

**State of Michigan  
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

**Position Code**

1. FFIROFRAA36R

**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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> DNR-NATURAL RESOURCES
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Resource Management
<b>4. Civil Service Position Code Description</b> FOREST FIRE OFFICER-A	<b>10. Division</b> Forest Resources
<b>5. Working Title (What the agency calls the position)</b> Forest Fire Officer 10	<b>11. Section</b> Southern Lower Peninsula Field Management Unit
<b>6. Name and Position Code Description of Direct Supervisor</b> COLE, RAYMOND; FOREST FIRE OFFICER SUPV-1	<b>12. Unit</b> Plainwell Unit
<b>7. Name and Position Code Description of Second Level Supervisor</b> VASHER, JEFFREY J; NATURAL RESOURCE MANAGER-3	<b>13. Work Location (City and Address)/Hours of Work</b> Oceana Field Office; 1757 E M20, Shelby, MI / Irregular hours, holidays, and weekends

**14. General Summary of Function/Purpose of Position**

This position serves as the recognized resource solely responsible for fire and other programs within Oceana Field Office area. This would include facility and infrastructure (roads and bridge) responsibilities within the geographic area as well. The purpose of the position is to 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 timber sale preparation, reforestation, forest health and land use activities as assigned. Much of the work involves public and partnership interactions. While being directly responsible for the facility management, safety, and program implementation within a specific protection area, this position will be assigned work throughout the Plainwell Unit and potentially 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: 25

#### FIRE SUPPRESSION & PLANNING

With safety as the primary concern, this position functions as the recognized resource to employ and direct suppression efforts during wildfires in the Oceana Field Office area.

##### Individual tasks related to the duty:

- Actively participate in and direct others in the suppression of wildfires. This may require taking charge of the fire and assume the role of Incident Commander to determine fire control action plans, direct control forces, provide for safety of the public and protect valuable resources. Mobilize fire equipment efficiently and effectively.
- Investigation of fire origin and cause and determine suppression costs.
- Perform minor equipment repair on the fire line or following suppression actions.
- Assist with fire suppression pre-planning and in updating the 5-year fire plan.
- Provide fire program assistance to other units statewide as assigned.
- Operate and maintain a variety of specialized fire equipment including tractors, semis, other off-road equipment, and water pumps.
- Keep records of all fire equipment and personnel used on fires. Prepare and submit fire reports according to policy and procedures.
- Establish and maintain communications between Department and local fire department personnel. Assist in coordinating departmental fire efforts with those of local law enforcement and other local fire officials.
- Recruit and train Michigan Wildland Fire Fighter's (call-as-needed volunteer fire fighters).
- Apply forestry Best Management Practices (BMP's) where and when needed to maintain water quality and prevent erosion during fire suppression activities when possible.
- 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.
- Use geographic information systems (GIS) software for analyses such as area fire risk and hazardous fuels maps.
- 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.

#### Duty 2

General Summary:

Percentage: 5

#### PRESCRIBED FIRE

Work with supervision to plan and prepare for prescribed fires. Assist in preparation of prescribed fire plans. Participate in conducting prescribed fires.

##### Individual tasks related to the duty:

- Assist in preparing and participating in prescribed burns for wildlife habitat, invasive species control, plant restoration and slash reduction for forest regeneration.
- Become knowledgeable and develop an understanding of the uses of fire as an ecosystem management tool.
- Use training and skills to recommend the best conditions to carry out a prescribed fire.
- Assist in carrying out prescribed fires in a safe and effective manner.
- Assist with establishment of pre-burn control lines and post-burn rehabilitation.
- Assist with establishing and monitoring plots designed to evaluate post-burn site conditions.
- Assist in writing and preparing prescribed burn plans.

#### Duty 3

General Summary:

Percentage: 20

#### FORESTRY, FOREST CULTIVATION, AND LAND MANAGEMENT

Assist unit Foresters, Timber Management Specialist and Unit Manager in forest management activities, including the cultivation, forest health and timber sale programs.

##### Individual tasks related to the duty:



- Perform forest cultivation work such as scarification, trenching, and roller chopping, utilizing skidders and dozers.
- Perform necessary preventive equipment maintenance on cultivation equipment. Operate equipment in a safe manner. Make minor equipment repairs.
- Assist forestry staff in timber sale preparation which includes painting boundary lines, and payment unit lines.
- Assist with timber sale contract administration.
- Investigate potential trespass violations; use Department software to log trespass reports and assist in resolution of trespasses.
- Analyze forest inventory for fire concerns and participate in development of treatment prescriptions.
- Use Global Positioning System (GPS) tools and software to map fires, timber sales, and other features as needed.
- Assist department surveyors in land survey.
- Assist foresters in forest regeneration data collection.
- Assist in other land use duties as assigned.
- Participate in forest certification audits as needed.

#### Duty 4

**General Summary:**

**Percentage: 20**

#### OTHER EQUIPMENT OPERATION AND MAINTENANCE DUTIES

Recognized resource person for the Oceana Field Office area maintaining all equipment in accordance with Department policies, MIOSHA regulations, and MDOT standards. Inspect and maintain records as set by the Area Fire Supervisor and/or Resource Protection Manager.

