

## MINIMUM QUALIFICATION STANDARDS

---

### INTERAGENCY HOTSHOT CREW SUPERINTENDENT

#### OPM Standard Requirements - GS-455/462 Technician Series

One year of specialized experience equivalent to the next lower grade level. Graduate education may be substituted for specialized experience only when it is directly related to the work of the position. Further information can be obtained from OPM's Qualification Standards Operating Manual, specifically, OPM's Group Coverage Qualification Standard for Technical and Medical Support Positions and the Individual occupational requirements for either the 455 or 462 series. OPM's Qualification Standards Operating Manual is posted at <http://www.opm.gov/qualifications/>

**Common grade level: GS-9** *(Note: Actual grade level will depend on the duties and responsibilities of the position.)*

**Specialized Experience -** Applicants must have a minimum of one year of creditable specialized wildland fire management experience equivalent to the next lower grade level.

Specialized experience is that experience which has provided the applicant with the particular knowledge, skills, and abilities necessary to successfully function in the wildland fire management position applied for. Possession of the particular knowledge, skills, and abilities can be evidenced by:

Assistant Interagency Hotshot Crew (IHC) Superintendent

#### NWCG Incident Management Qualifications - Currency Required

<b>Primary Core Requirements</b>
TFLD and ICT4 and FIRB

**Additional required training as presented in the following courses, or agency equivalent:**

- None

### **Selective Factor Justifications**

- TFLD, ICT4, and FIRB are the minimum qualifications required in the National Interagency Hotshot Crew Operations Guide (NIHCOG).
- The combination of these qualifications provides the incumbent with the knowledge, skills and abilities to adequately provide the technical leadership for a Type 1 hand crew (20 person) on wildland incidents.
- Without these qualifications, the incumbent would not have the knowledge of wildland fire suppression tactics and procedures, fuel types and fire behavior, fire management objectives and policies, and fire fighting strategies and tactics pertinent to initial attack and large fire suppression actions.

### **Employee Development Training**

Employee should receive the following developmental training, (or agency equivalent) to fully achieve competencies:

- M-581 “Fire Program Management”
- 40-Hour Supervisory Training
- Leadership and organizational skills training
- Meet “National IHC Operations Guide” standards



## COMPETENCY DESCRIPTORS FOR INTERAGENCY HOTSHOT SUPERINTENDENT

---

The incumbent serves as Superintendent of an organized 20-person Interagency Hotshot Crew. The primary responsibility of the incumbent is the leadership of an effective fire suppression resource.

### EXPERTISE LEVELS DEFINITIONS

#### WORKING – W

**Definition:** The minimum level of experience and/or training that it takes to produce work of acceptable quality.

#### JOURNEY – J

**Definition:** Has sufficient experience to be considered a seasoned employee. Is skilled in performing the more difficult tasks related to the function. Has received advanced training in the function.

#### EXPERT – E

**Definition:** Reflects the quality of experience and/or training needed to perform the most challenging aspects of the position.

"Program Complexity Levels" refers to those determined from the complexity analysis process. Some positions do not vary in the expertise levels of competencies, regardless of the complexity of the program to which they are assigned. Others have only a minimum level of competency expertise defined, recognizing that there is too wide a variety of programs within and between agencies to define all situations. The remainder have either two or three levels of competency expertise, based on their unit's program complexity.

### Example of Expertise and Complexity Levels

<u>Competencies</u>	Low	Moderate	High
Knowledge of processes and sources of training.	W	J	J

In this example, a “W” Working level of expertise is required in a Low complexity fire program; a “J” Journey level of expertise is required in both Moderate and High complexity fire programs.

### I. Program Management

#### Description

This element identifies the knowledge, skills and abilities required to develop and manage a 20-person National Interagency Hotshot Crew.

Outline

- A. Serve as superintendent of an organized 20-person hotshot crew on wildland fires, prescribed fires, and resource management projects.

<b><u>Competencies</u></b>	<b>Expertise Level</b>
Knowledge of budget, fleet, and equipment management principles.	<b>J</b>
Knowledge of supervision, and personnel practices and regulations in order to carry out supervisory responsibilities.	<b>J</b>
Knowledge of agency and interagency fire business management practices and procedures.	<b>J</b>
Knowledge of reporting requirements and procedures.	<b>J</b>

- B. Determine preparedness and operational needs annually and facilitate procurement.

<b><u>Competencies</u></b>	<b>Expertise Level</b>
Knowledge of agency specific policies sufficient to participate in the development of operational plans.	<b>W</b>
Knowledge of components of required plans under area of responsibility.	<b>J</b>
Ability to participate in the interdisciplinary planning process.	<b>W</b>
Ability to write operational plans.	<b>W</b>

## II. Operations

### Description

This element identifies the knowledge, skills, and abilities required to implement and evaluate wildland fire and prescribed fire operations.

### Outline

- A. Make on-site evaluations of conditions, make tactical decisions, and determine appropriate responses to wildland fire emergencies.

