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## **Section 9313**

# **Wildlife Branch Position Descriptions**

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# 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

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

### 4 **9313.2 Branch Director**

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

13 Reports to:

- 14 ■ Operations Section Chief

15 The following personnel directly report to the Branch Director:

- 16 ■ Deputy Wildlife Branch Director, Wildlife Liaison, Wildlife  
17 Reconnaissance Group Supervisor, Bird Recovery and  
18 Rehabilitation Group Supervisor, and Mammal Recovery and  
19 Rehabilitation Group Supervisor

20 Required training/experience:

- 21 ■ ICS, HAZWOPER, animal response/operational awareness

### 23 **9313.3 Deputy Branch Director**

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

29 Reports to:

- 30 ■ Wildlife Branch Director

31 The following personnel directly report to the Deputy Branch Director:

- 32 ■ Documentation Specialist, Spill Management Software Specialist,  
33 Oiled Wildlife Reporting Specialist, and Wildlife Branch support  
34 staff.

35 Required training/experience:

- 36 ■ ICS, HAZWOPER, animal response/operational awareness

### 38 **9313.4 Wildlife Liaison Specialist**

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

- 1           Reports to:  
2           ▪ Wildlife Branch Director

3           Direct reports:

- 4           ▪ None

5           Required training/experience:

- 6           ▪ ICS

### 8           **9313.5       Oiled Wildlife Reporting Specialist**

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

14          Reports to:

- 15          ▪ Deputy Wildlife Branch Director

16          Direct reports:

- 17          ▪ None, unless the event requires extra staffing.

18          Required training/experience:

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

### 21          **9313.6       Documentation Specialist**

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

27          Reports to:

- 28          ▪ Deputy Wildlife Branch Director

29          Direct reports:

- 30          ▪ None

31          Required training/experience:

- 32          ▪ ICS

### 34          **9313.7       Spill Management Software Specialist**

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

39          Reports to:

- 40          ▪ Deputy Wildlife Branch Director

41          Direct reports:

- 42          ▪ None

43          Required training/experience:

- 44          ▪ ICS and Incident Management Software

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**9313.8 Wildlife Reconnaissance Group**

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

**13 Reports to:**

- 14
  - 15 ■ Wildlife Branch Director

**16 Direct reports:**

- 17
  - 18 ■ Reconnaissance Group Supervisor: Aerial, Boat, and Shoreline  
19 Survey Units
  - 20 ■ Reconnaissance Group Staff: Appropriate Unit Leader

**21 Required training/experience:**

- 22
  - 23 ■ Reconnaissance Group Supervisor – ICS, HAZWOPER, animal  
24 response/operational awareness
  - 25 ■ Reconnaissance Group Staff – ICS

**26 9313.9 Aerial, Boat, and Shoreline Survey Units**

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

**38 Survey teams report to:**

- 39
  - 40 ■ Aerial/Boat/Shoreline Unit Leader

**41 Individual team direct reports:**

- 42
  - 43 ■ None

**44 Required training/experience:**

- 45
  - 46 ■ Unit Leader – ICS, HAZWOPER
  - 47 ■ Aerial Observers – Aircraft safety, bird and mammal  
48 identification/observation animal capture techniques

- 1           ▪ Boat Observers – Boat safety, HAZWOPER, bird and mammal
- 2           identification/observation, animal capture techniques
- 3           ▪ Shoreline Observers – HAZWOPER, bird and mammal
- 4           identification/observation, animal capture techniques
- 5

### 6   **9313.10   Bird/Mammal Recovery and Rehabilitation**

#### 7           **Group**

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

#### 19           Supervisor reports to:

- 20           ▪ Wildlife Branch Director

#### 21           Direct reports:

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

#### 26           Required training/experience:

- 27           ▪ Recovery and Rehabilitation Group Supervisor – ICS,
- 28           HAZWOPER, animal care
- 29           ▪ Deputy Recovery and Rehabilitation Group Supervisor – ICS,
- 30           HAZWOPER, animal response/operational awareness, animal care
- 31           ▪ Group Support Staff – ICS

### 33   **9313.11   Veterinarian – Avian/Mammal**

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

#### 38           Reports to:

- 39           ▪ Bird/Mammal Recovery and Rehabilitation Group Supervisor

#### 40           Direct reports:

- 41           ▪ None

#### 42           Required Training/Experience:

- 43           ▪ ICS
- 44           ▪ Veterinary license

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

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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



1    **9313.14    Search and Collection Teams (Aerial, Boat,**  
2                    **Shore)**

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

14        Search and Collection Team Coordinator reports to:

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

17        Individual Team Member Direct Reports:

- 18            ▪ None

19        Required training/experience:

- 20            ▪ Aerial Team Coordinator – ICS, HAZWOPER, helicopter safety,  
21            animal capture and care
- 22            ▪ Aerial Team Staff – HAZWOPER, helicopter safety, animal  
23            capture and care
- 24            ▪ Boat Team Coordinator – ICS, HAZWOPER, boat safety, animal  
25            capture and care
- 26            ▪ Boat Team Staff – HAZWOPER, boat safety, animal capture and  
27            care
- 28            ▪ Shoreline Team Coordinator – ICS, HAZWOPER, animal capture  
29            and care
- 30            ▪ Shoreline Team Staff – HAZWOPER, animal capture and care

31  
32    **9313.15    Field Stabilization (generally for birds only)**

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

40        Reports to:

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

43        Direct reports:

- 44            ▪ Field Stabilization Site Coordinator – Field Stabilization Site Staff

- 1                   ▪ Field Stabilization Site Staff – None  
2           Required training/experience:  
3                   ▪ Field Stabilization Site Coordinator – ICS, HAZWOPER, animal  
4                    care  
5                   ▪ Field Stabilization Site Staff – HAZWOPER, animal care  
6

