



## **Section 9313**

# **Wildlife Branch Position Descriptions**

# T able of Contents

Section	Page
<b>9313 Wildlife Branch Position Descriptions.....</b>	<b>9313-1</b>
9313.1 Training/Experience explanation .....	9313-1
9313.2 Branch Director .....	9313-2
9313.3 Deputy Branch Director .....	9313-2
9313.4 Wildlife Liaison Specialist .....	9313-2
9313.5 Oiled Wildlife Reporting Specialist .....	9313-3
9313.6 Documentation Specialist.....	9313-3
9313.7 Spill Management Software Specialist.....	9313-3
9313.8 Wildlife Reconnaissance Group .....	9313-4
9313.9 Aerial, Boat, and Shoreline Survey Units .....	9313-4
9313.10 Bird/Mammal Recovery and Rehabilitation Group .....	9313-5
9313.11 Veterinarian – Avian/Mammal.....	9313-5
9313.12 Volunteer Coordinator Specialist – Birds/Mammals .....	9313-6
9313.13 Bird/Mammal Recovery, Field Stabilization (birds only), and Transport Unit .....	9313-6
9313.14 Search and Collection Teams (Aerial, Boat, Shore) .....	9313-7
9313.15 Field Stabilization (generally for birds only) .....	9313-7
9313.16 Bird/Mammal Transport Team.....	9313-8
9313.17 Bird/Mammal Rehabilitation Unit.....	9313-8
9313.18 Bird/Mammal Rehabilitation Intake Team.....	9313-9
9313.19 Bird/Mammal Rehabilitation Holding Area Team.....	9313-9
9313.20 Bird/Mammal Rehabilitation Wash/Rinse Team .....	9313-9
9313.21 Bird/Mammal Rehabilitation Conditioning Area (pools) Team .....	9313-10
9313.22 Rehabilitation Center Support Team .....	9313-10
9313.23 Bird/Mammal Deterrence Unit.....	9313-11
9313.24 Killer Whale Monitoring Unit.....	9313-11

## Wildlife Branch Position Descriptions

The personnel descriptions in this document generally describe the personnel and job duties that would be needed for a moderate to larger event. These positions and duties may be combined into fewer individuals when responding to smaller events and/or expanded when responding to larger events.

The position descriptions are relatively general, and bird and mammal position descriptions have been combined where possible; i.e., the title “Bird/Mammal Recovery and Rehabilitation Groups” refers to two separate groups, one for birds and one for mammals. Although not specifically stated in each description each Group Supervisor, Unit Leader, and Team Coordinator will ensure that all workers receive safety and assignment briefs prior to daily operations.

### **9313.1 Training/Experience explanation**

**Incident Command System (ICS)** – The system used to manage an emergency response. The system uses standardized procedures, terms, and organizational structures to minimize miscommunication while maximizing effectiveness. To be proficient in the ICS system requires training and experience.

**Hazardous Waste and Emergency Response (HAZWOPER)** – The Occupational Safety and Health Administration has established levels of training for workers based on the work they will be performing and the level of hazard they will encounter. HAZWOPER training provides workers with the ability to recognize and respond to the hazards that they are likely to encounter in their assigned work task.

**Animal response/operational awareness** – Group Supervisors are responsible for managing Reconnaissance, Recovery, and Rehabilitation Group activities. To do this effectively, they need to have a general understanding of the personnel, equipment, and process used to conduct these activities.

**Bird and mammal identification/observation** – Observers must have the ability to identify birds and mammals by species, whether or not the animal is oiled, and if the animal is catchable. Oil is not always visible on the animal. The color of the animal, the color of the oil, and the amount of oil can make it difficult to see oil on the animal. Observers need to be familiar enough with individual animal

behavior to recognize when their behavior indicates oiling regardless of whether oil is visible.

