

NATURAL RESOURCES FOREST SUPPORT DISPATCHER

KIND OF WORK

Semiskilled fire response dispatch work.

NATURE AND PURPOSE

Under immediate supervision, an employee in this class performs fire response administrative and dispatch work for the Department of Natural Resources. Performs related work as required.

The NR Forest Support Dispatcher differs from the NR Forest Fire Response Lead in that it performs administrative and dispatch work to support wildfire suppression. The work differs from the NR Technician (Fire Suppression) in that it does not require technical knowledge of fire suppression and is not supporting statewide fire suppression efforts.

EXAMPLES OF WORK (A position will not include all the work examples given, nor does the list include all that may be assigned.)

Inform the public and cooperating agencies (fire departments, fire wardens) about state and local laws and regulations regarding fire suppression by answering questions in person and on the telephone.

Dispatch resources to fires as requested by incident commander by using two-way radios.

Access and distribute weather forecasts and fire danger indices to foresters by using computers.

Dispatch and track supplies, equipment and personnel by processing resource orders for supplies, equipment, and personnel.

Conduct pre-fire season and post-fire season inventories of fire prevention materials and equipment.

Implement administrative processes so that resources are available by updating daily dispatch plans; recording daily fire detection and suppression operations; recording special and prescribed burn permits within the Area, and processing fire reports.

Issue burning permits in a timely and accurate manner by using automated word processing systems.

Update and maintain fire suppression business information so that accurate data are available for future reference by recording air tanker and helicopter requests, updating fire operation plans, vendor agreements and records; and updating fire warden list and vendor list.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED

Knowledge of:

Wildfire operations plan so that dispatch of resources can be facilitated in an efficient and safe process.

Hiring procedure for emergency fire fighters so that the necessary administrative functions proceed efficiently.

Various equipment types as prescribed by MNICS definition so that their dispatch and tracking is accomplished in an effective manner.

Computer systems and software programs sufficient to support daily fire response operations.

Skill in:

Operation of 2-way radio system sufficient to communicate effectively in dispatch operations.

Using automated systems (word processing, math calculations) sufficient to complete and process applications and information in a timely and accurate manner.

Use of computers sufficient to access and distribute fire and weather data.

Ability to:

Read maps sufficient to locate legal descriptions by section, township and range, and by latitude /longitude so that fires can be located and dispatch processes are completed in a timely and accurate manner.

Est.: 9/14/98
Rev.: 3/24/08

T.C.:
Former Title(s):