POSITION SUMMARY:
This position is responsible for technical, administrative and paraprofessional fire management activities (e.g. fire suppression, pre-suppression and prevention) serving as a certified forest fire equipment operator, operating specialized/complex forest fire control equipment including tractor/plows and engines; issuing permits; implementing forest fire prevention projects; and assisting in performing fire inspections. This position is designated as a primary equipment operator for the dispatch area. The position also provides technical, administrative, and paraprofessional forest management assistance on state, private or county lands when not assigned to fire duties.

This position is key to public safety and security and requires the incumbent to meet and maintain the physical fitness test standards required for all Department protective positions. The principal duties of the position require active fire suppression duties which require frequent exposure to a high degree of danger or peril and also require a high degree of physical conditioning. This position is available for fire suppression, pre-suppression and prevention duties year-round.

REPORTS TO: This position works under the general guidance and supervision of the Team Leader. The work is performed with significant delegation and under general direction from the local foresters. This position fills in for the forester in their absence and may direct the work of Limited Term Employees (LTEs). The position works within teams, with external agencies and with the general public.

GEOGRAPHIC RESPONSIBILITIES: Counties are specified in the actual PD. The job holder is expected to be available to assist other teams across established boundaries as requested.

TRAVEL REQUIREMENTS: The job holder travels frequently within the geographic scope of the assigned station as well as occasional statewide travel.

GOALS & ACTIVITIES:

30% A. Provide assistance and technical support to the Forester in all aspects of the Forest Fire Management Program throughout the assigned area, including wildland fire detection, suppression, prevention and safety; prescribed burning; wildland urban interface program support; fire cause determinations and all-hazard incident support.

A1. Suppress forest fires as directed by the incident commander and/or perform the role of initial attack incident commander when first on the scene or until reassigned or released.
A2. Operate all types of forest fire control equipment in a safe and effective manner to actively suppress, or prevent, wildland fire as directed by the incident commander of the event.
A3. Provide for the protection of structures threatened by wildland fire and coordinate/direct actions of fire departments, emergency firefighting crews and/or other agencies in this effort as needed when assuming the role Incident Commander or actively protecting structures at the direction of the Incident Commander.
A4. Assist local fire departments with mutual aid requests for structural fire suppression.
A5. Employ standard safety practices, recognize and communicate with fire line supervisors any situations that appear unsafe.
A7. Complete assigned tasks on individual objectives necessary in support of prescribed burns on public lands and participate in planning, implementation and evaluation of prescribed burns in conjunction with the Forester and/or property manager.
A8. Coordinate with the Property Manager and habitat staff on completing appropriate fuel breaks to mitigate wildland fire risks.

15% B. Maintenance and preparation of all fire suppression and prevention equipment
by ensuring the readiness of all assigned equipment, facilities, and infrastructure to assist with fire prevention or suppression.

B1. At the direction of the Forester, assist with fire department contacts in the Fire Response Unit to conduct Volunteer Fire Assistance and Forest Fire Protection field checks and perform Federal Excess Property Program inspections to ensure proper operational capability and maintenance of wildland fire suppression equipment obtained by local city/town/county agencies under these programs.

B2. Conduct daily and weekly preventive maintenance and safety inspections on all fire equipment to insure fire readiness according to established standards.

B3. Perform necessary operational checks on fire suppression/prevention equipment to ensure the safe operation, handling and readiness prior to (or following) operation or as required by maintenance standards.

10% C. Provide administrative support to the forest fire prevention program, including following the unit’s assigned administrative activities associated with the active prevention of fire, and training related to firefighting responsibilities.

C1. Collect fire information; prepare maps, fire reports, suppression payrolls and bills.
C2. Recruit, provide training, and/or equip LTE firefighters, local fire departments, and emergency fire crews in wildland fire suppression.
C3. Attend training, acquire and maintain forest fire control certifications and qualifications.
C4. Issue special and annual burning permits in accordance with existing fire regulations. Advise and consult with forester/ranger on problems or concerns.
C5. Assist with fire prevention programs and contribute to Division prevention programs.
C6. Maintain forest fire infrastructure and facilities to Department standards.
C7. Investigate the cause of forest fires and prepare reports for review.

45% D. Forest Management: Assist with implementation of all aspects of the Forest Management Program throughout the assigned area, including forest reconnaissance, management plans, timber sale establishment and administration, timber stand improvement, reforestation and afforestation, forest road development and maintenance, and property management on federal lands, state lands, county lands and private forest lands.

