

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

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency NATURAL RESOURCES
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) RESOURCE MANAGEMENT
4. Civil Service Classification of Position NON-CAREER FOREST FIRE OFFICER 7/8/E9	10. Division FOREST RESOURCES DIVISION
5. Working Title of Position (What the agency titles the position) NON-CAREER FOREST FIRE OFFICER	11. Section
6. Name and Classification of Direct Supervisor FOREST FIRE OFFICER SUPERVISOR 11	12. Unit VARIOUS LOCATIONS STATEWIDE
7. Name and Classification of Next Higher Level Supervisor NATURAL RESOURCES MANAGER 2	13. Work Location (City and Address)/Hours of Work IRREGULAR HOURS TO INCLUDE HOLIDAYS AND WEEKENDS

14. General Summary of Function/Purpose of Position

Under the direction of the Forest Fire Officer Supervisor, this temporary employee performs a variety of forestry activities including wildfire suppression, prescribed burning, road repairs, forest regeneration site preparation, and heavy equipment maintenance and operation, as qualified. Employees are developing a body of knowledge related to forest protection and management methods, procedures, policies, laws and regulations, and the maintenance and operation of specialized equipment utilized in forest protection, resource damage restoration, infrastructure repair, and reforestation.

This is a temporary, non-career position that assists permanent, career staff during the spring fire season.

For Civil Service Use Only

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

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1 **% of Time** 30

Wildland Fire Suppression and Prevention

Individual tasks related to the duty.

- Actively participates in suppression of wildfires.
- Work cooperatively with local fire departments and other cooperators.
- Provide for safety of the public and protect valuable natural resources.
- Investigate fires, collecting and preserving evidence.
- Completing all necessary reports.
- Assess daily weather conditions and compute fire danger with the Canadian Forest Fire Rating System, maintaining records of daily weather conditions.

Duty 2

General Summary of Duty 2 **% of Time** 40

Safety Inspection, Repair, and Specialized Equipment Operation, as qualified.

Individual tasks related to the duty.

- Operate and maintain four and six-wheel drive trucks designed to carry water, bulldozers, and other wildfire suppression equipment such as pumps, hand tools, and drip torches, as qualified.
- Operate and maintain forestry and road maintenance equipment as qualified in forest regeneration and infrastructure repair projects.
- Conduct inspections of tools and equipment on a daily and weekly basis and perform necessary preventive maintenance.
- Repairs of tools and equipment are done as soon as possible.

Duty 3

General Summary of Duty 3 **% of Time** 10

Maintain buildings and grounds.

Individual tasks related to the duty.

- Maintain Department buildings in good repair as needs occur, i.e., paint, change lights, and trash removal.
- Grounds maintenance such as mowing lawns and trimming trees and brush.
- Keep office signs in good condition and replace if needed.

Duty 4**General Summary of Duty 4****% of Time 5**

Training and Skills Updates.

Individual tasks related to the duty.

- Participate in required training and skill updates.
- Assist in the training of wildland firefighters in fire suppression techniques.

Duty 5**General Summary of Duty 5****% of Time 15**

Prescribed Burn Planning and Operations.

Individual tasks related to the duty.

- Assist in preparation and participate in prescribed burns for wildlife habitat and forest regeneration.
- Assist in carrying out prescribed fires in a safe and effective manner.
- Assist with establishment of pre-burn control lines and post-burn rehabilitation.

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

As a non-career Forest Fire Officer, decisions are made regarding safety and fire line tactics on a regular basis. These decisions affect the safety of the public and other fire fighters in the forest area.

17. Describe the types of decisions that require your supervisor's review.

Clarification of policies and procedures, priorities of projects.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

Physical activities: lifting and carrying pumps, backpacks, chainsaws; climbing on and off large equipment as qualified; using axe and shovel to suppress fires; walking on uneven ground; long, strenuous hours on fire suppression. Conditions/hazards: fire and smoke, hot, dusty, fumes from wildfires; wet from working with pumps; chemicals in fire foam.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)NAMECLASS TITLENAMECLASS TITLE

20. My responsibility for the above-listed employees includes the following (check as many as apply):

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

21. I certify that the above answers are my own and are accurate and complete.

Signature

Date

NOTE: Make a copy of this form for your records.

TO BE COMPLETED BY DIRECT SUPERVISOR

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

Yes

23. What are the essential duties of this position?

The temporary employee is an integral part of the forest fire control organization. The duties include operation of specialized equipment as qualified for the suppression of wildfires and to assist in prevention.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

Update to add language to indicate that equipment and vehicles can only be operated by employees with proper qualifications.

Update language to indicate temporary/non-career assignment.

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

The function of the unit is to provide fire prevention and suppression capabilities to control the damage from wildfire, and to provide a variety of other field services for the Forest Resources Division and the Department of Natural Resources.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Knowledge and skills typically acquired through the completion of high school.

EXPERIENCE:

Work experience fighting fires as a member of an organized fire department or wildland firefighting organization(federal, county, township, municipal, or private), or a DNR Michigan Wildland Fire Fighter for two seasons.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to carry out oral and written instructions. Ability to maintain and prepare reports. Knowledge of operation and maintenance of heavy motorized equipment and power tools.

CERTIFICATES, LICENSES, REGISTRATIONS:

Employees shall be required to pass a physical exam and fitness test.

Commercial Driver's License with endorsements is preferred; however, a valid Michigan Firefighters Training Council Emergency Vehicle Driver Training Certificate is acceptable. Position will require employees operating under the Michigan Firefighters Training Council Emergency Vehicle Driver Training Certificate to obtain and maintain a MDOT Medical Examiner's Certificate (Medical Card) in accordance with the Federal Motor Carrier Safety Regulations.

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

27. *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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

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

Appointing Authority's Signature

Date