



The Klamath Tribes
501 Chiloquin Blvd/P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

OPEN: 01/23/24
CLOSE: Open
Until Filled

EXEMPT X
NON-EXEMPT

POSITION DESCRIPTION

POSITION: DEPUTY WILDLAND FIRE PROGRAM MANAGER

RESPONSIBLE TO: Wildland Fire Program Manager

SALARY: Step Range: 47-57; Annual/Full Benefits
Salary Range: \$107,347 - \$144,266
Hourly Range: \$51.61 - \$69.36
Hazard Pay: additional 25% of base pay when applicable

CLASSIFICATION: Management, Regular, Full-Time

LOCATION: The Klamath Tribes
Natural Resources Department
501 Chiloquin Blvd.
Chiloquin, OR 97624

BACKGROUND: N/A

POSITION OBJECTIVES

This position serves as a Deputy Wildland Fire Program Manager over a multi-layered organization. The incumbent serves as a senior technical expert in fire and aviation management, providing professional knowledge of resource and ecosystem management, and possesses extensive knowledge and experience in all levels of fire suppression, prescribed fire, and aviation management. The employee must remain abreast of the latest scientific, technological advances in the fire sciences and be ready to apply them to the latest issues, both within the Klamath Tribes and in interagency workgroups.

This position provides technical and administrative direction to fire management staff. The fire management program work directed is professional, administrative, technical, and complex

clerical. The functions, activities, and services provided support fire and natural resource management across a unit in line with bureau mission objectives.

Assignments involve a broad range of duties in fire management and aviation operations. Primary responsibility is to provide fire management guidance, program development and review, and coordination with Resource staff on resource management issues. The land area and the functional programs are characterized by a significant number of complex features, as typified by the following or comparable situations: a number of state, tribal, and regional level cooperative relationships and activities with other fire organizations; heavy dependence on prescribed fire to achieve ecosystem management objectives; fire impact affecting complex resource management issues. Major urban interface issues: program draws high public interest and political sensitivity; a large number of widely scattered but extensive areas of intermingled Tribal, Federal and non-Federal lands; extensive commercially valuable resources which provide significant support for a number of dependent communities and industries; extreme variables in terrain, elevation, climate, fuel types, ignition sources, and rate of spread which have a decided effect on plans, methods, procedures, and policies; a wide variety of fuels ranging from wheatgrass, rangeland grasses and other flash fuels to heavier types, such as brush and logging slash; extended periods with little or no precipitation, periodic heavy concentration of lightning and high velocity winds; a variety of fixed wing and rotary wing aircraft and a variety of differing applications.

MAJOR DUTIES AND RESPONSIBILITIES

1. Incumbent exercises delegated supervisory authorities and responsibilities. These authorities exceed those typical of work leaders and include assigning and reviewing work daily, weekly, or monthly; assuring that production and accuracy requirements are met.
2. Plans work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules for completion of work, and approves leave. Assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees. Coordinates within the unit to ensure timeliness, form, procedure, accuracy, quality and quantity standards are met. Engages or participates in hiring process for subordinate employees Evaluates work performance of subordinates, setting standards, monitoring, and final evaluating of subordinate performance. Effects minor disciplinary measures, such as verbal warnings, cautions, and reprimands. May certify time and attendance, and approve travel authorizations and vouchers.
3. Delegated authorities might include developing performance standards and/or evaluating work performance of employees; providing advice, counsel or instruction to employees on work and administrative matters; interviewing candidates for positions; hearing and

resolving complaints from employees; identifying developmental and training needs of employees; providing and/or arranging for needed development and training.

