

**CLASS TITLE: FOREST FIRE PROGRAM MANAGER (DEM)**

**Class Code: 02746700**

**Pay Grade: 27A**

**EO Code: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within the Division of Forest Environment, to assist a superior in planning, coordinating, and implementing a program of forest fire prevention and control; to reinforce State and Federal forest fire laws, rules and regulations to daily work and emergency responses; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior within the Division of Forest Environment with considerable latitude for the exercise of administrative and technical judgment; work is reviewed through conferences and submitted reports for compliance with grant administration, and conformance to rules, policies and regulations.

**SUPERVISION EXERCISED:** Plans, assigns, supervises and reviews the work of professional, sub-professional, labor and clerical staff and other subordinates and vendors engaged in aspects of forest fire program management, emergency response and protection of forest resources of the State.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

Within the Division of Forest Environment, to assist a superior in planning, coordinating and implementing a program of forest fire prevention and control.

To reinforce State and Federal forest fire laws, rules and regulations to daily work and emergency responses.

To administer the State Fire Assistance and Volunteer Fire Assistance Programs including development of grant narratives and all reporting compliance to USDA Forest Service.

To perform administrative and advanced technical work for a program for prevention, presuppression and suppression involving training, planning and execution of fire control plans, and planning and executing prescribed fire hazard mitigation actions and other actions.

To administer Federal Excess Property Program and Fire Fighter Property Program as authorized under Federal Fire Assistance Programs.

To make recommendations concerning equipment, methods and operating policies to a supervisor.

To develop and implement an active and effective forest fire prevention program including, but not limited to, presentation at schools, service organizations and other interested groups.

To supervise and review the work of subordinates in the coordination and implementation of training, prevention, pre-suppression, suppression, prescribed fire, inventory management, equipment readiness, fire property programs and local grants.

To serve in a public relations capacity for fire prevention programs.

To coordinate the Division's Northeastern Forest Fire Protection Compact activities and facilitate involvement and training of Division and other agency staff.

To work with State and Local officials, Local fire departments, other DEM Divisions and State agencies in coordinating training for fire suppression and prescribed fires.

To assist State Land Managers in the design and implementation of state forest management operations in order to minimize forest fire hazard conditions.

To assist a superior in the preparation of budget for forest fire programs.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGE, SKILLS, AND CAPACITIES:** A thorough knowledge of the methods and principals of forest fire science, principals and factors involved in combustion, particularly in relation to forest fires, including weather, fuel types, fuel density and heat transfer; a thorough knowledge of principles, methods and equipment used in fire prevention and control in Rhode Island; a thorough knowledge of Rhode Island Forest and Forest Fire laws and regulations; skill in the development and presentation of forest fire training programs; the ability to complete written reports on a variety of topics; a working knowledge of federal and state programs pertaining to forest fire control, use and preparedness; the ability to apply such knowledge in planning, directing and administering state-wide wildland fire programs; the ability to develop and implement divisional policies and rules and regulations; the ability to train, supervise and review the work of subordinates; the ability to develop and maintain good working relationships with co-workers, superiors, officials and the public; the ability to foster positive public relations and productive working partnerships; the ability to utilize organizational and interpersonal skills to facilitate effective problem solving throughout and outside the organization; the ability to communicate effectively both orally and in writing; the ability to make decisions under emergency conditions; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: Graduation with a Bachelor's degree from a college of recognized standing with successful completion of courses in forestry, forest fire science or other related natural resource management studies; and supplemental successful completion of extensive training courses in wildland fire management such as those available through the National Wildfire Coordinating Group and the Northeast Forest Fire Protection Compact (e.g. Complex Incident Management Course, Advanced Incident Command System, Fire Behavior, Fire line Leadership, Wildland Fire Investigation, Leadership and Organizational Development, Suppression Tactics, Instructor Training, etc.); and,

**Experience:** Such as may have been gained through: extensive field experience in forest fire management and suppression including the maintenance of fire suppression equipment; employment in a responsible position supervising and coordinating a program in natural resource management and forest fire control.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience

**SPECIAL REQUIREMENTS:** At the time of appointment (or as specified) and continually thereafter:

1. Must be physically qualified to perform assigned duties as evidenced by a physician's certificate.
2. Within six (6) months of appointment, must possess and maintain a valid motor vehicle operator's license and a Commercial Driver's License (CDL) Class B with tanker endorsement issued by the Rhode Island Registry of Motor Vehicles. Must participate in the Department's drug/alcohol testing program and comply with all of its provisions.

Class Created: September 3, 2017

Class Revised: April 1, 2018