##### Individual tasks related to the duty:

- Perform annual inspections for all GSA equipment on loan to local Fire Departments under the Federal Excess Property program as per Division Policy and Federal requirements.
- Operate and maintain a variety of specialized equipment including tractors, semis, other off-road equipment, and water pumps. This involves not only the pre-season preparation of equipment, but also an on-going equipment readiness program daily during the fire season.
- Repair minor equipment problems in the field.
- Inspection of firefighting tools and equipment on a daily, weekly, and monthly basis and perform necessary preventative maintenance. Ensure repairs of tools and equipment is done as soon as possible.
- Daily pre-trip inspections for all equipment requiring a Commercial Driver License for operation, as qualified. Prepare and submit preventive maintenance reports according to policy and procedure.
- Assist in maintenance of forestry equipment such as snowmobiles and ORV's.
- Assist with equipment development/maintenance at the FRD repair shops or the Forest Fire Experiment Station.

#### Duty 5

**General Summary:**

**Percentage: 10**

#### INFRASTRUCTURE & FACILITY MAINTENANCE

Recognized resource person maintaining state forest road infrastructure utilizing various heavy equipment for the Oceana Field Office area. Attends training necessary to maintain Department of Environment, Great Lakes, and Energy (EGLE) certifications and assist in applying for stream crossing permits and developing soil erosion and sedimentation control plans. 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 for fire control, and timber sales activities.
- Assist on unit 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 facility, including Right to Know (RtK), Material Safety Data Sheets (MSDS) and ensures all MIOSHA posters and mandatory forms are completed and posted.
- 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.

#### Duty 6

**General Summary:**

**Percentage: 10**

#### TRAINING

Attend and conduct training to enhance skill development and work capability.

##### 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 7

**General Summary:**

**Percentage: 10**

#### OTHER DUTIES AS ASSIGNED

Completes other necessary Department and Divisional work utilizing skill set of this position. Assists the Area Fire Supervisor with duties associated with other departmental programs. This includes other duties as assigned.

#### Individual tasks related to the duty:

- Provide assistance to other divisions/departments within the State of Michigan when assigned.
- Attend meetings associated with other divisional programs as needed.
- Improve and repair ORV routes and trailheads, boating access sites, and other infrastructure work when assigned.

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

- How to complete each task assigned in a timely, safe, and cost-efficient manner.
- For fire suppression, dispatch and on-scene size up of fires. Strategies and tactics to use based on this information, including amounts of equipment and personnel needed as well as mutual aid and predicted wildfire behavior for that day. General public, other fire fighters, and the forest resource are affected.
- Organize forest cultivation field work, schedule, and operate cult equipment, perform minor equipment repairs.

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

- Setting priorities, interpretation of policy and budget matters, final reports.
- Any large wildfire activity involving State resources of equipment and personnel, and private contractor use on wildfires.
- Shift changes or overtime to complete projects.
- Purchasing of any and all services; purchasing or repair of equipment/products.
- Anything that has long term or precedent setting implications.

#### 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.

This is a very rigorous job and conditions can be extreme. Employee must pass a physical fitness test annually. On wildfires, as well as during other tasks, employee will be walking on uneven, wet, and/or steep surfaces, carrying heavy loads, carrying tools and using them to dig or cut fire control lines.

Driving heavy equipment when fighting fire and for forest cultivation off road and in hills and lowlands.

Carrying fire hose and pumps to and from fires. Climbing up and down hills of all degrees of slope. Getting in and out of tall fire equipment on a regular basis. Working sometimes 10-16 hours for many days in a row.

Fire, smoke, fumes, dust, falling and burning trees, rolling large rocks and logs, loss of clear vision due to heavy smoke, bee stings, poison ivy and other poisonous vegetations are all potential hazards. Employee will be required to work outside in all weather conditions.

#### 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.

**Additional Subordinates**



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

- |   |                                    |   |                                   |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work.                      |
| N | Provide formal written counseling. | N | Approve work.                     |
| N | Approve leave requests.            | N | Review work.                      |
| N | Approve time and attendance.       | N | Provide guidance on work methods. |
| N | Orally reprimand.                  | N | 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?**

Suppression, planning and prevention activities of the Forest Fire program. Inspection, maintenance and operation of most equipment on the unit. Assisting in forestry and forest cultivation programs. Inspections, maintenance, and planning for assigned projects. Maintenance of facilities, roads and bridges on State owned lands.

Employee will be expected to work long hours, called back after normal work hours, as well as working weekends and holidays especially during periods of high and above fire danger.

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

The position is currently a 10-level and there have been no major changes beyond technical wording and updated percentages.

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

The Department of Natural Resources, Forest Resources Division, is responsible for wildfire protection of all land within the field unit, and for the management of forest resources on the state-owned lands.

This position provides the workforce for: fire suppression on state and private lands; implementing the prescribed fire program for ecosystem management; fire prevention and fire training efforts: maintenance and use of equipment; maintenance of roads and bridges and assisting with implementation of forestry and other uses of state land such as forest cultivation work and regeneration surveys.

**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.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to pass the fire fitness test each year.
- Knowledge in natural resource management, particularly forest management.
- Knowledge in fire behavior, wildfire fuels, weather and how they interact.
- Knowledge of the Canadian Forest Fire Danger Rating System.
- Knowledge of forest fire behavior and suppression techniques.
- Ability to work with and maintain heavy equipment, ORVs and snowmobiles.
- Ability to use computers and computerized tools such as GPS.
- Ability to appropriately prioritize workload.
- Ability to direct others and follow directions.
- Ability to communicate effectively and work well with others.
- Ability to operate and repair equipment used in wildfire suppression and in forest cultivation work.



**CERTIFICATES, LICENSES, REGISTRATIONS:**

Obtain and maintain a Class A Commercial Driver's License with a N Endorsement and without an air brake restriction within 6 months of employment.

Employee is required to pass the Forest Resources Division's annual physical exam and physical fitness test to maintain employment.

Some positions may also be assigned duties that require the application of 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

1/15/2026

\_\_\_\_\_  
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