



## **Job Announcement**

### **Assistant Unit Forester / Wildland Fire Supervisor**

**Douglas Forest Protective Association  
1758 NE Airport Road  
Roseburg, OR 97470  
541-672-6507**

**POSITION:** An Assistant Unit Forester position is available with the Douglas Forest Protective Association (DFPA). This is a full-time position located in the District's North Unit. The purpose of this position is to provide supervision and coordination of the necessary field activities in the unit to meet fire protection objectives of the district. This position supervises employees engaged in field activities that accomplish prevention, pre-suppression and suppression. They also ensure maintenance of equipment and facilities to support accomplishment of protection objectives. The Assistant Unit Forester provides supervision of employees in other programs as assigned. This position is directly supervised by the North Unit Forester.

**ORGANIZATION:** Founded in 1912, DFPA is a non-profit corporation located in Roseburg, Oregon. DFPA has wildland fire protection responsibilities on 1.6 million acres of membership lands, private, State, County, Bureau of Land Management (BLM) and Bureau of Indian Affairs (BIA) lands within Douglas County. DFPA is a very active and aggressive wildland forest protective association that has a staff of 17 fulltime and 100 seasonal personnel. DFPA is integrated with the Oregon Department of Forestry (ODF) by contract and by ORS Chapters 477 and 526.

#### **LOCATION OF POSITION:**

The Assistant Unit Forester will maintain an office at the North Unit office in Drain, Oregon and within three months assume residency within the Douglas District. Preference may be given to individuals that are capable of responding to their duty station within 30 minutes.

#### **RESPONSIBILITIES:**

- Supervises and directs suppression resources and provides oversight in protection management within the North Unit.
- Sets control objectives, determines strategy and tactics, directs actions of resources, directs location and provides oversight for fireline construction.
- Supervises 25-30 seasonal and 1 full-time employee.
- Delegates responsibilities, provides guidance to employees and seeks input from subordinates regarding unit activities.
- Determines unit safety and training needs, writes position descriptions and formulates disciplinary recommendations.
- Plans, organizes, and completes projects with limited supervision to accomplish all of DFPA's goals and standards. This includes the ability to identify and solve

problems, set goals and objectives, develop action plans, assist in unit budgets and then evaluate accomplishments.

- Actively participates as a member of the district's safety committee.
- Routinely develops and instructs fire suppression classes.
- Completes, assists and supervises fire investigations within the unit.
- Coordinates and accomplishes North Unit slash and grazing burn programs to meet the overall land management objectives, hazard reduction, and smoke management goals of the landowners and DFPA.
- Silicate, supervise and direct winter co-op work as needed.

#### **MINIMUM QUALIFICATIONS:**

- Must have a valid Oregon driver's license and a satisfactory driving record. The record will be checked with the Department of Motor Vehicles. At times, you will be required to travel by car, pickup, helicopter, and/or airplane.
- Must have the abilities to perform instant and/or sustained arduous physical activity on fires. May work in inclement weather and/or other activities requiring endurance. Physical conditioning will be tested in accordance with DFPA policy.
- You must have a combination of education and progressive experience. In wildland fire prevention, pre-suppression, suppression and control. A bachelor or associate's degree is desirable, but not necessary if the applicant has the appropriate wildfire field and administrative experience. Must have the experience and capability to direct the fire action on single or multiple fire situations.
- You must have the ability to effectively communicate both orally and in writing.
- Must have the knowledge of the fire protection goals, objectives, policies, and operational procedures of both the DFPA and the Oregon Department of Forestry (ODF). This includes knowledge of Oregon fire laws and enforcement policies and knowledge of forest fire prevention, suppression and mobilization principles and techniques.
- Must have the ability to work with a wide variety of individuals within DFPA, ODF, BLM, USFS, timber industry, municipal and rural fire departments, small landowners, ranchers, and the general public.
- You must have the experience and ability to participate as a member of the DFPA Core Team.
- Must have a working knowledge of Bureau of Labor laws as they pertain to private employers.
- Must have administrative abilities to complete appropriate projects and reports. Basic computer experience (word processing and spreadsheets) are required.
- Must be at least Task Force/Strike Team Leader qualified to be able to fill overhead positions on district extended attack fires and to serve in overhead positions statewide.

#### **DESIRABLE QUALIFICATIONS:**

Preference may be given to candidates whose application demonstrate skills, abilities and/or experience in the following:

- Experience working in a highly structured organization, such as government agencies, the military or corporations, with established lines of authority, procedure and protocols.
- Experience working with multi-fire situations.
- Experience working within a complex fire program with numerous competing objectives.
- Experience working in an interagency environment.
- Advanced Computer skills.
- Experience with ArcGIS, Collector, GPS mapping and compiling data.
- Experience working around and managing aviation resources.
- A comprehensive background in pasture burn management is preferred.
- An excellent working knowledge of the Bureau of Land Management (BLM) Western Oregon Operating Plan.

### **BACKGROUND / PRE-EMPLOYMENT CHECK:**

DFPA is committed to providing a safe and productive working environment. To achieve that goal, we conduct background investigations for final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history. The successful candidate will be required to pass a drug screen prior to employment.

### **SALARY:**

Classified as Wildland Fire Supervisor, the salary is commensurate with experience and qualification. **Salary range: \$4430 - \$6215 / month.**

This position is not eligible for overtime compensation unless preauthorized by the District Manager.

### **BENEFITS:**

Health, dental, vision, are provided. Annual leave, sick leave, and personal leave available. Association retirement program provided.

### **APPLICATION:**

Applications are available on line at <https://www.dfpa.net/employment> Applicants must meet the minimum qualifications in the announcement to be considered for hire. Apply no later than 5:00 p.m., Monday, March 29th, 2021 for consideration. Attach each of the items listed below individually as a Word Document (.doc), PDF (.pdf), or Rich Text Format (.rtf). A complete application packet consists of:

1. Cover letter with a Statement of Qualifications
2. Resume
3. Douglas Forest Protective Association Application for Employment
4. Transcripts (for each degree earned that is listed under qualifications) and/or a Master Wildland Training Record
5. References (contact information for professional references including at least one supervisor)

Email Completed application packet to Jill Miller, Business Manager at  
[Jill.m.MILLER@oregon.gov](mailto:Jill.m.MILLER@oregon.gov)

Specific questions regarding this position should be referred to Adam Sinkey, North Unit Forester, at (541) 672-6507 ext. (150)

**IMPORTANT APPLICATION INFORMATION:**

Please note that incomplete applications will not be considered. Please remove social security numbers and birthdates from all application materials.

All applicants will be screened based upon desirable qualifications and relevant experience. Only the most qualified applicants will be scheduled for interviews. All applicants will be placed in a talent bank for future consideration.

**AN EQUAL OPPORTUNITY EMPLOYER**

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The Douglas Forest Protective Association does not discriminate on the basis of race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy. DFPA is an equal opportunity/equal access employer fully committed to achieving a diverse workforce, and complies with all federal and Oregon state laws and regulations regarding non-discrimination.