



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
HELITACK SUPERVISOR	37	B	1.835

Under general supervision, incumbent is a specialist in helicopter operations and supervises helicopter managers, helicopter crewmembers/firefighters within the Nevada Division of Forestry, and firefighters from cooperater agencies, to provide rapid initial response for wildland fires, large fire support, fire use projects and resource management projects. Incumbent may serve as incident commander including managing resources as assigned.

During the fire season, incumbents perform the following duties: prepare helicopters for mission response; coordinate and direct helitack crews in support of initial fire suppression activities, natural disasters, search and rescue, and other emergencies; conduct preflight and post-flight briefings to verify that the aircraft and pilot are approved and authorized for the type of operation to be conducted; perform aerial reconnaissance; ensure suppression operations remain within scope and capability of existing resources; determine incident needs; direct and monitor initial incident activities.

Order personnel, supplies and equipment; maintain and track equipment inventory and costs; evaluate new aviation accessories and equipment; complete daily flight invoices and maintain reports and records related to helicopter use; review aircraft logbooks to ensure scheduled maintenance inspections are completed at required intervals.

Develop, formulate and coordinate the statewide helitack program; develop strategic program plans; assist in developing and monitoring budgets; draft policies and procedures; make recommendations regarding future uses and modifications for improvement; coordinate activities consistent with division, State and federal policies and objectives.

Provide leadership and direction while implementing tactics such as: direct and indirect fire line construction, hot-spotting, backfiring, burnout operations, water delivery systems, tree felling, brush removal and mop-up operations.

Coordinate and implement training for helitack courses and workshops; provide technical expertise of helicopter projects within the state; train, supervise and evaluate the performance of subordinate professionals and seasonal firefighters; ensure safety and welfare of all assigned personnel in adverse and/or remote working conditions.

In the off season, incumbents conduct formal adult training in conservation and natural resources activities.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant NRS 284.4066, all position in this class have been identified as affecting public safety. Persons offered employment in this class, must submit to a pre-employment screening for controlled substances.
- * Applicants are required to pass a thorough medical examination and physical agility test prior to appointment and for continuing employment.
- * All positions in this series must have certifications as identified by the agency at the time of application.

MINIMUM QUALIFICATIONS (cont'd)

INFORMATIONAL NOTES:

- * Positions are required to obtain and maintain a Nevada commercial driver's license with hazardous materials and tanker endorsements within one year of appointment.
- * Applicants may be required to undergo a background investigation prior to be considered for employment.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in forestry, fire or natural resource management, business administration, or closely related field, and four years of professional experience as a certified wildland firefighter and helicopter crew member, two years of which included experience with formal adult training. Additionally, this experience must have included conservation and natural resource management activities and supervision of professional, technical and/or support staff; **OR** Associate's degree from an accredited college or university in forestry, fire or natural resource management, business administration, or closely related field, and five years of professional experience as a certified wildland firefighter and helicopter crew member, two years of which included experience with formal adult training. Additionally, this experience must have included conservation and natural resource management activities and supervision of professional, technical and/or support staff; **OR** graduation from high school or equivalent and six years of professional experience as a certified wildland firefighter and helicopter crew member, two years of which included experience with formal adult training. Additionally, this experience must have included conservation and natural resource management activities and supervision of professional, technical and/or support staff; **OR** six years as a Conservation Crew Supervisor III, two years of which included experience with formal adult training; **OR** an equivalent combination of education and experience. (See Special Requirements and Informational Notes)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at the time of application):

Detailed knowledge of: fire behavior including causes, influence of wind, slope, topography and fuel moisture on fire; firefighting methods, tactics and procedures under various weather conditions, terrain and wildland fuels. **Working knowledge of:** helicopter limitations, flight characteristics, aerodynamics and mountain flying techniques to safely and efficiently coordinate helicopter operations (i.e. mission planning, revising and signing aircraft load calculations, completing helicopter load capability planning summaries per the Interagency Helicopter Operations Guide (IHOG)) for remote fire missions and non-fire projects; helicopter accessory equipment capabilities and use to safely and efficiently perform duties; accepted safety practices on the fireline and around aircraft; technical and administrative requirements of US Department of Interior (USDI), Bureau of Land Management (BLM), Office of Aviation Services (OAS) and Forest Services (FS) regarding aviation operations, aircraft usage, pilot hours limitations, aircraft maintenance standards, duty and standby hours, and flight planning procedures; interagency carding/helicopter and pilot inspections; oral and written communication methods sufficient to conduct operational briefings and formal and informal training, provide oral presentations, and complete written plans, reports and documentation; contract inspector methods and procedures; contract specifications; record keeping procedures for aircraft contracts; supervisory techniques and practices; wildland management; principles of natural resource conservation; wildland reclamation techniques including reseeding, planting seedlings and construction of erosion control structures. **Skill in:** use of hand and power tools to build and/or train crewmembers to build fireline and control wildfire; sizing up and determining tactics and procedures to be used in safely and economically suppressing larger fires. **Ability to:** plan, organize and coordinate the work of assigned personnel; train, supervise and evaluate the performance of assigned personnel; establish and maintain cooperative working relationships with federal, State, and local agencies; coordinate and implement training; train and direct others on requirements for various natural resource projects in forestry, range, watershed, wildland fire suppression, flood control and other natural resource emergencies.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: division policies and procedures; applicable State Administrative Code sections; Nevada National Guard's Annual Operating Plan (AOP) for deploying aviation assets in fire suppression role; aviation management practices as it relates to firefighting; State and federal contracts; the Incident Command System (ICS); principles of loading and weight distribution and the effect on aircraft operations; State budgetary, accounting and purchasing policies and procedures; plan, develop and manage program budgets.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

1.835

ESTABLISHED: 7/01/13R
7/09/14UC