

Competency Descriptors for Prevention Specialists

Prevention Specialist Position Descriptor

One who applies fire prevention processes, practices, and techniques in reducing the risk of wildfire. The employee should have prior fire suppression training and experience.

I. Program Management

Description

This competency identifies the Knowledge, Skills and Abilities required to develop and manage a prevention program.

Outline

1. Develop, implement and evaluate program goals and objectives in support of mission accomplishment.
2. Develop, implement and evaluate fiscal activities.
3. Supervision and development of employees.
4. Agency and interagency relations development and maintenance.
5. Program monitoring and evaluation.
6. Identifying research needs and applying new technologies.

Knowledge, Skills and Abilities

Professional knowledge of natural resource management concepts, principles, and practices applicable to the full range of duties associated with fire management.

Expert knowledge of the ecological response to the presence or absence of fire.

Expert knowledge of wildfire protection and fire use techniques, methods and procedures.

Knowledge of fire suppression/prescribed fire tools and equipment.

Knowledge of agency and interagency fire business management practices and procedures.

Ability to predict and interpret ecological, social and political responses to fire or its absence, and apply sound fire management principles and practices.

Comprehensive knowledge of agency financial regulations, policy and guidelines.

Extensive knowledge of agency financial management system, contracting, procurement, and payroll.

Ability to develop, implement and monitor fire management budget.

Comprehensive knowledge of the policies and process of personnel management.

Extensive knowledge of the systems, methods and techniques of personnel motivation, development, organization, supervision, and evaluation of staff, to emphasize accountability.

Working knowledge of process and sources of training, agency/interagency qualifications and certification standards and procedures.

Ability to apply sound personnel management skills, to include supervision, coaching, training, motivation and evaluation.

Knowledge of cooperating agencies' mission, organization and operating procedures.

Knowledge and understanding of related fields, such as: forestry, range, recreation, wildlife, soil, air, water.

Ability to interact as a fully functional member of internal/external teams.

Knowledge of development of cooperative agreements, Memoranda of Understanding and Memoranda of Agreement.

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Knowledge of national cooperative programs such as Cooperative Forest Fire Protection and Federal Excess Property Procurement.

Knowledge of organization and function of cooperating interagency fire organizations, such as National Wildfire Coordinating Group, National Interagency Coordination Center, Geographic Area Coordinating Group, state and local groups.

Knowledge and understanding of relationships between environmental, social, economic, political and resource management requirements.

Comprehensive knowledge of program monitoring and evaluation process and procedures.

Working knowledge of reporting requirements and procedures.

Ability to monitor and evaluate Fire Management Program elements and determine their effectiveness in meeting management

goals and objectives.

Ability to apply corrective actions to increase efficiencies and effectiveness.

Working knowledge of research process (issue identification, prospectus, funding, oversight, etc.).

Knowledge of existing fire research information databases (Fire Effects Information System, Internet, Fire Base, WestForNet, etc.).

Knowledge of fire suppression/prescribed fire computer program, including Geographic Information Systems and Global Positioning Systems, etc.

Ability to identify and define fire related management issues.

Determine if the knowledge is available to resolve the issue. If not, develop research recommendations.

Ability to apply new and existing technology in fire management activities.

Ability to effectively interact with the public and media.

II. Fire Prevention

Description

This competency requires a thorough background and understanding of wildfire occurrence, cause, risk/hazard assessment and development and implementation of mitigation measures in the protection of the wildland environment.

Outline

1. Fire Cause Analysis
2. Fire Cause Determination
3. Development of mitigation measures to reduce risk.
4. Implementation of proposed actions.
5. Monitoring, evaluation and appropriate actions.

Knowledge, Skills and Abilities

Working knowledge and ability to monitor and evaluate the success of the wildfire prevention program and to make identified changes in implementation of the plan.

Knowledge of media contacts and procedures to ensure broadcast of fire danger and related prevention messages reach the public.

Ability to implement mitigation measures to reduce risks identified in an approved fire prevention plan, such as law enforcement, patrol, etc.

Ability to develop mitigation measures designed to reduce hazards and risks described in the fire cause analysis.

Working knowledge of statistical analysis processes and procedures sufficient to analyze causal factors from historical occurrence records.

Working knowledge of fire cause determination techniques, practices and procedures.

