

# Helitack Assistant Base Manager - Training, Wildland Fire Management Specialist

## Salary

\$51,588.00 - \$67,716.00 Annually

## Location

Thurston County – Tumwater, WA

## Job Type

Seasonal

## Job Number

2024-10-A219-12127

## Department

Dept. of Natural Resources

## Opening Date

10/23/2024

## Closing Date

11/24/2024 11:59 PM Pacific

## Salary Information

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

- DESCRIPTION
- BENEFITS
- QUESTIONS

## Description



**Helitack Assistant Base Manager - Training, Wildland Fire Management Specialist**

**Recruitment #2024-10-A219**

**Full-time, Seasonal, Represented position**

**Anticipated Seasonal Appointment is 9-11 months**

**Location: Tumwater, WA**

**Work Hours flexibility may be available and considered**

**Salary: \$4,299.00 - \$5,643.00 Monthly**

**Review of applications is ongoing.** We reserve the right to make a hiring decision or close this recruitment at any time after 11/06/2024. It is in your best interest to submit materials as soon as possible.

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

The Department of Natural Resources (DNR) Aviation Program has an exciting opportunity within the Olympia Helitack Unit. Do you enjoy wildland firefighting and coordinating aerial resources? Do you see yourself leading a team of aerial firefighters across Washington state? The Aviation Program is looking for a creative, quick-thinking individual to fill a **Helitack Assistant Base Manager** role focused on training. This position is perfect for an individual who enjoys leading wildland firefighters, providing and coordinating training to mitigate risk in aerial wildland fire operations, coordinating aerial firefighting support with regional and interagency partners, and using professional judgment to determine necessary resources during times of increased fire danger and aviation resource drawdown. The Olympia Helitack Unit consists of a Unit Manager, two Assistant Base Managers, six Helitack modules (manager/lead/aircrew firefighters), and one Helicopter Manager for contract aircraft. The unit is responsible for staffing agency helicopters at the Olympia base and three additional remote bases in the state.

## Duties

**Responsibilities:**

The Assistant Base Manager reports to the DNR Wildland Fire Management Division Helitack North Unit Manager and is responsible for the Helitack Unit's training and safety development. This position also supervises seasonal fire aviation staff and manages resources in support of wildfire aviation operations.

This position ensures program staff meet the department standards and qualifications and are trained and proficient in effective aviation suppression response. The position operates with a high degree of independence. The incumbent may assume various ICS positions for wildfire suppression activities, primarily in aviation operations.

This position is focused on training and will work directly with a unit counterpart focused on operations. This position will also work closely with the fuel support transportation supervisor and assistant chief rotor-wing pilots, as well as the assistant base managers in DNR's other Helitack unit. Common duties and tasks for this position include:

**Training/Preparedness/Staff Management**

- Assists in the development and execution of air operations plan based on fire suppression and preparedness program budget and deliverables.
- Analyzes training needs required to meet Incident Command System and appropriate National Wildfire Coordination Group (NWCG) and Interagency Aviation Training (IAT) position qualification and readiness levels per DNR Aviation Training Manual.

- Implements Helicopter Manager and Air Crew Member aviation training, ensuring staff, resources, equipment, and facilities are available and ready to meet standard operating plans and objectives.
- Assigns work plans to staff and monitors performance.
- Ensures Helicopter Managers' aircraft and staff training documentation is completed, accurate, and provided to appropriate division staff within expected timeframes.
- Responsible for professional use and upkeep of assigned helicopter staging bases: pre-, during, and post-season.

## **Supervision**

- Personnel management of program staff with direct supervision of three Wildland Fire Management Supervisors (Helicopter Managers) and indirect supervision of managers' subordinate staff.
- Interview and recommend Wildland Fire Management Supervisors (Helicopter Managers) for hire, as well as participate in the hiring of managers' subordinate staff.
- Responsible for providing Helicopter Managers with comprehensive onboarding.
- Responsible for ensuring Helicopter Managers' performance, effectiveness, and timeliness of overall job duties.
- Prepares and provides Helicopter Managers mid-season review followed by annual performance evaluations.
- Maintains oversight and development of all assigned personnel for training and qualification needs monitoring Position Task Books (PTBs) and seeking out training opportunities and assignments that will grow the organization.
- Reviews documentation written by subordinate staff, including TARs, A-20s, MERs, credit card logs, cost reports, initial incident reports, and fire situations narratives.

## **Accountability of Assigned State-Owned Assets**

- Responsible for managing and tracking assigned equipment.
- Recommends purchase and replacement, ensuring reporting of lost or damaged equipment.
- Responsible for assuring aviation equipment is serviceable and maintained.
- Maintaining and assigning inventory at the assigned duty station.
- Submit annual resupply orders needed for staff and other cache equipment.
- Completed and submitted IIRs for all unit equipment.

## **Wildland Fire Suppression**

- Analyzes, determines, and recommends aerial suppression action needed on Type 3, 4, and 5 wildland fires; develops and implements appropriate suppression response as required. Ensures the assignment of appropriate fire suppression resources meets the operational plan, directs or oversees the progression of suppression work to extinguishment or until transition to another level of fire staff.
- Protects human life and natural resources on department-protected lands while minimizing resource loss and fire costs.
- Ensures safe and effective use of helicopter resources.
- Participates in wildland fire suppression assignments, and may serve in a variety of positions from firefighter to incident commander.

## Qualifications

### Required Qualifications:

- NWCG-qualified Helicopter Manager (HMGB).
- NWCG-qualified Helicopter Crewmember (HECM).
- Two years of supervisory experience.
- Understanding of the use of agency and cooperator's aviation contracts.
- Professional communication.
- Knowledge of personnel management principles, merit system rules, and employee union agreements.
- Skills in evaluating others' abilities and assessing training needs.
- Commitment to fostering and supporting an environment that honors diversity, equity, 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:

- Field and Office: The position's assigned duty station is the Olympia Airport Aviation Hangar. Work is performed in an office setting (50%) and isolated unimproved natural areas within the state (50%). Incumbent must be able to traverse uneven terrain in all weather conditions.
- The position requires travel (40%) to the field for project work, suppression preparedness, fires, supervision, attend meetings or various trainings. Overnight travel may be required for trainings, meetings, and fire assignments.
- 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.

- Must pass the Work Capacity Test (WCT) at the arduous level required to meet required incident qualifications.

#### **Desired Qualifications:**

- Incident Commander Type 4.
- Helibase Manager qualified (HEBM).
- Task Force Leader qualified (TFLD).
- 4 years of supervisory 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](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 Brian Looper@ [Brian.Looper@dnr.wa.gov](mailto:Brian.Looper@dnr.wa.gov) / (360) 480-1254 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 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](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 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.

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](#)

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State of Washington

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