### **9313.2 Branch Director**

The Wildlife Branch Director is responsible for managing all wildlife rescue and rehabilitation operations and personnel. The Branch Director activates and supervises wildlife operations in accordance with the Incident Action Plan, requests resources, and ensures coordination with other sections or units within the Incident Command. By policy, the Branch Director will be staffed by a United States Fish and Wildlife employee or their designee (government or non-government individual). In Washington, the Branch Director position has been delegated to the Washington Department of Fish and Wildlife.

Reports to:

- Operations Section Chief

The following personnel directly report to the Branch Director:

- Deputy Wildlife Branch Director, Wildlife Liaison, Wildlife Reconnaissance Group Supervisor, Bird Recovery and Rehabilitation Group Supervisor, and Mammal Recovery and Rehabilitation Group Supervisor

Required training/experience:

- ICS, HAZWOPER, animal response/operational awareness

### **9313.3 Deputy Branch Director**

The Deputy Branch Director attends to the responsibilities of the Wildlife Branch Director when the Branch Director is absent. Additionally, the Deputy coordinates the development of the wildlife plan that is included in the Incident Action Plan, maintains the branch organization chart, oversees the development of the branch safety plan, and maintains the branch activity log.

Reports to:

- Wildlife Branch Director

The following personnel directly report to the Deputy Branch Director:

- Documentation Specialist, Spill Management Software Specialist, Oiled Wildlife Reporting Specialist, and Wildlife Branch support staff.

Required training/experience:

- ICS, HAZWOPER, animal response/operational awareness

### **9313.4 Wildlife Liaison Specialist**

The Wildlife Liaison ensures that all branch activities are coordinated with the various other sections with the Incident Command, including the Environmental Unit, the Joint Information Center, Logistics, Natural Resource Damage Assessment activities, the Safety Office, etc. The Wildlife Liaison also coordinates with various state agencies, federal agencies, and tribes via the Liaison Officer (Command Staff for the Unified Command).

Reports to:

- Wildlife Branch Director

Direct reports:

- None

Required training/experience:

- ICS

### **9313.5 Oiled Wildlife Reporting Specialist**

The Oiled Wildlife Reporting Specialist is responsible for accumulating, coordinating, and distributing reports of oiled wildlife. This involves monitoring phone lines/recordings, email, and social media sites and forwarding reports to the Bird and Mammal Recovery Group Supervisors and Transportation Unit Leaders. This position will request additional support staff as needed.

Reports to:

- Deputy Wildlife Branch Director

Direct reports:

- None, unless the event requires extra staffing.

Required training/experience:

- Social media familiarity and data management (computer, written)

### **9313.6 Documentation Specialist**

The Documentation Specialist is responsible for managing and tracking the documents generated by the Wildlife Branch and ensuring complete and accurate documentation of live and dead wildlife that are brought into rehabilitation centers. This includes resource requests, general messages, informational handouts, etc.

Reports to:

- Deputy Wildlife Branch Director

Direct reports:

- None

Required training/experience:

- ICS

### **9313.7 Spill Management Software Specialist**

The Spill Management Software Specialist is responsible for ensuring that the Wildlife Branch is able to interact with the Incident Action Plan software being used. This includes making sure that the branch staff is able to enter information into the software as well as retrieve information.

Reports to:

- Deputy Wildlife Branch Director

Direct reports:

- None

Required training/experience:

- ICS and Incident Management Software

### 9313.8 Wildlife Reconnaissance Group

The Wildlife Reconnaissance Group is generally only established during large events (i.e., Level 1 and 2). The Wildlife Reconnaissance Group Supervisor is responsible for coordinating bird and mammal reconnaissance activities by air, water, or land. Reconnaissance will be used to determine where wildlife is located to more effectively deploy search and collection teams and/or deterrence mechanisms. The Group Supervisor is responsible for determining where safe reconnaissance activities can be conducted and what techniques will be most useful for completion of assignments, securing resources (helicopter, boats, and vehicles), and personnel; summarizing information collected by field teams; and distributing the information throughout the branch as necessary. The Reconnaissance Group Supervisor will request additional support staff as needed.

