

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Wildland Fire Assistant Center Manager

**Class Code: 060650
Pay Grade: GJ**

A. Purpose:

Aids, manages, and provides support to personnel in mobilizing multi-agency, incident response resources to local, state, and national all-hazard incidents to safeguard the public. Additionally, the assistant center manager performs intelligence duties to help local, regional, and national coordination groups to prioritize incidents and resource allocation. They also maintain the Incident Service and Supply Plan (ISSP) which incident commanders, logistic section chiefs, and finance personnel utilize to provide for firefighters on incidents.

B. Distinguishing Feature:

Wildland Fire Assistant Center Manager operate within the national response framework to support wildland fire and all-hazard emergencies.

C. Functions:

1. Determines the initial attack response to wildland fire and all-hazard situations.
 - a. Coordinates appropriate resources for wildland fire and all-hazards situations.
 - b. Maintains forms and records (daily logs, flight requests/schedules, resource orders, accounting codes, shift briefing logs, etc.).
 - c. Interprets maps including topographic maps for navigation.
 - d. Provides hazard locations using coordinate systems.
 - e. Directs resources to hazard locations.
 - f. Monitors, prioritizes, and coordinates radio traffic involving multiple frequencies.
 - g. Coordinates the initial response of tactical resources according to agency procedures.
 - h. Provides and coordinates logistical support for initial and extended attack.
 - i. Implements established emergency plans (crash rescue, medevac, search and rescue, law enforcement, etc.).
 - j. Ensure appropriate documentation is completed in accordance with agency policy.
2. Coordinates extended attack support including resource mobilization according to local, regional, and national mobilization guidelines.
 - a. Organizes resources from all functional areas including overhead, crews, equipment, aircraft, and supplies.
 - b. Determines safe and cost-effective results when mobilizing/demobilizing resources.
 - c. Provides resource information for intelligence reports.
 - d. Ensures agreements/contracts for obtaining resources.
 - e. Assigns commercial and non-commercial flights for personnel/cargo and flight follow.
3. Provides continuous intelligence information to coordination groups, fire management officials and public information officers.
 - a. Determines hazard and assists in dissemination of information regarding weather and fuel concerns.
 - b. Maintains statistical data on fire activity for use in special reports and planning efforts.

- c. Prepares local, regional, or national situation reports.
 - d. Assists with information for daily briefings.
 - e. Provides detailed resource availability information for use in various fire weather/fire danger outlook products.
4. Determines initial aircraft response to wildland fire and all-hazard emergencies and ensure proper documentation local, state. And federal agencies.
 - a. Analyzes flight requests and transportation tasks to determine the most efficient and cost-effective aircraft to accomplish each request or mission.
 - b. Plans logistical missions to support field operations by scheduling flights including publishing itineraries and daily operations plans and notifying support personnel.
 - c. Coordinates airspace and radio frequencies.
 - d. Ensures critical decisions regarding tactical aircraft deployment for initial attack.
 5. Burn permits, Wildland Fire Reports, Incident Service and Supply Plan (ISSP) support.
 - a. Maintain databases in compliance with local, state, and federal regulations.
 - b. Issue and maintain records of private landowner burn permits for the Black Hills Forest Fire Protection District.
 - c. Create and maintain critical reports utilized by multiple agencies.
 - d. Maintain and improve the ISSP to ensure agencies can provide adequate logistical support for firefighters when emergencies arise.
 6. Performs other duties as assigned.

D. Reporting Relationships:

This position reports to a Wildland Fire Program Manager. Supervises Wildland Fire Logistics Coordinator seasonal staff and may act as a lead worker over cooperating agency personnel.

E. Challenges and Problems:

Challenged to make quick and difficult decisions in a high stress environment without direct supervision or complete information, which requires a high level of detail This is challenging because it requires coordinating field resources following interagency protocols to include coordinating with individuals from local, state, and federal agencies to mobilize resources (equipment, crews, overhead, and supplies) to all-hazard incidents within an assigned area.

Problems include the need to be proficient in operating complex computer programs while following federal programs and protocols to comply with working within a federal government facility.

F. Decision-making Authority:

Decisions include following procedures and protocol frequently unassisted by supervision.

Decisions referred include complex situations such as matters of policy and procedure including changes or improvements to a hazardous situation.

G. Contact with Others:

Daily contacts include state and federal fire management officers and duty officers; local, state, and federal fire employees for incident assignments and initial attack; federal coordinators within the same office, and the public; weekly contacts include state and federal financial offices regarding payment codes and incident business management; cooperating contractors and companies; other dispatch centers, within the region and nationally; and county, state, regional, and federal emergency managers.

H. Working Conditions:

Office work including sitting for long periods of time, monitoring multiple backlit screens, remaining at your workstation during incidents in an occasionally high stress environment.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- communication network operating procedures;
- radio codes, procedures, and etiquette;
- basic computer operations, including Microsoft Office software;
- common wildland fire software applications including IROC, WildCAD, WIMS, SIT209;
- basic all-hazard emergency response;
- mapping, interpreting maps, graphs, and data.

Ability to:

- interpret and comprehend multiple agencies policies and procedures;
- establish and maintain effective working relationships with staff and the public;
- exercise good judgment and remain calm in an emergency;
- develop relationships with local, state, and federal counterparts;
- communicate clearly and concisely;
- make decisions under pressure.