

# Aerial Supervision Program Specialist 4

**Salary**

\$5,117.00 - \$6,876.00 Monthly

**Location**

Multiple Locations Statewide, WA

**Job Type**

Seasonal

**Remote Employment**

Flexible/Hybrid

**Job Number**

2024-9-A249-10807

**Department**

Dept. of Natural Resources

**Opening Date**

09/20/2024

**Closing Date**

11/17/2024 11:59 PM Pacific

**Salary Information**

The high end of the salary range, Step M is typically a longevity step

## Description



WASHINGTON  
NATU



**Aerial Supervision Program Specialist 4**

**Recruitment #2024-9-A249**

**Full-time, Career Seasonal 9 months per year, Represented position**

**Location flexibility may be available and considered statewide: Tumwater, WA**

**Salary: \$5,117.00 - \$6,876.00 Monthly**

**Review of applications is ongoing.** We reserve the right to make a hiring decision or close this recruitment at any time after 10/18/24. It is in your best interest to

submit materials as soon as possible.

**Want to join something GREAT and make a difference?**

The Washington State Department of Natural Resources (DNR) is looking for a **Program Specialist 4** to join the DNR Air Operations Team as an Air Tactical Group Supervisor (ATGS) and or Helicopter Coordinator (HLCO). The WA DNR is the State of Washington's largest firefighting department. The purpose of this Program Specialist position is to provide the primary staffing of Aerial Supervision aircraft. This position reports to the Aerial Supervision Program Specialist. Positions are Career Seasonal of 9-11 months per year.

## Duties

**Responsibilities:**

- Assists the Aerial Supervision Program Manager by providing leadership and maintaining a working relationship amongst internal and external aerial supervision communities including other state and federal agencies. This position will accomplish this as WA DNR subject matter expert and representative to the National Aerial Supervision Standardization Unit's (NASSU) Air Tactical Group Supervisor Working Group and or Helicopter Coordinator Working Group.
- Assists the Aerial Supervision Program Manager by providing leadership and maintaining a working relationship with WA DNR Regions Fire Operations personnel, Air Operations Branch Directors, Incident Commanders, and Dispatch Centers.
- Leads one to three subordinate ATGS or HLCO personnel in training, mentorship, and evaluations.
- Manages and supervises the aircraft response for incidents.
- Using subject matter expertise independently applies technical methods and procedures related to aviation operations and to managing agency aviation programs.
- Serves as the Incident Commander's subject matter expert on aircraft employment, engagement, and de-confliction.
- Assists in developing, interpreting, and administering aerial supervision program policies, procedures, practices, and standards in support of incident air space management.
- Prepares and maintains administrative and business reports, records, comprehensive plans, and summaries.
- Develops, records, maintains, and analyzes computerized information to track and monitor aircraft usage and statistics to identify trends and make recommendations to management and agency cooperators.
- Serves as the Contracting Officer's Representative/Inspector on Aviation Contracts assigned.
- Leads, trains, and mentors lower-level ATGS or HLCO staff.
- Performs as a qualified Air Tactical Group Supervisor (ATGS) and/or Helicopter Coordinator (HLCO). PMS 505 NWCG Standards for Aerial Supervision.

- Works with the Chief of Air Operations, dispatch staff, AOBD, and Incident Commander to coordinate the ordering, assignment, and release of incident aircraft in accordance with the needs of fire management and incident command personnel.
- Performs as a primary aerial supervision trainer/coach/mentor and when qualified as a final evaluator.
- Assists other Aviation Program Coordinators/Managers as assigned.
- Represents the WA DNR as a Cadre member for PNW Interagency Aerial Supervision training, including, but not limited to the delivery of S-378 and RT-378 courses.
- As requested, represents the WA DNR as a Cadre Member or Coach at National Interagency Aerial Supervision training.
- Assists the Aerial Supervision Program Manager in the development and delivery of aviation preparedness exercises and reviews.
- Provides essential Aviation Training for DNR Regions, Dispatch Centers, neighboring States, and Federal Partners as required.
- Other tasks as assigned.

## Qualifications

### Required Qualifications:

- High School diploma or equivalent.
- Holds one or more of the following current qualifications as an NWCG Wildland Fire Air Tactical Group Supervisor (ATGS) or Helicopter Coordinator (HLCO).
- 5 or more years in Wildland Fire in an operational position.
- Basic or greater knowledge of Microsoft Office Suite.
- Strong communication skills both verbal and written.
- Strong interpersonal skills.
- Knowledge of wildland fire behavior and suppression techniques.
- DNR Core Competencies:
  - Personal Accountability
  - Value Others
  - Compassionate Communication
  - Inspire Others
  - Commitment to Excellence

### Special Requirements and Conditions of Employment:

- IAT A-100 Basic Aviation Safety course.
- IAT A-200 Aviation Mishap Review
- IAT A-218 Aircraft Pre-use Inspection
- FEMA ICS-100 and ICS-700
- About 60% of work is office and 40% is field-oriented at locations throughout the State, partner states, or Canada. Will operate as a flight crew member for positions qualified for in support of incident management and when approved.