Reports to:

- Wildlife Branch Director

Direct reports:

- Reconnaissance Group Supervisor: Aerial, Boat, and Shoreline Survey Units
- Reconnaissance Group Staff: Appropriate Unit Leader

Required training/experience:

- Reconnaissance Group Supervisor – ICS, HAZWOPER, animal response/operational awareness
- Reconnaissance Group Staff – ICS

### 9313.9 Aerial, Boat, and Shoreline Survey Units

The aerial, boat, and shoreline survey units consist of teams that are responsible for gathering field information on the location, number, and species of animals impacted or in the vicinity of the spill. Survey teams also need to understand behaviors of species, know what techniques can and should be used, know what decision-making criteria should be used for initiation of actions, and be able to develop recommendations for hazing and search and collection opportunities. Teams consist of a minimum of two people, one of which is the designated team leader. An aerial team consists of a pilot and an observer, a boat team has a boat operator and an observer, and there are generally two observers per shoreline team for safety reasons. Additional observers can be added as needed. When there are two or more observers, one will function as the lead observer.

Survey teams report to:

- Aerial/Boat/Shoreline Unit Leader

Individual team direct reports:

- None

Required training/experience:

- Unit Leader – ICS, HAZWOPER
- Aerial Observers – Aircraft safety, bird and mammal identification/observation animal capture techniques

- Boat Observers – Boat safety, HAZWOPER, bird and mammal identification/observation, animal capture techniques
- Shoreline Observers – HAZWOPER, bird and mammal identification/observation, animal capture techniques

### **9313.10 Bird/Mammal Recovery and Rehabilitation Group**

The Bird/Mammal Recovery and Rehabilitation Group Supervisor is responsible for deterrence, recovery, field stabilization (birds only), transport, rehabilitation, and release of animals. The Group Supervisor is responsible for estimating the type and number of birds/mammals likely to be impacted in order to estimate resources needed, finding and securing locations for field stabilization and rehabilitation, and ensuring that state and federal permits and regulations are followed and that the personnel and equipment needs for recovery and rehabilitation activities are secured. The Deputy Bird/Mammal Recovery and Rehabilitation Group Supervisor attends to the responsibilities of the Group when the Group Supervisor is absent. The Bird/Mammal Recovery and Rehabilitation Group Supervisor will request additional support staff as needed.

Supervisor reports to:

- Wildlife Branch Director

Direct reports:

- Avian/Mammal Veterinarian, Bird/Mammal Recovery, Field Stabilization, and Transport Unit Leader, Bird/Mammal Rehabilitation Unit Leader, Bird/Mammal Deterrence Unit Leader, and the Bird/Mammal Volunteer Coordinator.

Required training/experience:

- Recovery and Rehabilitation Group Supervisor – ICS, HAZWOPER, animal care
- Deputy Recovery and Rehabilitation Group Supervisor – ICS, HAZWOPER, animal response/operational awareness, animal care
- Group Support Staff – ICS

### **9313.11 Veterinarian – Avian/Mammal**

The avian/mammal veterinarian oversees the medical treatment of birds and mammals while they are in the rehabilitation center. The veterinarian develops euthanasia protocols and works with the Safety Officer to address human-animal health risks.

Reports to:

- Bird/Mammal Recovery and Rehabilitation Group Supervisor

Direct reports:

- None

Required Training/Experience:

- ICS
- Veterinary license

### **9313.12 Volunteer Coordinator Specialist – Birds/Mammals**

The Volunteer Coordinator Specialist is responsible for recruiting, training, managing, and supporting wildlife volunteers. This includes securing lodging, organizing appreciation activities, demobilizing volunteers, and conducting an exit survey. The Volunteer Coordinator Specialist will request additional support staff as needed.

