

MINIMUM QUALIFICATION STANDARDS

HELICOPTER MANAGER

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:

- OR
- One season as an Assistant Helicopter Manager (HEMG)
- Two seasons as a Lead Helicopter Crewmember (HECM)

NWCG Incident Management Qualifications - Currency Required

Primary Core Requirement	Secondary Core Requirement
HEB2	ICT4

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

- None

Selective Factor Justifications

- HEB2 and ICT4 are national standards for this position contained in the Redbook for an exclusive-use helicopter module.
- The HEB2 qualification provides the knowledge and experience needed in the planning and coordination of complex air operations.
- ICT4 is the command qualification for the second lowest complexity incident. The Helicopter Manager needs to have this qualification as they are typically the initial attack responder for many Type 4 incidents.

Employee Development Training

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

- S-200 "Initial Attack Incident Commander Type 4"
- S-260 "Incident Business Management Principles"
- 40-Hour Supervisory Training
- Aerial Ignition Equipment Techniques appropriate to area
- Contracting Officers (Authorized) Representative (COR) training
- Federal Aviation Regulations 133, 135, 137
- Interagency Helicopter Manager's Workshop
- Leadership and organizational skills training
- Occupational Safety and Health Act (OSHA) Regulations training

COMPETENCY DESCRIPTORS FOR HELICOPTER MANAGER

Helicopter Manager Position Descriptor

This position is the manager of Exclusive Use and Call-When-Needed (CWN) helicopters and is a specialist in helicopter operations. The incumbent supervises a crew of helitack personnel/firefighters that is established to provide fast initial attack, and large fire support, on wildland fires, and other incidents via helicopter. This position manages permanent and temporary helibases, provides contract administration for, and plans and direct helicopter operations in support of, fire suppression, emergency incidents, and resource management projects.

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 competency identifies the knowledge, skills and abilities required to direct a safe and efficient helicopter program.

Outline

A. Develop, implement and evaluate program goals and objectives in support of mission accomplishment.

<u>Competencies</u>	Expertise Level
Knowledge of natural resource management concepts, principles, and practices applicable to the full range of duties associated with fire management.	W
Knowledge of wildfire protection and fire use techniques, methods and procedures.	J
Knowledge of helicopter contract administration and contract provisions to act as Contracting Officer's Representative and effectively administer helicopter contracts, recommend contract language changes to the Contracting Officer, and to complete related reports, records, and payment documents.	J
Knowledge of other agencies policies and procedures while cooperating with other agencies on wildland fires and other wildland urban interface situations.	J
Skill in written and verbal communications to prepare plans and reports, supervise effectively, and to meet and deal with the public and contractor personnel. This knowledge is used to effectively address a wide variety of conditions and situations encountered during wildfire suppression actions, prescribed burning, project work and wildland urban interface situations.	J

B. Performs full range of supervisory responsibilities.

<u>Competencies</u>	Expertise Level
Knowledge of program management, supervision, and personnel practices and regulations in order to carry out supervisory responsibilities.	J

II. Operations

Description

This competency element identifies the knowledge, skills and abilities required to implement and evaluate a helicopter program in support of wildland fire suppression operations.

Outline

- A. Manage and provide oversight to helicopter operations in support of fire suppression, wildland urban interface situations, and resource management projects.

<u>Competencies</u>	Expertise Level
Knowledge and extensive experience in the planning and coordination of complex air operations at remote, isolated work locations.	J
Knowledge of the capabilities and limitations of numerous helicopter models is needed to adapt helicopter capabilities to highly specialized individual projects.	J
Knowledge of current management practices, technical methods, and agency policies and procedures.	J
Knowledge of and ability to apply tactical aviation resources to various fire management projects.	J
Knowledge of the Incident Command System component of the National Interagency Incident Management System.	J
Knowledge of the air operations branch of the Operations Section within the Incident Command System.	J
Knowledge of helicopter communication and navigation systems capabilities and operation.	J
Knowledge of fire behavior, fire danger and fire weather.	J
Ability to perform duties under stressful and adverse operating conditions, such as long hours, heavy workloads, emergency situations, adverse working and environmental conditions.	J
Ability to successfully plan and execute helicopter operations based on independent analysis and evaluation of helicopter operations programs and projects.	J

- B. Performs as a helicopter specialist at the unit, providing technical expertise for helicopter projects such as aerial ignition, spraying, seeding, etc.

<u>Competencies</u>	Expertise Level
Knowledge of the methods and techniques of prescribed fire and fuels management.	W
Ability to operate and maintain helicopter accessory equipment such as the helitorch, Premo Mark III plastic sphere dispensers, rappelling equipment, medivac equipment, longline/remote hooks, and infrared detection equipment.	J
Ability to implement approved fuels modifications and prescribed fire plans.	W

- C. Performs fire related assignments and project work at the unit, such as monitoring fuel inventories, pre-attack planning, and implementing fuels and prescribed fire projects.

<u>Competencies</u>	Expertise Level
Knowledge of fuels management practices and policies sufficient to execute prescribed burn projects.	W
Knowledge of the methods and techniques of prescribed fire and fuels management.	W
Ability to implement approved fuels modification and prescribed fire plans.	W

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. The position provides leadership and direction to subordinates in the recognition and mitigation of these hazards using all applicable laws, policies and guidelines. Personal and subordinate 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>	Expertise Level
Knowledge of current federal and state helicopter regulations, policies, and procedures, which include pertinent Federal Aviation Regulations (e.g., parts 135, 133, and 137), general aviation safety, and DOT regulations.	J
Knowledge of land management policies, resource values, agency directives, and applicable handbooks.	W
Knowledge of current aviation safety practices and procedures.	J
Knowledge of acceptable and unacceptable flight practices to evaluate pilot performance.	J
Knowledge of safe mountain flying practices, helicopter aerodynamics and flight characteristics.	W
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.	J
Knowledge of accepted safety practices and procedures in suppressing fires and various other incidents to prevent injury, property damage or loss of life.	J
Ability to develop and implement a base/project operational safety plan.	J
Ability to review and correctly interpret technical material, such as flight handbooks, aircraft logbooks, performance charts, and aeronautical literature.	J

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

<u>Competencies</u>	Expertise Level
Knowledge of teaching techniques including formalized classroom instruction and on the job training to plan and execute successful helicopter and fire suppression training programs.	J
Knowledge of basic first aid procedures.	J
Skill and ability in imparting a professional work ethic for safety through the effective use of educational and certification processes.	J

- 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

<u>Competencies</u>	Expertise Level
Ability to ensure the appropriate preparation of hazard and risk analysis for complex fire situations utilizing advanced 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.	J
Ability to recognize and correct unsafe practices and conditions.	J