D1. Perform compartment reconnaissance duties (including the collection, evaluation, and updating of stand and compartment data, timber type mapping, and air photo and data interpretation), and enter gathered data into WisFIRS (Wisconsin Forest Inventory & Reporting System) for Forester review and incorporation into forest management prescriptions.
D2. Assist forester with timber sale establishment including cruising stands, calculating volumes, marking stand boundary lines, marking trees to be cut or left, collecting forest stand data (species, soil, terrain, etc.), establishing cutting specifications, preparing timber sale maps and initiating timber sale cutting notices.
D3. Assist forester with timber sale administration by inspecting progress of active sales, scaling forest products, and reporting violations or advising managing forester if contract compliance is questioned for follow-up.
D4. Maintain sales/billing records to ensure proper receipt of payment from logger/contractor.
D5. Implement established forest management plans to complete practices necessary for routine silvicultural projects to include reforestation, timber stand improvement, cultural treatments, plantation survival counts, site preparation, boundary maintenance and posting, recreation development and wildlife habitat improvement.
D6. Document records, forest data, and information necessary to properly record current forest conditions in WisFIRS or other databases, enabling review by a forester to update the forest management prescription.
D7. Develop and evaluate forest roads and trails construction, maintenance and repair recommendations.
D8. Assist land management professional partners (consulting foresters, agency staff, loggers, etc.) and the public (landowners, property users, etc.) with general questions and concerns, and refer to a forester if necessary.
D9. Perform field verification of plans submitted by private consulting foresters to ensure data included is accurate.
D10. Conduct checks to ensure compliance with Wisconsin Forest Landowner Grant Program, federal cost-share programs, American Tree Farm System, and others.
D11. Complete property maintenance activities such as building maintenance, mowing, snow removal/plowing, trail maintenance, and hazard removal as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Upon Appointment
1. Familiarity with basic forest fire management and suppression skills, including map reading, legal descriptions, safety procedures, suppression tools and use.
2. Familiarity with techniques and skills needed to conduct maintenance on fire suppression equipment and facilities.
3. Familiarity with prescribed fire planning, implementation and evaluation.
4. Familiarity with radio communication, equipment, and generally accepted procedures.
5. Familiarity with applied forest management techniques i.e. forestry data collection, tree and site identification, regeneration assessment, forest aesthetics, silvics, pest identification and pest control procedures.

Full Performance
1. Knowledge of Department assistance programs to rural fire departments.
2. Knowledge of rural fire department organization, equipment, training and tactics in relation to wildland fire suppression and structural fire service.
3. Knowledge of forest fire behavior, suppression tactics and techniques, fireline safety standards, incident command system and communication systems.
4. Knowledge of prescribed fire planning, implementation and evaluation.
5. Familiarity with the tactical use of aircraft and be capable of working safely and effectively when air operations are involved.
6. Knowledge of DNR's statewide Forestry Program, including the basic principles of sustainable forestry; the forest types and forestry and fire management practices common to Wisconsin and the Great Lakes region; and the associated policies, procedures, and laws.
7. Knowledge of Department policies, regulations, handbooks and manual codes related to the assigned forestry programs.

SPECIAL REQUIREMENTS:
- Meet and maintain physical fitness standards required by the Department, per Manual Code 9124.20.
- Must be able to respond within 30 minutes to the work station when directed for emergency response.
- Meets and maintain requirements to operate state vehicle, travel independently and on a timely basis.
- Within 6 months of appointment must:
  - Obtain and maintain a Wisconsin Class A CDL to operate specialized heavy duty fire equipment
- Within 1 year of appointment must be qualified as:
  - Firefighter 2 (FFT2)
  - Engine Operator (ENOP)
  - Tractor Plow Initial Attack (TPIA)
Within two years of appointment, must be qualified as:
  o Advanced Firefighter/Squad Boss (FFT1)
  o Incident Commander Type 5 (ICT5)

Within five years of appointment, must be qualified as:
  o Incident Commander Type 4 (ICT4)
  o Engine Boss (ENGB)
  o Heavy Equipment Boss (HEQB)
  o Firing Boss (FIRB)

**PHYSICAL REQUIREMENTS & ENVIRONMENTAL FACTORS:**

**Physical Activity Requirements:** The position requires bending at the waist, kneeling, crouching, climbing, balancing, lifting, carrying, pushing, pulling, reaching, handling, sitting, standing, talking, hearing, seeing, clarity of vision at 20 feet or more, clarity of vision at 20 inches or less, and walking on foot.

