

May 2011

**Position Description – Northern Region  
Assistant Fire Cache Manager  
THSP Exception Position 4 – AD-I**

This position is responsible for the oversight and performance of daily functions in the Fire Cache, especially during heavy fire and/or other natural disaster activity.

The incumbent is required to review supply orders for correctness, priority and stock availability. Extensive skill in the use of computers and the Cache program is required as well as extensive knowledge of the cache system and practices and the National Fire Equipment System (NFES).

This position requires the ability to act on behalf of the Cache Manager and supervise administrative and operational personnel in busy, extended seasons. Duties include instructing others in techniques to complete tasks required for the operation of the fire cache.

The incumbent is expected to work well independently with minimal supervision or direction and is required to make decisions and interface with multiple agencies, dispatch offices and incidents.

The duties include analyzing reports and data to determine supplies that should be ordered and sources of supply in order to provide continued efficient service to the field.

*/s/ Tracey Nimlos*  
Incident Business Coordinator  
Region 1 - USFS