Reports to:

- Bird/Mammal Recovery and Rehabilitation Group Supervisor

Direct reports:

- Volunteer Coordinator Specialist – None unless the size of the event requires extra staffing
- Volunteer Coordinator Specialist Support Staff – None

Required training/experience:

- Volunteer Coordinator Specialist – ICS, volunteer management, social media familiarity
- Volunteer Coordinator Specialist Support Staff – Volunteer management

### **9313.13 Bird/Mammal Recovery, Field Stabilization (birds only), and Transport Unit**

The Bird/Mammal Recovery, Field Stabilization, and Transport Unit Leader is responsible for managing live animal recovery efforts, field stabilization sites, and the transport of animals to the rehabilitation facility. This includes ordering personnel and equipment, identifying the location, schedule, and number and type of search and collection teams needed each day, securing the support needed for search and collection crews (vehicles, boats, personal protective, etc.), establishing transportation schedules, and securing equipment to deliver animals from the field to the stabilization site and/or to rehabilitation facilities. The Unit Leader will request additional support staff as needed.

Reports to:

- Bird/ Mammal Recovery and Rehabilitation Group Supervisor

Direct reports:

- Recovery, Stabilization, Transport Unit Leader – Search and Collection, Field Stabilization, and Transport Teams
- Recovery, Stabilization, Transport Unit Support Staff – None

Required training/experience:

- Recovery, Stabilization, Transport Unit Leader – ICS, HAZWOPER, animal response/operational awareness, animal care
- Recovery, Stabilization, Transport Unit Support Staff – ICS



### **9313.14 Search and Collection Teams (Aerial, Boat, Shore)**

Search and Collection Team Coordinators are responsible for recovering live animals from land and water environments. At a minimum, each team consists of a Team Coordinator and at least one Team Member. Helicopter and boat teams require a pilot or boat operator in addition to the Team Coordinator and Team Member. Search and collection teams may work in oiled and/or unoiled environments but can only operate in areas that have been approved by the safety office. The majority of search and collection efforts will be organized as either shore- or water-based teams. Helicopter teams will be used in those limited circumstances where land and water access is limited. Typically, due to the specialized collection equipment and training required, bird and mammal recovery teams will operate separately from one another.

Search and Collection Team Coordinator reports to:

- Bird/Mammal Recovery, Field Stabilization, and Transport Unit Leader

Individual Team Member Direct Reports:

- None

Required training/experience:

- Aerial Team Coordinator – ICS, HAZWOPER, helicopter safety, animal capture and care
- Aerial Team Staff – HAZWOPER, helicopter safety, animal capture and care
- Boat Team Coordinator – ICS, HAZWOPER, boat safety, animal capture and care
- Boat Team Staff – HAZWOPER, boat safety, animal capture and care
- Shoreline Team Coordinator – ICS, HAZWOPER, animal capture and care
- Shoreline Team Staff – HAZWOPER, animal capture and care

### **9313.15 Field Stabilization (generally for birds only)**

The Field Stabilization Site Coordinator is responsible for managing the field stabilization site. The field stabilization site serves as a collection point for recovered animals and prepares them for transportation to the rehabilitation center. Animals are given a cursory exam, provided fluids if needed, and housed until arrangements are made for their transport to the rehabilitation center. Each field stabilization site consists of a Site Coordinator and Site Staff. The Site Coordinator will request additional support staff as needed.

Reports to:

- Bird/Mammal Recovery, Field Stabilization, and Transport Unit Leader

Direct reports:

- Field Stabilization Site Coordinator – Field Stabilization Site Staff

- Field Stabilization Site Staff – None

Required training/experience:

- Field Stabilization Site Coordinator – ICS, HAZWOPER, animal care
- Field Stabilization Site Staff – HAZWOPER, animal care

### **9313.16 Bird/Mammal Transport Team**

The Bird/Mammal Transport Team Coordinator is responsible for managing the movement of birds/mammals from the capture site to the field stabilization center and the rehabilitation center. Transport teams may be bird-specific, mammal-specific, or be able to transport both groups to appropriate facilities as needed.