**Physical Surroundings and Hazards:** Work activities occur indoors and outdoors in varying amounts. The employee could be exposed temperatures below 32 degrees for periods of an hour or more, and temperatures above 100 degrees for periods of more than one hour. Noise conditions require hearing protection for some work duties. The employee is exposed to vibrating movements of the extremities or whole body when operating heavy equipment and occasional other times. Work hazards include exposure to heavy equipment, wildland and structural smoke, chemicals, poisonous plants, insect bites, motor vehicles and woodland environments that could result in bodily injury if proper safety procedures are not followed.

**Type of Assigned Vehicle(s):** Type 4 Engine

**Equipment Used:** Clinometer, cruising stick, diameter tape, increment borer, 75’ loggers tape, tally meter, hand-held data recorders, stereoscope, paint gun, hand held compass, GPS, computer, ArcView, GIS, PowerPoint, MS Word, MS Excel, chainsaw, two-way radio, back cans, portable pumps, hoses and nozzles, fire shelter, fire suppression hand tools, drip torch, winch, fire weather kit, utility trailers, fire suppression engines, ATV and snowmobiles.

**Telework Evaluation:** Unavailable due to field requirements.
Service Excellence for Customers & Partners

- Make excellent customer/partner service a top priority and actively seek to improve it.
- Work to identify and understand the needs of others and strive to create the most value for them, focusing on their satisfaction.
- Responsive to changes in customer/partner goals, deliver on promises, follow-up appropriately thus service delivery is marked by fairness, integrity, high ethical standards and the utmost respect for others in order to generate trust as an outcome.
- Actively seeks to achieve results that best strike the balance with the Division's service role and regulatory authority with the customer/partner goals.

Effective & Fair Decision Making

- Analyze situations fully and accurately to reach productive, and where appropriate, uniform decisions. Consult appropriate parties/stakeholders as necessary and identify the key concerns and/or issues that need to be addressed in order to make the best decision possible.
- Discern the pertinent facts and develop clearly based objective criteria.
- Make timely, well-reasoned decisions by integrating information and perspectives appropriately.
- Evaluate the immediate and longer-term consequences of decisions.
- Use sound professional judgment in their analyses and decisions.

Effective Communication

- Express ideas in a clear, concise, and effective manner, both orally and in writing.
- Ability to present, facilitate and instruct as part of staff meetings and partner activities.
- Use correct grammar and sentence structure in communications.
- Strong listening skills, particularly when different viewpoints are expressed.
- Openly share information, transparent and keep all concerned parties informed.

Interpersonal Relationships & Partnership Building

- Build and effectively utilize relationships and influence networks to achieve goals.
- Share knowledge and build trust with colleagues, managers and external partners.
- Tactful when dealing with sensitive issues and personalities.
- Exercise social intelligence: have a high level of self-awareness, are aware of impact on others.
- Work through complex situations effectively, diplomatically and with sensitivity without losing credibility or trust.
- Recognize sensitive information and exercise discretion.
- Approach professional conflicts in a constructive manner. Refrain from personal attacks and excessive emotions.
- Demonstrate sound judgment under pressure and retain focus on desired business outcomes in difficult conditions.
- Proactive in addressing problems.
- Exemplify the commitment to the DNR’s core value of respect- to work with people, to understand each other’s views and to carry out the public will; maintain integrity and treat everyone with fairness, compassion, and dignity.

Demonstrates Leadership

- Establish vision, set direction and initiate strategy by analyzing forces and trends that impact the program. Anticipates future needs, challenges and identifies potential options and constraints; critically evaluates information to promote the most effective position.
• Identify the implications of decisions and actions on people, other parts of the organization, external partners and customers. Understand the abstract and think in terms of whole systems and complex interrelationships. Synthesize large, disparate bodies of information.
• Mobilize staff to face and tackle tough challenges. Facilitate staff through the change process by helping them to navigate loss and work through discomfort so that they can adapt to emerging conditions and see the potential within broader organizational strategies and priorities.
• Establish formal and informal relationships with others to provide feedback, information, support and resources to help them develop new or higher levels of skill and ability.
• Empower others to reach higher levels of performance through trust, delegation, participation and coaching.
• Provide direction, support and encouragement amongst their team colleagues and partners.
• Hold up high standards of excellence towards the accomplishment of desired outcomes and objectives.
• Inspire confidence and respect which is motivating for others, builds positivity; keep the team cohesive and partners confidently engaged.