### 7 **9313.16 Bird/Mammal Transport Team**

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

12           Position reports to:

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

15           Direct reports:

- 16                   ▪ Transport Team Coordinator – Drivers  
17                   ▪ Transport Team Drivers – None

18           Required training/experience:

- 19                   ▪ Transport Team Coordinator – ICS, HAZWOPER, animal care  
20                   ▪ Transport Team Staff – None  
21

### 22 **9313.17 Bird/Mammal Rehabilitation Unit**

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

35           Reports to:

- 36                   ▪ Bird/Mammal Recovery and Rehabilitation Group Supervisor

37           Direct reports:

- 38                   ▪ Rehabilitation Unit Leader – Staff within the rehabilitation center  
39                   ▪ Rehabilitation Unit Staff – None

40           Required training/experience:

- 41                   ▪ Rehabilitation Unit Leader – ICS, HAZWOPER, animal care  
42                   ▪ Rehabilitation Unit Staff – ICS, HAZWOPER, animal care  
43                    (dependence on specific job)  
44

1 **9313.18 Bird/Mammal Rehabilitation Intake Team**

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

6 Position reports to:

- 7 ■ Rehabilitation Unit Leader

8 Direct reports:

- 9 ■ Intake Team Coordinator – Intake Staff  
10 ■ Intake Team Staff – None

11 Training/Experience:

- 12 ■ Intake Team Coordinator – HAZWOPER, animal care  
13 ■ Intake Team Staff – HAZWOPER, animal care  
14

15 **9313.19 Bird/Mammal Rehabilitation Holding Area Team**

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

21 Reports to:

- 22 ■ Rehabilitation Unit Leader

23 Direct reports:

- 24 ■ Holding Area Team Coordinator – Holding Area Staff  
25 ■ Holding Area Team Staff – None

26 Required training/experience:

- 27 ■ Holding Area Team Coordinator – HAZWOPER (pre-wash area),  
28 animal care  
29 ■ Holding Area Team Staff – HAZWOPER (pre-wash area), animal  
30 care  
31

32 **9313.20 Bird/Mammal Rehabilitation Wash/Rinse Team**

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

39 Reports to:

- 40 ■ Rehabilitation Unit Leader

41 Direct reports:

- 42 ■ Wash/Rinse Team Coordinator – Wash/Rinse Area Staff  
43 ■ Wash/Rinse Team Staff – None

- 1            Training/Experience:
- 2            ■ Wash/Rinse Team Coordinator – HAZWOPER, bird/mammal
- 3                washing experience, animal care (sea otters require specialized
- 4                training and equipment)
- 5            ■ Wash/Rinse Team Staff – HAZWOPER, animal care (sea otters
- 6                require specialized training and equipment)
- 7

8    **9313.21     Bird/Mammal Rehabilitation Conditioning Area**

9            **(pools) Team**

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

18            Reports to:

- 19            ■ Rehabilitation Unit Leader

20            Direct reports:

- 21            ■ Conditioning Area Team Coordinator – Conditioning Area/Pre-  
22                Release Facility Staff
- 23            ■ Conditioning Area Team Staff – None

24            Training/Experience:

- 25            ■ Conditioning Area Team Coordinator – animal care, bird/mammal  
26                behavior
- 27            ■ Conditioning Area Team Staff – animal care
- 28

29    **9313.22     Rehabilitation Center Support Team**

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

37            Report to:

- 38            ■ Rehabilitation Unit Leader

39            Direct reports:

- 40            ■ None

41            Required training/experience:

- 42            ■ As required for the task
- 43

**1 9313.23 Bird/Mammal Deterrence Unit**

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

**11 Reports to:**

- 12 ■ Bird/Mammal Recovery and Rehabilitation Group Supervisor

**13 Direct reports:**

- 14 ■ Deterrence Unit Leader – Team Coordinators
- 15 ■ Deterrence Team Coordinator – Team Staff
- 16 ■ Deterrence Team Staff – None

**17 Required training/experience:**

- 18 ■ Deterrence Unit Leader – ICS, HAZWOPER, bird/mammal  
19 deterrence experience. Additional experience for killer whale  
20 deterrence includes boat safety, helicopter safety, seal bomb safety,  
21 oikomi pipe deployment
- 22 ■ Deterrence Team Coordinator – HAZWOPER, bird/mammal  
23 deterrence experience. Additional experience for killer whale  
24 deterrence includes boat safety, helicopter safety, seal bomb safety,  
25 oikomi pipe deployment
- 26 ■ Deterrence Team Staff – HAZWOPER when in or around oil

**28 9313.24 Killer Whale Monitoring Unit**

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

**34 Direct Reports:**

- 35 ■ Killer Whale Monitoring Unit Leader: Mammal Recovery and  
36 Rehabilitation Group
- 37 ■ Killer Whale Monitoring Team Coordinator: Killer Whale  
38 Monitoring Unit
- 39 ■ Killer Whale Monitoring Team Staff: None

**40 Training/experience:**

- 41 ■ Killer Whale Helicopter Monitoring Team Coordinator – ICS,  
42 helicopter safety, killer whale individual animal identification
- 43 ■ Killer Whale Helicopter Monitoring Team Staff – helicopter  
44 safety, killer whale individual animal identification

- 1           ■ Killer Whale Boat Monitoring Team Coordinator – ICS,  
2           HAZWOPER, boat safety, killer whale individual animal  
3           identification
- 4           ■ Killer Whale Boat Monitoring Team Staff – HAZWOPER, boat  
5           safety, killer whale individual animal identification  
6