Fire Fighters (MIWFFs) for the protection area, forwards time to Supervisor to meet payroll deadlines.

Duty 2

General Summary:

Percentage: 20

EQUIPMENT MAINTENANCE-- Maintain all equipment in accordance with Department policies, MIOSHA regulations, and MDOT standards for the Grayling Unit. Inspect and maintain records as set by the Unit Fire Supervisor and/or Resource Protection Manager.

Individual tasks related to the duty:

- Perform routine maintenance to keep vehicles operational and safe. Lubricate, change oil, and wash equipment to keep it ready for dispatch and operationally up to date.
- Perform annual required routine maintenance on all equipment assigned to field office. Maintain up-to-date records on all equipment, turn in quarterly inspection on all equipment assigned to the field office. Maintain up-to-date records on all maintenance and submit quarterly inspection reports to the Incident Coordination Center (ICC). Ensure inventory is accurate and completed timely. While having primary responsibility for the equipment and facilities within the protection area, position may perform similar work on equipment and facilities not assigned to the protection area.
- Maintain and record transfers of property and facilities assigned to field office or within the protection area.
- Refer major repairs to appropriate regional repair shop and prepare work order repair request.
- Conduct periodic inspections of Federal Excess Property at local fire departments.

Duty 3

General Summary:

Percentage: 5

TRAINING – Prepare and present training classes to local firefighter(s) and fire line qualified staff in the use of equipment, fire weather, fire behavior, fire suppression, techniques, and related subjects. Document each training session. Follow the guidelines of the Michigan Fire Fighters Training Council when appropriate. Attend training functions as directed to further develop personal job skills.

Individual tasks related to the duty:

- Work with local fire departments and interagency partners to set up wildfire training schedules based on need.
- Secure materials and additional instructors when needed and put on these classes.
- Submit requests to the immediate supervisor to take any needed training classes to comply with the Michigan 310 addendum or training by classification guide.
- Develop and carry out annual training prior to spring wildfire season.
- Maintain up-to-date training records.
- Attend training sessions as made available to enhance capabilities and requirements in all facets of job.

Duty 4

General Summary:**Percentage: 10**

INFRASTRUCTURE & FACILITY MAINTENANCE - Maintain state forest road infrastructure utilizing various heavy equipment. Attends training necessary to maintain Department of Environment, Great Lakes, and Energy (EGLE) certifications and takes a lead role in applying for stream crossing permits and developing soil erosion and sedimentation control plans for the Grayling Field Office areas. Conduct building and grounds maintenance and construction as required to comply with Department standards.

Individual tasks related to the duty:

- Maintain state forest roads and infrastructure within management area.
- Operate road graders, brushers, backhoes, loaders, dump trucks, bulldozers, and other heavy machinery.
- Build roads, install culverts, re-deck bridges to facilitate access to areas for fire control, recreation, and timber sales activities.
- Develop road projects and ORV grants and track all costs incurred on each project for submittal into Capital Outlay Projects System (COPS) database, as specified by the division or by other divisions for reimbursement.
- Know, understand, and implement all Best Management Practices (BMPs) for each project and applies for appropriate permits.
- As facility manager responsible for all documents related to the safe operation of the Grayling Field Office area Forest Resources Division owned facilities, including Safety Data Sheets (SDS).
- Inspect buildings and equipment for safety concerns related to cleanliness and operational safety. Perform daily maintenance to ensure a clean and safe work environment.
- Contact various contractors (plumber, electrician, roofer) for necessary repairs to facilities once approved.
- Serve as Project Manager and/or provide oversight on projects.
- Become a certified SESC representative (Soil Erosion and Sediment Control).

Duty 5**General Summary:****Percentage: 25**

FORESTRY AND LAND MANAGEMENT– Assist in the forest management programs as needed. This work includes cultivation, timber sale preparation, data collection, and other related tasks. Assist in land use duties as requested by supervisor.

Individual tasks related to the duty:

- Operate and assist in moving of cultivation equipment. Submits completed Forest Treatment Proposal (FTP) reports as per division guidance/policy.
- Report and repair environmental damage that is natural or human caused within the Grayling Management Unit area using the RDR database.
- Run and paint boundary lines for upcoming state sales.
- Assist with timber sale administration.
- Traverse stands using GPS or other mobile device for sales.
- Investigate potential trespass violations; use Department software to log trespass reports and assist in resolution of trespasses.
- Assist with the forest health program as assigned.
- Follow forest certification work rules.

Duty 6**General Summary:****Percentage: 10****WORKLOAD PLANNING, OVERSIGHT & OTHER DUTIES AS ASSIGNED –**

Completes other necessary Department and Divisional work utilizing skill set of this position. Assists the Unit Fire Supervisor with duties associated with departmental program. Including but not limited to maintenance to recreational facilities and infrastructure with Supervisor's approval.

