

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**FOREST FIRE OFFICER SUPERVISOR**

**JOB DESCRIPTION**

Employees in this job function as supervisors coordinating and directing the work of Forest Fire Officers. Work is performed under general supervision of the area forest manager and requires knowledge of supervisory techniques. The employee is required to develop short-range and long-range fire management plans for an area within a forest management district, plan and carry out work assignments, and lay out and direct the work of lower-level personnel to ensure compliance with established guidelines, methods, techniques, and policies.

There is one classification in this job.

**Position Code Title – Forest Fire Officer Supervisor-1**

**Forest Fire Officer Supervisor 11**

The employee functions as a first-line supervisor of Forest Fire Officers and functions as an assistant to the area manager.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Responsible for resource protection and supervises protection and recreation.

## **FOREST FIRE OFFICER SUPERVISOR**

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Plans, directs, and participates in the forest fire prevention and suppression program in an area within a Forest Management District.

Plans, administers, directs, and inspects all Forest Management contractual snowmobile programs for the assigned area.

Inspects all stations, equipment, uniforms, and recreation areas to assure that all standards are being met; take corrective action as required.

Works closely with the area forest manager in establishing work plans and establishing priorities in the forest area.

Directs and participates in fire control efforts as an incident commander, line boss, or other line function as required; must be knowledgeable of all types of fire, fuels, and organizational structures, including other agencies.

Directs and maintains the standards required in the development of fire management plans for field stations in his/her area of responsibility.

Maintains close working relationships with other governmental agencies; i.e., federal, state, county, and local.

Coordinates fire law enforcement and fire investigation in the area, and appraises damage caused by fires and prepares reports.

Maintains an effective fire detection and radio communication system in the area.

Investigates special fire problem; e.g. railroad fire problems, slash disposal problems, rights-of-way burning, and assures that required laws and regulations are maintained.

Follows up and directs the investigation, enforcement, and prosecution of serious fire problems occurring within the area.

Provides expertise in prescribed burning; develops Prescribed Burn Unit Plan, and Prescribed Burn Unit Report; analyzes burn success and documents all conditions.

Provides expertise and directs investigations of suspected arson in wildfires; works closely with other law enforcement agencies, including Fire Marshal's Office.

Design, build, and maintain roads, and bridges on the forest area.

Makes recommendations for equipment modifications or new equipment.

Performs related work as assigned.

**JOB QUALIFICATIONS**

**Knowledge, Skills, and Abilities**

Considerable knowledge of forest fire control including prevention, detection, and suppression.

Considerable knowledge of workers, operations, and equipment necessary for fighting forest fires.

Considerable knowledge of the National Fire Danger Rating System, fuels, fire behavior, and how they are affected by changes in fire weather.

Considerable knowledge of fire management planning and its application.

Considerable knowledge of fire organizations from initial attack up through short team, large fire organization and Incident Command System.

Considerable knowledge of fire cause investigation, fire law enforcement, evidence preservation, interviewing techniques, and court presentation.

Considerable knowledge of Forest Recreation and Trails Programs.

Considerable knowledge of department and division policies, rules, and regulations.

Considerable knowledge of conservation laws.

Some knowledge of training.

Some knowledge of supervision and employee relations.

Some knowledge of employee policies and procedures.

Some knowledge of equal employment opportunity policies and procedures.

Some knowledge of training and supervisory techniques.

Some knowledge of public relations techniques.

Considerable knowledge of land management operations, policies, and procedures.

Ability to train, direct, and evaluate employees.

Ability to train and direct personnel in fire suppression and fire fighting techniques.

Ability to enlist the support and cooperation of lower-level employees, private citizens, and organizations in the area.

Ability to direct a forest recreation program within the area.

Ability to maintain and prepare reports and records.

Ability to speak effectively before groups.

Ability to communicate effectively, both verbally and in writing.

**Working Conditions**

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Some jobs require an employee to be exposed to hazardous work environments.

The work, on a periodic basis, requires strenuous physical exertion for extended periods.

The majority of the work is performed outdoors.

**Physical Requirements**

Some job duties require an employee to climb ladders.

**Education**

Educational level typically acquired through completion of high school.

**Experience**

**Forest Fire Supervisor 11**

Four years of experience equivalent to a Forest Fire Officer, including one year equivalent to a Forest Fire Officer E9 and completion of division in-service training.

**Special Requirements, Licenses, and Certifications**

Some positions within this classification may be assigned to job duties that require the incumbent to possess the Commercial Driver's License (CDL), issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated vehicle with an A or B designation, and an N endorsement with air brake certification.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**

FORFIRSPV

**Job Code Description**

Forest Fire Officer Supervisor

**Position Title**

Forest Fire Officer Supervisor-1

**Position Code**

FORFSPV1

**Pay Schedule**

NERE-055

ECP Group 3  
Revised 2/9/07  
TeamLeaders