4. Responsible for the on-the-job safety and health of all employees supervised. Provides leadership, allocates resources, and implements activities to accomplish DOI's multicultural organization direction and Equal Opportunity requirements, goals, policies, and objectives. Ensures all communication - written, oral, visual, signed - is non-discriminatory and is sensitive to all employees and the public. Creates a work environment that respects, appreciates, and accepts the contributions and perspectives of all employees.
5. Assists with all phases of the fire management program and may be responsible for its planning, program direction, coordination and evaluation. Analyzes fire management plans and initiates changes within guidelines or makes recommendations to meet changing conditions within the limits of current or anticipated funding. Ensures that the fire management program is in compliance with environmental laws, regulations, and policies.
6. Provides leadership, coordination and direction in the application of standards, methods, and guidelines for all fire and aviation management program elements. Provides advice and guidance in the implementation of policies and standards received from higher authorities.
7. Ensures that the fire prevention program is effective and meets short-term objectives and long term goals. Develops and reviews fire prevention plans. Works with other agencies in the development and delivery of cooperative fire prevention programs and training.
8. Develops and implements a communication plan. Briefs decision makers. Coordinates plans of action with affected cooperators. Ensures information related to wildland fire, prescribed fire, and fire program components for internal and external audiences is accurate and timely.
9. Coordinates program activities with federal, state, tribal, and local government entities/agencies. Develops, implements and administers grants and agreements (e.g., Emergency Equipment Rental Agreements, mutual assistance, and Rural Fire Assistance).
10. Serves on various interagency committees, teams and work groups dealing with specific local, geographic or national fire management issues. Identifies research needs and applies new technology. Manages unit aviation programs or operations.

11. Assists with all phases of the budget formulation process to assure balance in the fire organization at varying levels of funding, and initiates changes as appropriate. Monitors the expenditure of funds to assure fiscal integrity.
12. Manages the environmental and workplace hazards of the wildland fire environment and provides leadership and direction to subordinates in the recognition and mitigation of these hazards following applicable laws, policies, and guidelines.
13. May be responsible for the on-the-job safety and health of all subordinate employees. Ensures that a comprehensive job hazard analysis is conducted and a risk management process is implemented. Responsibilities include identifying and correcting safety and health hazards, instructing employees on safety requirements, reviewing and reporting loss incidents, implementing corrective measures for violations of the Occupational Safety and Health Act standards, directing the periodic inspection of all workplaces, managing work/rest ratio and length of assignment guidelines, developing and executing a comprehensive physical fitness training program.
14. Ensures that all phases of fire and aviation management planning are completed. Planning involves interacting with all disciplines as well as officials from other federal, state, tribal, and local agencies and the public. Plans include short-range issues as well as long-range strategies.
15. Reviews preparedness actions and operating plans used in the management of wildland fires. Negotiates cooperative agreements and resolves difficult and controversial public relations problems. Develops alternative wildland fire strategies by taking into consideration values to be protected and selects the appropriate alternative.
16. Ensures that the cultural burning and fuels management program is consistent with Klamath Tribes values, ecosystem management principles and land use plans and is applied on a landscape basis. Establishes priorities for fire hazard reduction and fuels management based upon minimizing potential damage and maximizing multiple resource benefit and enhancement. Reviews and evaluates fuels management and fire use plans and prescriptions to achieve specific ecosystem and resource management objectives.
17. Identifies and evaluates the implications of the fuels management program on air quality standards, and provides operational guidance to mitigate potential impacts from smoke to sensitive areas.
18. Participates as a member of an interdisciplinary team in the development of land use plans.
19. Coordinates and initiates all fire management activities based on firefighter and public safety, cost effectiveness, and values to be protected consistent with resource objectives,

by using the full range of strategic and tactical options as described in an approved Fire Management Plan (FMP).

20. Initiates a decision support document for all wildland fires which is completed and retained for all fires that escape initial attack.
21. Coordinates operations with cooperating agencies on multi-jurisdictional wildland fires addressing risk to human safety and potential for damage to resources and improvements. May debrief with incident management team personnel and coordinate safe travel plans.
22. Monitors fire season severity predictions, fire behavior, and fire activity levels and takes appropriate actions to ensure safe, efficient and effective operations.
23. Responsible for aviation activities at the local level and may serve as the unit aviation officer or subject matter expert.
24. Organizes trains, equips, and directs a qualified workforce to meet local, geographic area, or national level fire program management needs.
25. May serve as a Contracting Officer's Representative (COR) and may be responsible for the preparation of contract specifications and performance measures.
26. May manage national wildland fire support resources (e.g., Interagency Hotshot Crews, aviation assets, or other types of specialized modules).
27. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

SUPERVISORY CONTROLS

The position is to function as a full assistant to the Wildland Fire Program Manager, providing management guidance and coordination to ensure the effectiveness of the fire and aviation management programs and to ensure these programs are integrated with all resource programs, objectives, and policies. May commit bureau resources and other resources through the provisions contained in cooperative agreements and other exigencies. The work performed affects fire and aviation programs, other bureau resource programs, other agency operations, operations of private companies, tribal affiliates, and individual resource users.