<b><u>Competencies</u></b>	<b>Expertise Level</b>
Knowledge of wildland fire suppression tactics and procedures, fuel types and fire behavior, fire management objectives and policies, and firefighting strategies and tactics pertinent to initial attack, large fire suppression actions.	<b>J</b>
Knowledge of wildland/urban interface tactics and hazards.	<b>J</b>
Knowledge of incident business management regulations and procedures and incident command system organization.	<b>J</b>
Knowledge of land use and resource management practices and policies.	<b>W</b>
Knowledge of incident support organization, principles and practices, sufficient to support the management of incidents and other activities.	<b>J</b>
Knowledge of required reports.	<b>J</b>
Ability to operate communication hardware, such as multi-channel two-way radios with numerous programmable frequencies and computers for accessing fire weather and fire modeling programs, and Global Positioning System units.	<b>J</b>
Ability to recognize changing environmental or situational conditions, and develop alternative courses of action.	<b>E</b>
Ability to provide timely documentation of activities.	<b>W</b>

- B. Apply management objectives and policies, when working with other agency personnel in the development of appropriate management response.

<b><u>Competencies</u></b>	<b>Expertise Level</b>
Knowledge of other agency management objectives and policies and the full range of appropriate management responses.	<b>W</b>
Knowledge of other agencies policies and procedures while cooperating with other agencies on wildland fires and other wildland urban interface situations.	<b>W</b>

- C. Perform fire related assignments and project work at the unit, such as monitoring, fuel inventories, pre-attack planning, brush disposal, backlog fuels disposal and preparation, and prescribed fire.

<b><u>Competencies</u></b>	<b>Expertise Level</b>
Knowledge of fuels management practices and policies sufficient to independently gather, analyze, and interpret data for the development of fuels treatment and burn plans; and to execute prescribed burn projects.	<b>W</b>
Knowledge of the methods and techniques of prescribed fire and fuels management.	<b>J</b>
Ability to implement approved fuels modification and prescribed fire plans.	<b>J</b>

- D. Develop and implement training programs (mandatory, formal and informal) to comply with policies and regulations.

<b><u>Competencies</u></b>	<b>Expertise Level</b>
Knowledge of process and sources of training, agency/interagency qualifications and certification standards and procedures.	<b>J</b>
Ability to develop and implement training plans.	<b>J</b>

- E. Develop and implement a comprehensive physical training program to enhance the ability of crew members to perform the required arduous firefighting duties.

<u>Competencies</u>	<b>Expertise Level</b>
Ability to apply sound personnel management skills, to include supervision, coaching, training, motivation and evaluation.	<b>J</b>

- F. Plan and assign work to be accomplished by subordinates, set and adjust short term priorities, prepare schedules for completion of work, develop performance standards and evaluate work performance of subordinates.

<u>Competencies</u>	<b>Expertise Level</b>
Knowledge of supervisory methods, personnel practices and procedures to carry out responsibilities and to plan/integrate work schedules to meet unit needs.	<b>J</b>
Ability to manage a fire crew.	<b>E</b>

### III. Safety and Welfare

#### Description

This competency element identifies the knowledge, skills and abilities required to manage the environmental and workplace hazards of the wildland fire environment and to provide leadership and direction to subordinates in the recognition and mitigation of these hazards using all applicable laws, policies and guidelines. Personal accountability and zero tolerance for unsafe acts are paramount.

#### Outline

- A. Provide oversight related to safety laws, policies, and guidelines to include:
  - 1. Occupational Safety and Health Act

2. Applicable state safety regulations
3. Department and agency policies and guidelines
4. NWCG guidelines

<u>Competencies</u>	<b>Expertise Level</b>
Knowledge of the laws, policies and guidelines pertaining to safety such as the Code of Federal Regulations, national and agency policies and guidelines, Standard Firefighting Orders, Watch Out Situations, and other related fire safety guidelines.	<b>J</b>
Knowledge of accepted safety practices and procedures in suppressing fires and various other incidents to prevent injury, property damage or loss of life.	<b>J</b>

- B. Conduct safety related education programs focusing on:
1. Training
  2. Certification

<u>Competencies</u>	<b>Expertise Level</b>
Knowledge of instructional techniques and training development standards in order to develop and implement a crew training program that meets the National Hotshot Crew Operations Guide requirements for training.	<b>J</b>
Knowledge of basic first aid procedures.	<b>J</b>
Ability to impart a professional work ethic for safety through the effective use of educational and certification processes.	<b>J</b>

- C. Prepare or oversee preparation of hazard and risk analyses for:
1. Wildland fire environment hazards
    - a. Fuels
    - b. Weather
    - c. Topography
  2. Associated hazards
    - a. Aviation

- b. Mechanized equipment
- c. Hazardous materials
- d. Other

<b><u>Competencies</u></b>	<b>Expertise Level</b>
Ability to ensure the appropriate preparation of hazard and risk analysis for complex fire situations utilizing fire behavior prediction skills, resulting in strategy and tactics that mitigate hazards but allow for the achievement of management goals and objectives without compromising safety.	<b>J</b>
Ability to recognize and mitigate a variety of miscellaneous hazards encountered within the wildland fire environment and other work environments; e.g., aviation, mechanized equipment, and hazardous materials.	<b>J</b>
Ability to recognize and correct unsafe practices and conditions.	<b>J</b>