Individual tasks related to the duty:

- Station workload planning and oversight. Submit workload needs for the station to the Supervisor.
- Prioritize daily workload for Forest Fire Officers assigned to the station and adjust in activities to meet the needs of the Unit, District, Division and Department.
- Assistance to other divisions within the department and state government.
- Participate in snowmobile grant program as needed.
- Improve and repair as needed ORV routes and trailheads, boating access sites, and other recreational infrastructure work.
- Assist other divisions with Supervisor's approval.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Must decide appropriate strategy and tactics to be used on wildfires, coordinated with local emergency services agencies. As incident commander, responsible for all aspects for fire suppression that include projecting fire spread potential, evacuations, resource needs/placement, and road closures.
 This would affect the safety and welfare of firefighters and the public.
 Determine when to ignite prescribed burns affecting the safety of firefighters and the public.
 Hire and assign duties to MIWFFs affecting their safety.
 Determine conditions of Federal Excess Property assigned to local fire department would affect the safety of their firefighters.

17. Describe the types of decisions that require the supervisor's review.
 New procedures, establishing priorities, personnel problems, work plans, scheduling and purchasing.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.
 Fire suppression is recognized as a hazardous occupation. This work can be very strenuous under extremely adverse conditions. The work may require staff to be on call twenty-four hours a day for dispatch anywhere within the state. Must conform to uniform and grooming standards, possess, and maintain a Commercial Driver's License (CDL), and annually pass the division's physical fitness test to maintain employment. Often the work is in a dusty and smoky environment and at times involves contact with fuels, oils, and grease.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
MONEY, JOEL E	FOREST FIRE OFFICER-E E9	DEHART, KELLI G	FOREST FIRE OFFICER-E E9
Additional Subordinates			

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

<input type="checkbox"/> N	Complete and sign service ratings.	<input type="checkbox"/> Y	Assign work.
<input type="checkbox"/> N	Provide formal written counseling.	<input type="checkbox"/> Y	Approve work.
<input type="checkbox"/> N	Approve leave requests.	<input type="checkbox"/> N	Review work.
<input type="checkbox"/> N	Approve time and attendance.	<input type="checkbox"/> Y	Provide guidance on work methods.
<input type="checkbox"/> N	Orally reprimand.	<input type="checkbox"/> Y	Train employees in the work.

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?
 Yes.

23. What are the essential functions of this position?

- Provide specialized wildfire training to FRD and other Department staff, local fire departments and Michigan Wildland Fire Fighters.
- As Lead Fire Officer, must be able to prioritize and schedule work, also must be able to recognize safety concerns and assure that corrective action is taken, assures that Federal and State regulations are followed.
- Operate and maintain specialized wildfire equipment.
- Investigation of questionable fire causes for enforcement purposes.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.
 This position is now leading 2 fire officers at the location. This position has increased the wildfire planning and because the Division has combined the duties, such as knowledge of wildfire weather and fire prevention plans into one duty. This position no longer does recreation duties, therefore duty 6 was removed from the PD. FRD has changed the layout of the PDs over the years. Land Management was added.

25. What is the function of the work area and how does this position fit into that function?

The function of the area is to provide wildfire protection, training and prevention to the general public and local fire departments.

The Forest Fire Officer 10 is the senior fire officer in charge of the field station protection area and takes the lead in suppression and prevention activities, participates in Department's recreation programs, and participates in various land management activities

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Forest Fire Officer 10

Three years as a Forest Fire Officer, including one year equivalent to a Forest Fire Officer E9.

Work experience fighting fires, performing fire suppression, and/or performing prescribed burns as a member of a state, county, township, municipal, federal, or military fire department, natural resources agency, or private wildland firefighter crew with completion of the Michigan Fire Fighters Training Council's Fire Fighter I, equivalent military training course, or National Wildfire Coordinating Group (NWCG) Fire Fighter 2 qualification.

KNOWLEDGE, SKILLS, AND ABILITIES:

Basic knowledge of wildfire behavior and suppression methods.

Good working knowledge of heavy equipment and pump operation and maintenance.

Proven leadership abilities are needed to supervise suppression and prescribed fire activities.

Public speaking abilities are needed for wildfire prevention programs.

Ability to teach and train FRD and other Department staff, Michigan Wildland Fire Fighters and Local Fire Departments (LFD)s in classroom and hands on training in fire suppression tactics.

CERTIFICATES, LICENSES, REGISTRATIONS:

Employee is required to pass a physical exam and fitness test prior to hire and continue to pass the physical fitness test annually to remain employed.

This position is required possess a Commercial Driver's License (CDL), issued by the Secretary of State as required by Public Act 346 of 1988, to operate a designated vehicle, with an A or B designation, and an N endorsement and without air brake restriction within 6 months of appointment.

Some positions in this class series may also be assigned duties that require the application of herbicides/pesticides that may require certification or registration as a pesticide applicator in compliance with the Pesticide Control Act of 1976.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None.

I certify that the entries on these pages are accurate and complete.

QUINN BENSINGER

2/9/2026

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date