

# OKLAHOMA DEPARTMENT OF AGRICULTURE, FOOD, AND FORESTRY RECRUITMENT NOTICE

~~~ PLEASE POST ~~~

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The Oklahoma State Department of Agriculture is accepting applications for the following position in the Forestry Services Division:

## **SAFETY CONSULTANT, J31C**

NUMBER OF VACANCIES: One (1)

POSITION NUMBER: 04000067

ANNOUNCEMENT NUMBER: 15-29

Level: III  
Salary Band: K  
Monthly Salary Range: \$2,919.34 - \$5,352.13  
Work Location: 2800 North Lincoln Boulevard, Oklahoma City, OK  
Supervisor of Position: Mark Goeller, Agricultural Services Administrator  
Posting Date and Time: Thursday, September 10, 2015 at 8:00 a.m.  
Application Deadline: Thursday, October 1, 2015 at 5:00 p.m.

"Position Profile" is attached

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**Applicant Source:** Applicants responding to this announcement must have permanent status in the classified service with the Department of Agriculture, Food, and Forestry or any Oklahoma State Agency, or be eligible for reinstatement to the classified service. Department may consider any and all recruitment sources under the Oklahoma Personnel Act. Additionally, ODAFF may request a Certificate of Eligibles from the office of Human Capital Management.

**Method of Application:** Current State of Oklahoma employees in the classified service or those having reinstatement rights to the classified service must submit the following application materials:

- ❖ A cover letter stating the title and announcement number of the position for which you are applying (including a mailing address, an e-mail address and a daytime telephone number where you may be reached)
- ❖ A completed Office of Personnel Management Personal Data Summary Sheet (OPM-4B)
- ❖ A copy of their most recent Performance Management Process (PMP)
- ❖ A copy of applicant's college transcript
- ❖ A résumé (including three professional references)

**This information should be submitted to:** the Human Resources Manager, Oklahoma Department of Agriculture, Food, and Forestry, P. O. Box 528804, Oklahoma City, OK 73152 or personally delivered to the agency located at 2800 N. Lincoln Boulevard, Oklahoma City, OK prior to deadline stated above. Faxed or e-mailed application materials will not be accepted.

Applicants who have no previous classified State service, applicants in unclassified status or applicants currently in probationary status must apply online through the Human Capital Management OKCAREERS link at [www.opm.ok.gov](http://www.opm.ok.gov)

**For Further Information Concerning This Position Please Contact:** Mark Goeller at (918) 207-9492.

**Six (6) month trial period or one (1) year probationary period may be required.**

*The ODAFF does not accept transfers of permanent classified employees. Current State employees will be required to serve one-year probation as a reinstatement to the classified service.*

\*The job family descriptor (JFD) for this position is available at [www.opm.ok.gov](http://www.opm.ok.gov)

\*\*\*\*\* An Equal Opportunity Employer and Provider \*\*\*\*\*

# Position Profile

## Safety Consultant, Level III, J31C

### Special Requirements:

- Applicants must be willing and able to fulfill all job-related travel.
- Applicants must be an agency-level safety manager or qualified as a Safety Officer, Type 2 (SOF2) according to the National Wildfire Coordinating Group PMS 310-1 Wildland Fire Qualification Subsystem Guide.
- Applicants must be qualified as an Incident Commander, Type 3 (ICT3) according to the National Wildfire Coordinating Group PMS 310-1 Wildland Fire Qualification Subsystem Guide.
- Applicants must be qualified as a Prescribed Fire Burn Boss (RXB2) according to the National Wildfire Coordinating Group PMS 310-1 Wildland Fire Qualification Subsystem Guide *or* have successfully completed a state-sponsored Certified Prescribed Fire Manager training course.

### General:

At this level of this job family employees are assigned responsibilities for directing and coordinating an occupational safety and health program which is large in size and scope. This may include programs in large agencies, programs involving statewide functions or positions, or other similar programs. It may also involve risk management analysis and planning and similar activities. The incumbent in this position will be assigned responsibilities involving the planning, organization and development of certain aspects of the Forestry Services Division's Forest Protection program. In this role the incumbent will also coordinate the administration of the Forestry Services Division's safety program. The incumbent will provide operational support and guidance to firefighting resources engaged in wildfire suppression. This position will also be responsible for the development and coordination of the Forestry Services Division's safety program in consultation with Agriculture Services Administrators and the State Forester.

*Knowledge, Skills and Abilities* necessary for success in this position include, but are not limited to, knowledge of commonly accepted safety principles and practices; wildland fire suppression methods, wildfire suppression equipment, the Incident Command System; of business mathematics and English. Ability is required to establish and maintain effective working relationships with others; to express ideas clearly and concisely, both orally and in writing; to speak effectively before groups; and to follow written and oral instructions. Knowledge is required of the methods, techniques, tools and equipment used for prescribed fire; of report-writing and record-keeping; and of long-range planning. Applicant must possess or be able to acquire the knowledge, ability and skills of utilizing web-based data applications and manipulation of internet web sites. Applicant must have knowledge or possess the ability to learn industrial hygiene as it relates to Forestry Services' Division's facilities and operations. Ability is required to establish realistic direction for the program assigned in consultation with higher-level administrators.

### Examples of Specific Duties and Tasks:

2. Serves as coordinator of all aspects of the Forestry Services Division Safety Program. Includes, but is not limited to the facility safety inspections, fireline safety inspections, instructing Defensive Driving classes, and instructing CPR/First Aid classes.
3. Support on-going wildfires from fixed-wing or rotor-wing aircraft and/or on-the-ground by providing operational guidance related to wildfire suppression strategy and tactics, and resource management/organization utilizing the Incident Command System.
4. Serve on the Forestry Services Division's Interagency Incident Management Team as the Safety Officer.

5. Serve as a Lead or Assistant Instructor in the delivery of National Wildfire Coordinating Group and National Incident Management System courses.
6. Compile, complete, and submit administrative reports. For example:
  - a. Time and Leave Records are entered electronically into the State of Oklahoma's personnel time and leave system.
  - b. Assigned vehicle Fleet Management Record submitted by the 5<sup>th</sup> of each month.
  - c. Monthly submit information to the OKC Headquarters office for the Forestry Services Division's report to the State Board of Agriculture.
  - d. Monthly submit Purchase Card record to OKC Headquarters for payment.
7. Comply with all policies, laws, rules and regulations of state employment.