Position reports to:

- Bird/Mammal Recovery, Field Stabilization, and Transport Unit Leader

Direct reports:

- Transport Team Coordinator – Drivers
- Transport Team Drivers – None

Required training/experience:

- Transport Team Coordinator – ICS, HAZWOPER, animal care
- Transport Team Staff – None

### **9313.17 Bird/Mammal Rehabilitation Unit**

The Bird/Mammal Rehabilitation Unit Leader is responsible for identifying a location for the rehabilitation center and managing daily activities within the center (personnel, equipment, data management, ordering supplies, repairs, etc.). This includes ensuring that animals meet established release criteria and are appropriately tagged prior to release and demobilizing the center at the conclusion of the event. Intake (exam and documentation), holding, wash/rinse, and conditioning (pools) occur in the Rehabilitation Unit. The Rehabilitation Unit Leader is responsible for oversight of personnel management, food preparation, facility maintenance, cleaning, ordering supplies, etc. During large events, there may be rehabilitation support staff located in the Command Post to facilitate resource ordering requests and communication between the center and the command post. The Unit Leader will request additional support staff as needed.

Reports to:

- Bird/Mammal Recovery and Rehabilitation Group Supervisor

Direct reports:

- Rehabilitation Unit Leader – Staff within the rehabilitation center
- Rehabilitation Unit Staff – None

Required training/experience:

- Rehabilitation Unit Leader – ICS, HAZWOPER, animal care
- Rehabilitation Unit Staff – ICS, HAZWOPER, animal care (depending on specific job)

**9313.18 Bird/Mammal Rehabilitation Intake Team**

The Intake Team Coordinator is responsible for admitting birds/mammals into the rehabilitation center. This may include receiving dead and live wildlife, assigning individual animal identification numbers, identifying species, completing legal documentation, and taking samples.

Position reports to:

- Rehabilitation Unit Leader

Direct reports:

- Intake Team Coordinator – Intake Staff
- Intake Team Staff – None

Training/Experience:

- Intake Team Coordinator – HAZWOPER, animal care
- Intake Team Staff – HAZWOPER, animal care

**9313.19 Bird/Mammal Rehabilitation Holding Area Team**

The Holding Area Team Coordinator is responsible for pre-wash holding areas and drying areas. This may include monitoring animal health, making sure there is enough available pen space and that pens are clean and air temperatures and ventilation are appropriate, monitoring and supplying animal hydration and/or nutrition, and managing oily waste generated in pre-wash holding areas.

Reports to:

- Rehabilitation Unit Leader

Direct reports:

- Holding Area Team Coordinator – Holding Area Staff
- Holding Area Team Staff – None

Required training/experience:

- Holding Area Team Coordinator – HAZWOPER (pre-wash area), animal care
- Holding Area Team Staff – HAZWOPER (pre-wash area), animal care

**9313.20 Bird/Mammal Rehabilitation Wash/Rinse Team**

The Wash/Rinse Team Coordinator is responsible for removing oil from the animals. This may include monitoring animal health, maintaining adequate water and air temperatures and water pressure, ensuring an adequate supply of fresh water, and managing oily water and solid waste. Sea otter washing requires that the animals be anesthetized, which requires specialized training, experience, equipment, and the direct supervision of the veterinarian.

