

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.) Vacant	8. Department/Agency Natural Resources
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Resource Management
4. Civil Service Classification of Position Forest Fire Officer 7/8/E9	10. Division Forest Resources
5. Working Title of Position (What the agency titles the position) Forest Fire Officer	11. Section Forest Management Unit
6. Name and Classification of Direct Supervisor Raymond Cole, Forest Fire Supervisor 11	12. Unit Plainwell Unit
7. Name and Classification of Next Higher Level Supervisor Jeffrey Vasher, Natural Resources Manager 13	13. Work Location (City and Address)/Hours of Work Oceana Field Office 1757 E M20, Shelby, MI 40 hours/ week - Irregular hours, holidays, and weekends

14. General Summary of Function/Purpose of Position

This position assists in the suppression, prevention, and detection of forest fires within the protection area. Employee will conduct activities designed to protect and maintain forestlands, their resources, and structures for environmental, economic, and recreational purposes. Fire program duties include functioning as incident commander on wildfires, maintenance of equipment and inspection for safe operation, assistance in prescribed burns, and training other department and agency staff. Employee often works with the public and other agencies on fire prevention and suppression activities. Employee will assist in land management activities such as timber sale preparation and/or administration, forest cultivation (site preparation/planting), infrastructure maintenance and various other types of land use.

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 FIRE SUPPRESSION AND PLANNING

General Summary of Duty 1 10 % of Time

With safety as the primary concern, employ and direct suppression efforts during wildfires.

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 to include the operation of heavy equipment.
- Assist with 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.
- Transport, operate, and maintain a variety of specialized fire equipment including tractor plows, 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 Fighters (MiWFF's), which are call-as-needed volunteer fire fighters.
- Assess damage caused by fires.
- Apply forestry Best Management Practices (BMP's) where and when needed to maintain water quality and prevent erosion during fire suppression activities when possible.
- During fire season, collect weather information and make daily analysis of weather conditions to stay informed of fire conditions and keep suppression forces in readiness to cope with conditions.
- Use geographic information systems (GIS) software for analyses such as area fire risk and hazardous fuels maps.
- Participate in fire prevention presentations
- Assist with training of volunteers and user groups in department policy requirements on our State managed lands.

Duty 2 PRESCRIBED FIRE

General Summary of Duty 2 25% of Time

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 the 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 and reports.

Duty 3 FORESTRY, FOREST CULTIVATION, AND LAND MANAGEMENT**General Summary of Duty 3 35% of Time**

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

Individual tasks related to the duty.

- Perform forest cultivation work such as scarification, trenching, and roller chopping, utilizing skidders, dozers, and other heavy equipment.
- Perform necessary preventive equipment maintenance on cultivation equipment. Transport and 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 and recreation 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.
- Assist with Good Neighbor Authority (GNA) work.

Duty 4 OTHER EQUIPMENT OPERATION AND MAINTENANCE DUTIES**General Summary of Duty 4 10 % of Time**

Operate and maintain a variety of specialized fire equipment.

Individual tasks related to the duty.

- Perform inspections for all General Services Administration equipment on loan to local fire departments under the Federal Excess Property program as per division policy and Federal requirements.
- Transport, 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 daily equipment readiness program 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 completed as soon as possible.
- Daily pre-trip inspections for all equipment requiring a CDL for operation. 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 Forest Resources Division (FRD) repair shops and/or the Forest Fire Experiment Station.

Duty 5 INFRASTRUCTURE AND FACILITY MAINTENANCE

General Summary of Duty 5 10 % of Time

Maintain state forest road infrastructure utilizing various heavy equipment. Attend training necessary to maintain Department of Environment, Great Lakes, and Energy 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, recreation, 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 database, as specified by the division or by other divisions for reimbursement.
- Know, understand, and implement all BMPs for each project and apply for appropriate permits.

Duty 6 TRAINING

General Summary of Duty 6 5 % of Time

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

Individual tasks related to the duty.

- Attend training in wildfire prevention and suppression, prescribed fire, recreation program management, forestry, and land use.
- Become proficient in the use of the Canadian Forest Fire Danger Rating System and the Canadian Forest Fire Behavior System.
- Train and become certified as a Fire Fighter Training Council (FFTC) Certified Instructor. As an FFTC instructor, participate in instructing courses for Michigan Fire Fighters, local fire departments, DNR staff, and non-career forest fire officers.
- Obtain and maintain the following National Wildfire Coordinating Group (NWCG) qualifications:
 - Within 2 years of initial hire, become qualified as Engine Boss (ENGB) and Tractor Plow Initial Attack (TPIA).
 - Within 4 years of initial hire, obtain the qualifications of Firing Boss (FIRB) and Incident Commander Type 4 (ICT4).
 - Within 5 years of initial hire, obtain the qualification of Task Force Leader (TFLD).
- Take training classes in forestry BMPs and learn how to apply BMPs where and when needed to maintain water quality and prevent erosion.
- Provide wildfire safety training to individual volunteer fire departments.
- Instruct MiWFF's training session each spring on operation of the equipment, safety, and wildfire suppression.

Duty 7 OTHER DUTIES AS ASSIGNED

General Summary of Duty 9 5 % of Time

Other duties as assigned.

- Aid other divisions/departments within the State of Michigan when assigned.
- Participate in various groups and committees.
- Other duties as assigned.

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.

- 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 daily predicted wildfire behavior. 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 your 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 all services; purchasing or repair of equipment/products.
- Anything that has long term or precedent setting implications.

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.

This is a very rigorous job, and conditions can be extreme. 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.

Transporting and 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. Occasionally working 10 to 16 hours a day for numerous 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 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.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

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?

Suppression, planning and prevention activities of the Forest Fire program. Transportation, inspection, maintenance, and operation of most heavy equipment on the unit. Assisting in forestry and forest cultivation programs to include equipment operation. Inspections, maintenance, and planning for assigned recreation 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.

This position is currently a 10 level, the position would be downgraded for training purposes.

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

The Department of Natural Resources, FRD, 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. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Educational level typically acquired through completion of high school.

EXPERIENCE:

Forest Fire Officer 7

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 FFTC Fire Fighter I, equivalent military training course, or NWCG Fire Fighter 2 qualification.

Forest Fire Officer 8

One year of experience equivalent to a Forest Fire Officer 7.

Forest Fire Officer E9 Two years as a Forest Fire Officer, including one year equivalent to a Forest Fire Officer 8.

Alternate Education and Experience Forest Fire Officer 7

Two years of college with 15 semester (23 term) credits in natural resources technology, fire technology, forest technology, or wildlife technology may be substituted for the experience requirement.

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, as qualified.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possess or acquire 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 without air brake restriction within 6 months of employment.

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.

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 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