Working knowledge of law enforcement practices and procedures appropriate to the unit.

Ability to conduct an analysis of historical fire records and determine specific areas where mitigation measures can be developed and implemented.

Ability to recognize and correct unsafe practices and conditions.

III. Fire Use and Fuels

Description

This competency identifies the Knowledge, Skills and Abilities necessary to recognize the hazards resulting from fuels, and to recommend alternative fire prevention measures.

Outline

1. Fuel Modification

Knowledge, Skills and Abilities

Knowledge of the methods and techniques of prescribed fire and fuels management.

IV. Planning

Description

This competency identifies the Knowledge, Skills and Abilities required to develop fire prevention plans, and to incorporate principles of prevention into other land management plans.

Outline

1. Environmental laws, regulations and policies
2. Agency enabling laws, regulations, policies
3. Agency mission
4. Agency interdisciplinary planning process
5. Individual plan components

Knowledge, Skills and Abilities

Knowledge of environmental laws, regulations, and policies including the National Environmental Policy Act.

Knowledge of agency specific policies sufficient to participate in the development of land use plans and operational plans.

Knowledge and ability to lead or participate in the interdisciplinary/interagency planning process.

Knowledge of components of required plans under area of responsibility.

Ability to develop and implement operational plans, which may include the following:

1. Prevention Plans
2. Safety Plans
3. Training Plans

Ability to recognize changing conditions, develop alternative strategies and take appropriate action.

V. Operations

Description

This competency identifies the Knowledge, Skills and Abilities necessary to recognize fire protection hazards, and to develop appropriate prevention measures.

Outline

- A. Presuppression
 1. Detection

- 2. Preparedness
- 3. Fire Danger/Behavior Prediction
- B. Suppression
 - 1. Reporting
- C. Prevention
 - 1. Implement identified mitigation activities

Knowledge, Skills and Abilities

Working knowledge in fire suppression strategy, equipment and tools.

Knowledge of fire suppression/prescribed fire computer programs, including Geographic Information Systems and Global Positioning Systems, etc.

Knowledge of fire prevention computer programs.

Knowledge of fire suppression/prescribed fire equipment and tools.

Ability to perform duties under stressful and adverse operating conditions, such as long hours, heavy workloads, emergency situations, adverse working and environmental conditions.

Knowledge of fire weather, fire danger and fire behavior prediction systems.

Knowledge of Incident Command System component of the National Interagency Incident Management System.

Ability to effectively interact with the public and media.

Knowledge of cooperating agencies' mission, organization and operating procedures.

Working knowledge of reporting requirements and procedures.

Ability to apply new and existing technology in fire prevention activities.

VI. Safety

Description

This competency requires a thorough knowledge of the environmental

and workplace hazards of the wildland fire environment. It focuses on the Prevention ability to provide leadership and direction to subordinates in the recognition and mitigation of these hazards using all applicable laws, policies and guidelines. Instilling a passion for safety, zero tolerance for unsafe acts, and personal accountability is paramount.

Outline

- A. Law, Policy, Guidelines
 - 1. Occupational Safety and Health Act
 - 2. Applicable State Safety Regulations
 - 3. Department and Agency Policy and Guidelines
 - 4. NWCG Guidelines

- B. Education
 - 1. Training
 - 2. Certification

- C. Hazard and Risk Analysis
 - 1. Wildland Fire Environment
 - a. Fuels
 - b. Weather
 - c. Topography

 - 2. Associated Hazards
 - a. Aviation
 - b. Mechanized Equipment
 - c. Hazardous Materials
 - d. Other

- D. Hazard and Risk Mitigation
 - 1. Wildland Fire Management
 - 2. Associated Hazards

Knowledge, Skills and Abilities

Knowledge of the laws, policy and guidelines pertaining to safety such as the Code of Federal Regulations, National and Agency policy and guidelines, 10 Standard Fire Orders, 18 Watchout Situations, and other related fire safety guidelines.

Skill and ability in imparting a professional passion for safety.

Knowledge and skills in recognition and mitigation of a variety of miscellaneous hazards encountered within the wildland fire environment.

Ability to recognize and correct unsafe practices and conditions.

Knowledge of standard first aid procedures.

Knowledge of fire safety policies and procedures.