Reports to:

- Rehabilitation Unit Leader

Direct reports:

- Wash/Rinse Team Coordinator – Wash/Rinse Area Staff
- Wash/Rinse Team Staff – None

Training/Experience:

- Wash/Rinse Team Coordinator – HAZWOPER, bird/mammal washing experience, animal care (sea otters require specialized training and equipment)
- Wash/Rinse Team Staff – HAZWOPER, animal care (sea otters require specialized training and equipment)

### **9313.21 Bird/Mammal Rehabilitation Conditioning Area (pools) Team**

The Conditioning Team Coordinator is responsible for ensuring that birds/mammals have been properly cleaned, have regained their waterproofing, and are allowed sufficient time to become healthy enough for release. This may include monitoring animal health and behavior, monitoring and supplying animal hydration and/or nutrition, and maintaining clean water and pools. Before sea otters are released, they are moved to a pre-release facility that is composed of floating pens in saltwater in an area near their expected release site. The pre-release facility will require a coordinator and staff.

Reports to:

- Rehabilitation Unit Leader

Direct reports:

- Conditioning Area Team Coordinator – Conditioning Area/Pre-Release Facility Staff
- Conditioning Area Team Staff – None

Training/Experience:

- Conditioning Area Team Coordinator – animal care, bird/mammal behavior
- Conditioning Area Team Staff – animal care

### **9313.22 Rehabilitation Center Support Team**

There are a lot of supporting tasks that need to be addressed in order for a rehabilitation center to operate effectively. These tasks may include general administration, facility construction and maintenance, intensive care, carcass retention, laboratory, food preparation, laundry, etc. These positions report to the Rehabilitation Unit Leader but may be assigned to specific teams if span of control becomes a problem. These positions generally do not require HAZWOPER training but may require duty-specific training.

Report to:

- Rehabilitation Unit Leader

Direct reports:

- None

Required training/experience:

- As required for the task

**9313.23 Bird/Mammal Deterrence Unit**

The objective of the Deterrence Unit is to minimize the number of birds/mammals that become oiled. The Bird/Mammal Deterrence Unit Leader is responsible for identifying deterrence viability, determining the number of teams needed and their deployment, ensuring that state and federal permits and regulations are followed, and developing and implementing a deterrence plan. This includes requesting personnel and equipment. The leader is also responsible for ensuring that the deterrence activities are coordinated with search and collection activities and other oil spill cleanup efforts. The Unit Leader will request additional support staff as needed.

Reports to:

- Bird/Mammal Recovery and Rehabilitation Group Supervisor

Direct reports:

- Deterrence Unit Leader – Team Coordinators
- Deterrence Team Coordinator – Team Staff
- Deterrence Team Staff – None

Required training/experience:

- Deterrence Unit Leader – ICS, HAZWOPER, bird/mammal deterrence experience. Additional experience for killer whale deterrence includes boat safety, helicopter safety, seal bomb safety, oikomi pipe deployment
- Deterrence Team Coordinator – HAZWOPER, bird/mammal deterrence experience. Additional experience for killer whale deterrence includes boat safety, helicopter safety, seal bomb safety, oikomi pipe deployment
- Deterrence Team Staff – HAZWOPER when in or around oil

**9313.24 Killer Whale Monitoring Unit**

The Killer Whale Monitoring Unit Leader is responsible for determining if killer whales are in or within 50 miles of the oil. The unit will determine whether the animals are transients or southern residents and will attempt to identify animals to the individual when possible. Information collected by the Monitoring Unit may be used to guide deterrence strategies.

Direct Reports:

- Killer Whale Monitoring Unit Leader: Mammal Recovery and Rehabilitation Group
- Killer Whale Monitoring Team Coordinator: Killer Whale Monitoring Unit
- Killer Whale Monitoring Team Staff: None

Training/experience:

- Killer Whale Helicopter Monitoring Team Coordinator – ICS, helicopter safety, killer whale individual animal identification
- Killer Whale Helicopter Monitoring Team Staff – helicopter safety, killer whale individual animal identification

**9313. Wildlife Branch Position Descriptions**

- Killer Whale Boat Monitoring Team Coordinator – ICS, HAZWOPER, boat safety, killer whale individual animal identification
- Killer Whale Boat Monitoring Team Staff – HAZWOPER, boat safety, killer whale individual animal identification