Work performed affects the adequacy of agency actions taken to protect human life, personal property and natural resources. Decisions may result in the expenditure of large sums of Tribal and federal funds and affect employee and public safety.

Under the direction of the Wildland Fire Program Manager this position serves as a first level supervisor to a large group of professional, administrative, and technical positions. Adjust staffing levels or work procedures within the organizational unit to accommodate resource allocation decisions made at higher echelons. Plans work to be accomplished by subordinates, set and adjust short-term priorities, and prepare schedules for completion of work. Supervision and oversight requires coordination and integration of a number of major work assignments and projects where the incumbent has been delegated full and final technical authority over the work.

The Deputy Wildland Fire Program Manager provides work assignments through broadly defined statements, goals, and objectives. The incumbent has marked freedom from control and independently determines programs and actions within dollar allocations and cost targets, and resource objectives. The supervisor is kept informed of significant developments. Completed work is reviewed primarily for effectiveness in meeting program objectives and for conformance to Bureau policies.

Guidelines are found in Klamath Tribes specific manuals, handbooks, directives and policy statements. Many of the issues encountered are unusual, subject to controversy on occasion as to the approach to be taken. A high degree of originality and creativity may be necessary when specific procedures and practices are developed. These may be precedent setting or novel in fire management and may influence state, tribal, regional and national bureau/agency standards or methodology.

KNOWLEDGE, SKILLS, ABILITIES

Mastery of professional knowledge of natural resource/rangeland management and ecology as they relate to fire and the interrelationships of fire and fire effects upon plant species and communities.

Thorough knowledge and understanding of wildland fire behavior, fire protection concepts and organizations, fire planning, fire suppression and aviation equipment for all levels of fire complexities gained through a combination of training and practical experience.

Knowledge and understanding of the use of prescribed fires to achieve ecosystem management objectives.

General knowledge and familiarity with principles and practices of ecosystem management.

Knowledge of laws, Department and Bureau manuals and directive systems, policies, regulations, program planning, budgeting systems, and administrative requirements and procedures applicable to fire, aviation and ecosystem management.

Knowledge, skills, and abilities in the areas of facilitation, problem solving, team building, leadership, motivation, innovation, coaching, and counseling.

Working knowledge of Coordination Center Operations. Working knowledge of fire aviation management principles.

PHYSICAL DEMANDS

The work is normally sedentary but often requires long hours of varied shifts during fire emergencies. Occasional field assignments may include long periods of standing or walking over rough terrain.

WORK ENVIRONMENT

Most work is performed in an office setting. Field assignments include work at fire locations with exposure to smoke and inclement weather. Work may require frequent flying in small fixed wing and rotary wing aircraft.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a minimum of a High School Diploma or Equivalent. (*Must submit copy of diploma or transcripts with application; HSD/GED only required when applicant doesn't have a college degree.*)
- **REQUIRED** to have prior wildland firefighting experience and training on the fireline is a mandatory requirement to carry out the duties and responsibilities of this position.
- **REQUIRED** to have experience managing a local unit wildland fire program, including supervision, budgeting, preparedness planning, and hazard mitigation.
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.

- **REQUIRED** to physically able to perform strenuous activities; above average physical performance, endurance and superior conditioning; must pass the work capacity test for arduous positions.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. *(Must submit copy of driver license with application.)*
- **REQUIRED** to submit to pre-employment and random alcohol/drug test (including marijuana) and adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.
- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

Preferred Qualifications:

- RXB2
- DIVS
- ICT3

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. *(Must submit tribal documentation with application to qualify for Indian Preference).*

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit The Klamath Tribes ***Application for Employment*** with all requirements and supporting documentation to:

The Klamath Tribes

**ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

EMPLOYEE ACKNOWLEDGEMENT:	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
Employee (printed name)	Employee (signature)