

Dispatch Supervisor, Wildland Fire Dispatcher 4 (WFD4)

Salary

\$44,400.00 - \$59,616.00 Annually

Location

Cowlitz County - Castle Rock, WA

Job Type

Full Time - Permanent

Job Number

2024-5-6421-06515

Department

Dept. of Natural Resources

Opening Date

05/30/2024

Closing Date

6/13/2024 11:59 PM Pacific

Salary Information

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

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Description



Dispatch Supervisor, Wildland Fire Dispatcher 4 (WFD4)

Recruitment #2024-5-6421

Full-time, Permanent, Represented position

Location: Pacific Cascade Region- Castle Rock, WA

Salary: \$3,700.00 - \$4,968.00 Monthly

Want to join something GREAT and make a difference?

The Department of Natural Resources (DNR) has an exciting opportunity within our Pacific Cascade Region as a **Wildland Dispatcher 4** in the Wildfire Program. This

position works directly for the Coordinator as a member of the Pacific Cascade Region Communication Center staff. As a team that works in a fast-paced, dynamic environment during the time of year associated with fire season, the incumbent uses both independent judgment and knowledge-based established guidelines and procedures to provide safe, reliable, and effective service from the Region Communications Center. This position provides a variety of specialized administrative and complex clerical functions, which encompass direct support of the following programs, applications, and activities: wildfire and emergency dispatching, Incident Qualification System (IQS), Incident Resource Ordering Capability (IROC), Computer Automated Wildland Fire Dispatch System (WildCAD-E), radio and telephone communications, Industrial Fire Precaution Level ratings. The person in this position is responsible for timely and accurate data entry into numerous web-based applications to capture and record wildfire activity; fire weather forecast retrievals and radio broadcasts; private and industrial cooperator notifications; regional standby updates; fire reports, resource directory maintenance; fire prevention; and general region administrative support. Scheduled workdays and hours are subject to change, including holidays and weekends (April through October) and other periods during the year as required. In addition, emergency work may require overtime on regularly scheduled workdays, as well as working on scheduled days off. This is a permanent full-time position represented by WPEA.

What will we trust you with?

- Leading and coaching staff
- Creativity and innovation
- Diligence
- Detail-oriented without losing sight of the big picture
- Collaboration
- Critical decision making
- Employee engagement

Additionally, the person serving in this role will be required to learn established, complex procedures, tools, and technical programs. They will then use their judgment to make daily decisions that align with those procedures and support the overall mission to protect the health of Washington's lands.”

Duties

Responsibilities:

This position activates emergency responses when life, property, or natural resources are threatened due to wildfire or other emergencies.

Responsibilities include, but are not limited to, the following:

- Knowledge and ability to explain Forest Fire Protection Laws/Rules (violations, silviculture burning, forest closures and suspensions, fire protection regulations, hazard abatement).

- Knowledge and ability to explain the agency's fire protection policies and procedures.
- Communication - active listening with particular attention to clarifying fire situations; clear, accurate, and concise verbal communication in person and over the radio and phone. Written communications effectively convey ideas and information using language that is appropriate to both the complexity of the topic and the knowledge and understanding of the reader.
- Analysis - uses data and information in a clear and rational thought process to assess and understand issues, evaluate options, form accurate conclusions, and make decisions. Anticipate, assess, and respond to changing fire situations.
- Manage workloads - Organize multiple assignments to produce work products that are accurate, thorough, and on time. Adept at multi-tasking.
- Recordkeeping - consistently and accurately documents information or updates records so that they reflect the most current information and form a complete and understandable account of changes, decisions, activity, and work performed.
- Computer skills - use various database, word processing, spreadsheet, and presentation software, such as MS Office to create and maintain databases, spreadsheets, charts, graphs, letters, and other documents, using mathematical formulas to calculate data, link worksheets, import data, edit table, columns, format sections, create headers and footers, and work with pictures and draw objects. Compose, send, and respond to email, and use email functions such as calendar and meeting requests. Navigate the internet to find and download data. Learn to use various agency interagency-specific programs, such as WIMS, IROC, FIREs, Burn Portal, IQS, and WildCAD,
- Teamwork - focuses efforts on team goals; actively participates in team activities in a positive and constructive manner; willingly compromises with teammates to achieve goals; takes ownership of and supports team decisions; takes responsibility for doing own share of work; recognizes contributions of others; keeps supervisor and coworkers informed.
- Willingness and Ability to: work in a high-pressure environment, answering 40+radio/phone calls per day, under noisy conditions for extended periods of time without loss of concentration, sit for 4 or more hours per day, work overtime on short notice to assist in emergency operations and accept varying work schedules; maintain confidentiality at all times; work with and diffuse angry individuals; work individually, with no on-site supervisory direction; follow written and verbal instructions; to move or relocate objects weighing approximately 20 pounds with or without reasonable accommodation; travel in and out of state, staying overnight for up to 2 weeks.
- Supervise-Interview, recommend for hire, set expectations, coach and train, assign and direct work, and correct work of other dispatchers.

Qualifications

Required Qualifications:

- High School Diploma or GED Equivalent.
- Lead Experience.
- One season as a Wildland Fire Dispatcher 3;
OR An equivalent combination of education and/or experience.
- Demonstrated commitment to fostering and supporting an environment that honors diversity, equity and inclusion and environmental justice practices.
- Perform assigned duties in a manner consistent with applicable laws, regulations and public records retention and requests are followed.
- DNR Core Competencies:
 - Personal Accountability
 - Value Others
 - Compassionate Communication
 - Inspire Others
 - Commitment to Excellence

Special Requirements and Conditions of Employment:

- The position is assigned to the Communications Center at the Region Office. Work is performed within a dispatch office environment where interruptions are frequent, multitasking and stressful conditions are routine. May be directed to work evenings, holidays, weekends, and days off.
- Occasional travel is required to attend meetings, trainings, and other professional events. Some of these will take the individual out of the region and out of state and overnight. Travel for fire assignments may be required to maintain fire qualifications.

Desired Qualifications:

- One year of supervisory experience.
- National Wildfire Coordinating Group (NWCG) qualified as an Initial Attack Dispatcher (IADP), Expanded Dispatch Support Dispatcher (EDSD), or Aircraft Dispatcher (ACDP).
- Wildland fire suppression experience.

Don't let doubts stop you from applying for this position - If you have any questions about the required qualifications or how your past experience relates to them, please contact us at 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 (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 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 Crystal Retchless at Crystal.Retchless@dnr.wa.gov/360-791-2019 or e-mail us at DNRrecruiting@dnr.wa.gov

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 which 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 benefits 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.

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 it. 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. 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. 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.

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.

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

Agency

State of Washington

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