- Considerable travel is required. Travel by aircraft will be required.
- A valid unrestricted driver's license and have two years of driving experience. This position requires driving as an essential function. Finalists and/or interview candidates will be asked to provide a driving record from all states in which they have held a license during the past three years.

#### **Desired Qualifications:**

- Two years of experience with Aviation Program Management.
- Aircraft contract experience as Contracting Officers Representative or Inspector.
- Two years or greater degree in Aviation Management, logistics, and/or aviation safety or a combination of aviation experience and degree on a 1:1 basis.
- One year or greater experience in delivering Aerial Supervision training as a Cadre Member, Coach, or Evaluator.

**Don't let doubts stop you from applying for this position - If you have any questions about the required qualifications or how your experience relates to them, please contact us at [DNRrecruiting@dnr.wa.gov](mailto:DNRrecruiting@dnr.wa.gov).** A note to potential candidates: Studies have shown that women, trans, non-binary, Black, Indigenous, and people of color (BIPOC) are less likely to apply for jobs unless they feel they meet every qualification as described in a job description. We value diversity and inclusion in our organization, and we are looking for the best person for the job. Don't hesitate to apply!

## **Supplemental Information**

#### **Application Requirements:**

- **Apply online:** at [www.careers.wa.gov](http://www.careers.wa.gov) (Click on the APPLY button above).
- **Letter of interest:** describing your specific qualifications to the position and position required, desired, and special requirements.
- **Resume:** that details your experience and qualifications.
- **References:** at least three professional references with current telephone numbers— you may attach a document, use the References text field in the online application, or include it with your resume.
- **Important:** Do not attach any documents that include photos or private information (social security number, year of birth, etc.).
- **Complete all supplemental questions.**
- Candidates who move forward in the recruitment process may be contacted via email at [info@governmentjobs.com](mailto:info@governmentjobs.com) with interview information/scheduling instructions. Please monitor the email listed in your application materials and check your junk email folder to ensure you receive those communications.

**Questions?** Please contact Patrick McCabe at [patrick.mccabe@dnr.wa.gov](mailto:patrick.mccabe@dnr.wa.gov), 564-669-0469 or e-mail us at [DNRrecruiting@dnr.wa.gov](mailto:DNRrecruiting@dnr.wa.gov)

Persons needing accommodation in the application/testing process or this job announcement in an alternative format may call (360) 522-2500 or email [DNRrecruiting@dnr.wa.gov](mailto:DNRrecruiting@dnr.wa.gov). Applicants who are deaf or hard of hearing may call through the Washington Relay Service by dialing 7-1-1 or 1-800-833-6384.

### **About the Department of Natural Resources (DNR).**

At DNR we approach our work through the lens of making Washington a better place environmentally and are dedicated to serving Washington's lands and communities through diversity, equity and inclusion.

**Our Vision** – Our actions ensure a future where Washington's lands, waters, and communities thrive.

**Our Mission** – Manage, sustain, and protect the health and productivity of Washington's lands and waters to meet the needs of present and future generations.

#### **Our Core Values:**

- Safety and Well-Being —Our top priority is the safety of the public and our employees.
- Public Service —We value and respect the public we serve, and we value and respect the people of the Department of Natural Resources who step up to serve.
- Innovation and Creative Problem-Solving — We solve our state's most pressing challenges through innovative thinking, dedication, and bold and creative vision.
- Leadership and Teamwork —We are committed to building leaders at all levels and building teams for success.

#### **DNR provides excellent benefits, a few of those include:**

- Commitment to organizational health and wellness
- Work/life balance
- DNR Employee Resource Groups (Diversity, Equity and Inclusion Council, Women's Employee Resource Group, Veterans Employee Resource Group, etc.)
- Statewide Employee Business Resource Groups, [visit here to learn more](#)
- Leadership that empowers and supports employees
- Professional development opportunities
- Educational and career development aid
- Public Service Loan Forgiveness Eligibility
- Opportunities to participate in wildland fire suppression assignments
- A comprehensive benefit package that includes employer contributions toward health insurance, paid holidays, retirement plans, sick leave and vacation days. Visit <http://careers.wa.gov/benefits.html> for more information.

#### **Additional Information:**

This recruitment may be extended and may also be used to fill future similar vacancies for up to sixty (60) days.

DNR does not use the E-Verify system. For more information, please visit [www.uscis.gov](http://www.uscis.gov).

Veterans wishing to claim Veteran's preference please attach a copy of your DD-214, NGB-22 or other verification of military service. Please black out your social security number prior to attaching. We thank you and are grateful for your service!

Equal Opportunity Employer: The Washington State Department of Natural Resources is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation, and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, veterans, military spouses or people with military status, and people of all sexual orientations and gender identities are encouraged to apply.

Once you submit your online application, you can check your status by logging into your account. If you experience technical difficulties creating, accessing or completing your application call NEOGOV toll-free at (855)524-5627 or email [CareersHelp@des.wa.gov](mailto:CareersHelp@des.wa.gov).

**Check us out on:** [DNR's website](#) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [YouTube](#) | [WordPress](#)