



Field Coordinator Announcement FY 2021 Sessions

Session Dates:

January 10, 2021	to	January 29, 2021
February 14, 2021	to	March 5, 2021
March 14, 2021	to	April 2, 2021
April 11, 2021	to	April 30, 2021
June 6, 2021	to	June 25, 2021

Applications for FY2021 Sessions must be received at PFTC by October 7, 2020

Mission Statement:

To maintain a national interagency center of excellence for prescribed fire, with an emphasis on actual field experience, in order to increase skills and knowledge and to build confidence in the application of prescribed fire.

Introduction:

There is a need for detailers to work with the Prescribed Fire Training Center (PFTC), located in Tallahassee, FL, for up to a 25-day period. The detailer will serve as Field Coordinator handling coordination between the participants, PFTC, and the various agencies that will host the prescribed burns. The Field Coordinator will mentor a group of six to seven individuals day and night for their stay. The Field Coordinator must be able to answer questions on technical aspects of prescribed burning. Due to these circumstances, prescribed fire experience is required (Southeastern desirable), as is a qualification of **RXB2**. Both administrative and fieldwork will be required. **Applications from disciplines other than fire management are strongly encouraged.** Individuals will remain at their current grade. **A government purchase credit card is not necessary to be considered for this detail.** All participants and Field Coordinators will be on per diem or their agency/organization standard operating procedure and will be responsible for covering their meals and lodging costs on their travel card.

Payment:

FWS, BLM, NPS, Private Sector Field Coordinators: the home unit will be responsible for covering base 8, overtime, travel to and from PFTC, meals and lodging.

USFS Field Coordinators: costs for meals, lodging, base 8, overtime, and transportation to and from Tallahassee, FL will be paid by PFTC since additional funds have been received to cover these expenses.

Major Duties:

- 1) Serves as primary liaison and mentor between a group of six to seven participants and the hosting agency FMO or manager.
- 2) Serves as primary liaison and mentor between a group of six to seven participants and the PFTC. The Field Coordinator is expected to make pre-session contact with the individuals assigned as well as the PFTC staff.
- 3) Coordinates daily movement of individuals between various agencies and PFTC Operations Specialist.
- 4) Assists PFTC Administrative Specialist in providing logistical support for participants.

- 5) Provides advice on technical aspects of prescribed burns and various prescribed burning techniques and equipment.
- 6) Coordinates and tracks completion of prescribed fire task books of participants. Ensures completed tasks are signed off by the appropriate agency personnel on the particular burn.
- 7) Resolves problems or refers them to the PFTC Staff.
- 8) Receives feedback from all parties and forwards to the Center and ensures documentation of such.
- 9) Assists Administrative Specialist and Fire Training Specialist in closeout documentation.
- 10) Provides participants' performance rating and accomplishments to the Center.
- 11) Assist participants with pre-work questions and concerns.

Knowledge, Skills, and Abilities:

Your position as a Field Coordinator requires the ability to lead and develop students into quality fire practitioners for the future. As a Field Coordinator you set the example and challenge your students to “think outside the box” and to find value in every lesson they encounter during their 20-day session.

Question One:

Give your opinion on what makes a fire program successful to grow and how you would apply your leadership skills.

Question Two:

Describe how you can be effective in building a team, given the short timeframes at PFTC and diversity of personalities, to function effectively at conducting prescribed burns and maximizing learning.

Question Three:

What will you gain from serving as a PFTC Field Coordinator?

Question Four:

How do you build or maintain a learning environment when weather has prevented live fire opportunities? Give a specific example.

Question Five:

How do you deal with a trainee that is a distraction to the rest of the crew?

Question Six:

Describe how suppression personnel and fuels personnel function or could function effectively together on a Unit.

Other Expectations:

The Field Coordinators are a critical element to the success of PFTC. Field Coordinators must be fluid, productive and efficient individuals who can respond to rapidly changing conditions. Actual duty location may change weekly or daily and may be anywhere within the Southeastern United States. Lodging may be in bunkhouses, cabins, or motels. Some night and weekend work will be required. The main purpose of the Field Coordinator position is to facilitate a quality mentoring experience for the participants assigned to them and for the units hosting them. The positions are challenging and often viewed as opportunities for personal and organizational improvement. These positions are logistical and supportive in nature. Duties strongly parallel those of a Division Supervisor (DIVS).

How to Apply:

Applications will be going through the Wildland Fire Learning Portal. Click on the link below and it will take you to the login screen. If you have an account, login and you will be directed to the “Enrollment Options” screen, click on “Enroll Me” and you will automatically be directed to the application. **If you don't have an account, follow the directions for creating one on the Learning Portal Site.** Once you receive notification you have an account, **come back to this announcement and following the directions above.**

ADMINISTRATION

- Course administration
- [Enrollment options](#)

Enrollment options



Prescribed Fire Training Center 20 Day Session Field Coordinator Application 2021

Editing Trainer: Carolyn Detwiler

Editing Trainer: Greg Seamon

Self enrollment (Learner)

No enrollment key required.

[Enroll me](#)

New and Returning FY2019 / FY2020 Field Coordinator Applicants. Click on the [PFTC electronic application](#), complete and submit.

Applications must be received at PFTC by **October 7, 2020**. Notification of selections will be made **via email ONLY** by October 13, 2020. **(A personal email is requested, so the Center can be assured you receive your notification.)**

Additional Information Contact:

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