

Interagency Hotshot Superintendent Planning Tool:

This tool has been developed as a means to identify developmental criteria which will help to meet Position Competencies identified, and further outlined through the Competency Descriptors, for each position in the *IFPM Qualifications Standards and Guide*.

Introduction:

The purpose of this planning tool is to provide the current employee or an aspiring employee with **suggested** developmental activities to achieve the required competencies for this position. Individual agency requirements, employee’s background and personal initiative may dictate alternate developmental activities to achieve these competencies. The suggested developmental activities can be used (a) by the employee and supervisor to customize an Individual Development Plan towards meeting position competency as described in the *IFPM Qualifications Standards and Guide*; and/or (b) to identify the employee’s future training and development towards this position as a short or long term goal.

For complete competency details, refer to the Competency Descriptors for each key position in the *IFPM Qualifications Standards and Guide*.

Element	Element Descriptions	Development Elements
<p>Program Management</p>	<ul style="list-style-type: none"> • Serve as superintendent of an organized 20-person Hotshot Crew on wildland fires, prescribed fires, and resource management projects. • Determine preparedness and operational needs annually and facilitate procurement. 	<ul style="list-style-type: none"> • Competency in program management at next lower fire program management level (ie Asst. Superintendent, or IA Module leader). • Knowledge of agency financial management systems, project work plans, expenditure/cost tracking, and working knowledge of FPA. • Proficiency with PC and Windows-based software, and working knowledge of fire-related computer applications. • Job experience in team building and developing crew-cohesion. • Manage and supervise 4-6 career employees in addition to 15+ temporary-seasonal employees. • Development of crew Standard Operating Procedures, and ensure compliance with agency specific manual and handbooks relating to fire

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		<p>suppression and preparedness.</p> <ul style="list-style-type: none"> • Experience in managing unit cache including inventory, accountability, and re-stocking. • Knowledge of agency specific procurement policies and procedures. • Suggested Training: <ul style="list-style-type: none"> ○ M-581 Fire Program Management ○ Supervisory curriculum offered by OPM (1st 40 hr, 2nd 40 hr). ○ Technical Fire Management (identify for future career development and to meet 401 education standards) ○ Agency specific procurement training (ie PCMS)
Operations	<ul style="list-style-type: none"> • Make on-site evaluations of conditions, make tactical decisions, and determine appropriate responses to wildland fire emergencies. • Apply management objectives and policies, when working with other agency personnel in the department of appropriate management response. • Perform fire related assignments and project work at the unit, such as monitoring fuels inventories, pre-attack planning, brush disposal, backlog fuels disposal and preparation, and prescribed fire. • Develop and implement training programs (mandatory, formal and informal) to comply with policies and regulations. • Develop and implement a comprehensive physical training program to enhance the ability of crew members to perform the required arduous firefighting duties. 	<ul style="list-style-type: none"> • Meet Interagency Hotshot Crew Operations Guide for qualification standards, competency, and physical fitness. • Job experience in suppression operations commensurate with the interagency hotshot crew mission. • Expert knowledge of wildland fire suppression tactics for wide range of fuel-types. • Knowledge of fire behavior and weather to be able to make tactical decisions and provide input to IMT's. • Knowledge of ICS and Incident Management Team operating guidelines to interact within that organization to provide for safe and efficient operations. • Knowledge of interagency operating guidelines of other federal or state agencies. • Develop ICS qualifications to manage varying

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	<ul style="list-style-type: none"> • Plan and assign work to be accomplished by subordinates, set and adjust short term priorities, prepare schedules for completion of work, develop performance standards and evaluate work performance of subordinates. 	<p>complexity of fire suppression incidents or fire use operations, per NWCG 310-1 or FSH 5109.17.</p> <ul style="list-style-type: none"> • Develop and implement a Physical Training program for the crew, and ensure that the program is monitored for health and safety of crewmembers. • Conduct pre-season critical preparedness training, including Annual Fire Fighter Refresher, workshops for Incident Commanders, HazMat awareness, defensive driving, Work Capacity Testing, fire shelter training, First Aid / CPR... etc. • Involvement with instructor cadre for local, geographic, and national level training. • Job experience in planning and implementing various types of project work including: trails maintenance, hazard tree falling, fencing projects, facilities maintenance, thinning, and pre-burn fuels work...etc. • Knowledge of fire behavior, effects, and smoke management. • Suggested training: <ul style="list-style-type: none"> ○ L-380 Fireline Leadership ○ L-381 Incident Management ○ S-300 Extended Attack Incident Commander ○ S-339 Division Group Supervisor ○ RX-300 Burn Boss ○ RX-310 Introduction to Fire Effects ○ I-400 Advanced ICS
Safety and Welfare	<ul style="list-style-type: none"> • Provide oversight related to safety laws, policies and guidelines to include: <ol style="list-style-type: none"> 1. Occupational Safety and Health Act 2. Applicable state safety regulations 3. Department and agency policies and guidelines 	<ul style="list-style-type: none"> • Working knowledge of agency specific health and safety code handbook. • Ensuring all subordinates are trained, certified, and prepared for wildland fire operations or prescribed fire implementation.

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	<p>4. NWCG guidelines</p> <ul style="list-style-type: none"> • Conduct safety related education programs focusing on: <ol style="list-style-type: none"> 1. Training 2. Certification • Prepare or oversee preparation of hazard, and risk analyses for: <ol style="list-style-type: none"> 1. Wildland fire environment hazards including, but not limited to: <ol style="list-style-type: none"> a. Fuels b. Weather c. Topography 2. Associated hazards including, but not limited to: <ol style="list-style-type: none"> a. Aviation b. Mechanized equipment c. Hazardous materials 	<ul style="list-style-type: none"> • Inspect equipment and facilities for hazards and unsafe working conditions. • Ensure maintenance is conducted for all equipment and facilities. • Experience in assessing hazards and risks for all projects, and ensuring risk mitigation in place prior to engagement or implementation (IRPG Risk Mitigation, Complexity Analysis, Aviation Risk Assessment...). • Adhere to qualification standards in NWCG 310-1 or FSH 5109.17 for all ICS positions. Participation on unit Redcard Review Committee. • Involvement as Subject Matter Expert for NWCG course revision. • Conduct pre-season preparedness planning, including preparedness inspections. • Coordinate with local, regional, or national safety officers on accident reviews and prevention. • Ensure all JHA's are updated each season, and reviewed by personnel. Ensure tailgate safety sessions or 6-minutes for Safety sessions are being conducted.