

**Position Description – Eastern Region
Fire Cache Manager (FCMG)
Exception Position 4 – AD-I**

MAJOR DUTIES

The incumbent is assigned to a Geographic Area Coordination Center (GACC) as an on-site cache manager and reports directly to the Logistics Operations Branch Chief.

The incumbent:

Manages the allocation of supplies at the Geographic Area level including oversight of all ordering, receiving, shipping, returns and refurbishment of supplies. The FCMG, while reporting to the **xxx**, directly supports the assigned Geographic Area interagency partners and all Incident Management Teams assigned to ongoing incidents.

Provides operational guidance in the area of cache management for the Geographic Area, including individual area caches.

Has responsibility for the resolution of ordering, receiving, shipping, returns and refurbishment issues at the Geographic Area level.

Maintains and accurate inventory of supplies assigned to the GACC.

Tracks supplies received and distributed at the GACC.

Maintains frequent contact with the GACC Dispatch Center to coordinate resources in adjacent Geographic Areas. When other Geographic Areas provide cache supplies, the FCMG maintains contact with cache manager from other Geographic Area to coordinate supply levels between the GACCs.

Provides problem solving recommendations and advice on cache issues to the respective area geographic area coordinators, area coordinators, area command teams, and/or incident management teams within a complex or incident. National as well as geographical area priorities will be considered when making recommendations and providing advice.

Supervises all personnel working in the Geographic Area cache including Wage Grade and GS personnel.

FACTORS

Knowledge Required by the Position

The following knowledge and abilities are required

Expert knowledge at the professional level of supply cache management and operation, with extensive experience at the incident and GACC level

Ability to evaluate and project cache inventory issues; develop guidance and provide advice to interagency partners, area coordinators, area command teams, and/or incident management teams

including a comprehensive and expert knowledge of ordering, receiving, shipping, returns and refurbishment practices.

A comprehensive technical knowledge of the various types of cache management practices and how to apply them in an effective manner. Proficient in cache tracking software, billing and inventory practices.

Knowledge of, and experience as Cache Demob Specialist, Cache Supply Clerk, Inventory Management in Type I, II and All-Risk Incidents. Knowledge will include duties, theory and practice, and must be at a sufficient level to manage competing priorities.

Interpersonal skills required for meeting and dealing with people for a wide variety of background and occupations.

A complete and comprehensive understanding of the National Mobilization Guide, Geographic Mobilization Guide and National Cache Catalog along with the dispatch organization. This includes ordering, mobilizing, tracking and demobilizing resources.

Ability to develop, organize, prepare and present in both written form and orally.

Required courses are:

Must be familiar with the National Inventory System; Interagency Cache Business System (ICBS).

RANDEE OLSON

Acting Incident Administrative Coordinator
Eastern Region - USFS