



Job Announcement

Wildland Fire Dispatcher

(Seasonal)

Douglas Forest Protective Association
1758 NE Airport Road
Roseburg, OR 97470
541-672-6507

PURPOSE OF POSITION: The purpose of this position is to initiate and support fire suppression efforts by providing for the rapid, appropriate response of firefighting resources, tracking, monitoring, and recording sequences of events, and completing associated paperwork. Position works in the DFPA dispatch center, providing above services for all DFPA protected private, county, state and BLM lands within the district.

Inefficiency in this position could result in: longer response times/inappropriate responses affecting the agencies abilities to effectively gain control of wildland fires and/or other emergency incidents, poor coordination between cooperating agencies and the inability to meet paperwork/fire report deadlines. Lack of communication skills, when dealing with the public, news media, and cooperating agencies can have a negative effect on how these entities view the DFPA as a whole.

ORGANIZATION: Founded in 1912, DFPA is a non-profit corporation located in Roseburg, Oregon. DFPA has wildland fire protection responsibilities on 1.6 million acres of membership lands, private, State, County, Bureau of Land Management (BLM) and Bureau of Indian Affairs (BIA) lands within Douglas County. DFPA is a very active and aggressive wildland forest protective association that has a staff of 17 fulltime and 100 seasonal personnel. DFPA is integrated with the Oregon Department of Forestry (ODF) by contract and by ORS Chapters 477 and 526.

Description of Duties:

Prevention: Provide information regarding, Regulated Use Closures to the public, landowners and media. Track the notice of violations through established databases. Maintain statistical data to provide trends in established computer programs for administrative decisions and reporting.

Pre-Suppression: Maintain an on-going and shifting resource status utilizing a visual and/or electronic charts. Assist in training of emergency hires, support staff. Receive and data entry into supplied Incident Qualifications System (IQS) for administration decisions and reporting. Gather, post and distribute daily intelligence to local field level, district wide agency personnel, manager staff, cooperators and landowners. Weather Briefings and Red Flag Watches and Warnings. Haines Index. Industrial Fire Protection Levels (IFPL). Weather observations. Quality control the National Fire Data Rating System (NFDRS). Fire Reports, Updates and Incident Status Reports. Daily Status Report. Lightning Tracker Map and Lightning Activity Level. Daily Safety Briefing.

Suppression (Fire Dispatch): Receives and logs Reports of Fire and Fire Restriction Violations. Determines appropriate response based upon established pre-planned procedures. Dispatches and tracks appropriate resources to the incident utilizing department radio network which may involve multiple radio frequencies and radio repeater systems. Tracks resources throughout mobilization and demobilization using Interagency Resource Ordering Capability (IROC) or local established process. Reads maps to determine legal locations, latitude and longitude and addresses to plot incidents. Tracks all stages of a fire until they are advised that the fire is out. Performs basic detection camera duties, information logging, and surveillance. Plots reports from aircraft using Bearing and Distance from Victor Omni Radar (VOR). Track aircraft per established agency protocol using a radio or Automatic Flight Following device. Uses agency computer GIS programs for geographical site-specific data explanation.

Resources: Receives resource requests via radio, phone, fax, written, verbal or computer (Overhead, Crews, Engines/Tenders, Dozers, Rotary Wing/Fixed Wing Aircraft and Supplies). Dispatches resources based upon prescribed which is determined by cost effectiveness, distance and location of the resource. Uses IROC to order, obtain and fill local, regional, and national resource requests for multi-agency incidents. Track and post availability daily of resources using phones, fax, email and internet. Make travel and accommodation arrangements for staff employees for in-state and out-of-state travel (renting vehicles, making hotel arrangement, commercial flight arrangements).

Administration: Process fire reports, check for accuracy, data entry into FIRES program, distribute to appropriate personnel, create and distribute to multi-agency personnel. Gather and enter data on cost reports form and investigation reports to be incorporated with the final fire report package. Draft correspondence, memos, letters and email to communicate with staff, and cooperators. Files a variety of hard copies and electronic copies of internal/external documents, reports, emails, etc. Updates and edits documents such as resources lists, phone lists, mobilization plans, internal dispatch guides and lists. Documents all fire dispatch logs (phone, radio, and resource order documentation logs). Answer multi-line telephones and direct incoming calls. Utilize administrative tools (i.e., fax machine, copy machine, printer, various types of radios, and personal computers). Provide back-up to the receptionist.

Working Conditions:

Office Environment generally seated at a desk for a long period of time. May be required to work irregular, extended shifts, overtime, holidays and graveyard hours.

Because the districts highest priority work is a forest fire emergency, this position may be utilized during those emergencies to provide assistance in a variety of ways. That assistance may be directly aiding the emergency effort in the field or at other ODF districts/Associations. It also may be in providing backup to fill in for another position that is being used in direct aid to the emergency, or it may be in performing an essential function in some capacity either within this district or elsewhere at ODF districts or Associations.

Position Related Decision Making:

Key decisions are made in appropriate response to emergencies. Poor decisions could directly and adversely affect aerial and ground firefighter safety, and control of DFPA, and ODF incidents and present a poor public image of DFPA and ODF fire management programs and practices.

BACKGROUND / PRE-EMPLOYMENT CHECK:

DFPA is committed to providing a safe and productive working environment. To achieve that goal, we conduct background investigations for final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history. The successful candidate will be required to pass a drug screen prior to employment.

APPLICATION:

Applications are available online at <https://www.dfpa.net/employment> . Applicants may attach any of the items listed below individually as a Word Document (.doc), PDF (.pdf), or Rich Text Format (.rtf)

1. Cover letter with a Statement of Qualifications
2. Resume
3. Transcripts (for each degree earned that is listed under qualifications) and/or a Master Wildland Training Record
4. References (contact information for professional references including at least one supervisor)

Email completed application to Jonna Blomberg, DFPA Dispatch
jonna.blomberg@odf.oregon.gov

Specific questions regarding this position should be referred to Randy Leming, Dispatch/Shop/Detection Forester, at the Roseburg Office (541) 672-6507.

IMPORTANT APPLICATION INFORMATION: Please note that incomplete applications will not be considered. Please remove social security numbers and birthdates from all application materials.

All applicants will be screened based upon desirable qualifications and relevant experience. Only the most qualified applicants will be scheduled for interviews. All applicants will be placed in a talent bank for future consideration.

AN EQUAL OPPORTUNITY EMPLOYER

The Douglas Forest Protective Association does not discriminate on the basis of race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy. DFPA is an equal opportunity/equal access employer fully committed to achieving a diverse workforce and complies with all federal and Oregon state laws and regulations regarding non-discrimination.