U.S. DEPARTMENT OF THE INTERIOR
Certification of Position Approval for Retirement Under 5 USC § 8336(c) and § 8412(d)

[x] Approved under the Civil Service Retirement System, 5 USC § 8336(c)

[x] Approved under the Federal Employees Retirement System, 5 USC § 8412(d)

Category of Coverage: Primary/Rigorous (Firefighter)

Bureau: Any DOI Bureau may use this Standard PD and must use the Standard PD Number

Classification Title: Supervisory Range/Forestry Technician (Fire)

Organization Title: Supervisory Wildland Firefighter

Standard Position Number: DOI107 Series and Grade: GS-0455/0462-06/07

RECOMMENDATION FOR COVERAGE: Primary/Rigorous Firefighter coverage is recommended under both CSRS and FERS.

This position serves as a first line supervisor on a wildland fire crew. These may be engine crews, helitack crews, hand crews (e.g. Interagency Hotshot Crews (IHC)), or prescribed fire crews. The primary purpose of this position is to perform wildland fire fighting work and to supervise crews performing such work. These crews perform work directly related to wildland fire suppression and control activities including suppression, preparedness, prevention, monitoring, hazardous fuels reduction, and prescribed burning. **Primary duties are directly connected with the control and extinguishment of fires and/or maintaining and using firefighter apparatus and equipment. The duties of this position are so rigorous that employment is limited to young and physically vigorous individuals who must meet established age and physical qualification requirements.**

ALAN SIZEMORE, Human Resources Specialist, DOI — Date: 06-01-2010

TIMOTHY MURPHY, Deputy Assistant Director (NIFC) — Date: 6-3-10

TOM NICHOLS, Chief, Division of Fire and Aviation, NPS — Date: 6/2/10

LYLE CARLILE, Chief, Branch of Wildland Fire Management, BIA — Date: 6/4/10

BRIAN MCMANUS, Chief, Branch of Fire Management, FWS — Date: 6/3/2010

MICHAEL GILLMORE, Supervisory Program Analyst, DOI — Date: 6/7/10

APPROVAL: The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement **retroactive to classification date.** Approval is by DOI Secretary's Designee:

for Deputy Assistant Secretary, Human Capital and Diversity — Date: 6/8/10

POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No.: DOI107

2. Reason for Submission: [x] Redescription [ ] New [ ] Reestablishment [ ] Other

Explanation *(Show any positions replaced)*: Replaces DOI007

3. Service: [ ] Hdqtrs [x] Field

4. Employing Office Location:

5. Duty Station:

6. OPM Certification No.:

7. Fair Labor Standards Act: [ ] Exempt [x] Nonexempt

8. Financial Statements Required: [ ] Executive Personnel Financial Disclosure [ ] Employment and Financial Interest

9. Subject to IA Action: [x] Yes [ ] No

10. Position Status: [x] Competitive [x] Excepted *(Specify in Remarks)* [ ] SES (Gen.) [ ] SES (CR)

11. Position Is: [x] Supervisory [ ] Managerial [ ] Neither

12. Sensitivity: [x] 1--Non-Sensitive [ ] 3--Critical [ ] 2--Noncritical Sensitive [ ] 4--Special Sensitive

13. Competitive Level Code:

14. Agency Use:

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment	Supervisory Range/Forestry Technician (Fire)	GS	0455/0462	07	YE	5/18/10
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position *(if different from offiical title)*: Supervisory wildland Firefighter

17. Name of Employee *(if vacant, specify)*:

18. Department, Agency, or Establishment: Department of the Interior

a. First Subdivision: BIA BLM FWS NPS

b. Second Subdivision:

c. Third Subdivision:

d. Fourth Subdivision:

e. Fifth Subdivision:

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee *(optional)*:

20. **Supervisory Certification.** *I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.*

a. Typed Name and Title of Immediate Supervisor:

Signature: Date:

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*:

Signature: Date:

21. **Classification/Job Grading Certification.** *I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Typed Name and Title of Official Taking Action: LINDA F. ERWIN, DOI HR Human Resources Specialist

Signature: Date: 5/18/10

22. Position Classification Standards Used in Classifying/Grading Position: GS-0455,GS-0462, Aid and Technical Work in the Biological Sciences Series, GS-0400 TS-111 (12/91). GSSG (6/98)

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee *(optional)*										
b. Supervisor										
c. Classifier										

Department of the Interior, FLERT Specialist

This PD has been approved as follows under 5 USC 6336(c) and 8412(d)

X Firefighter ____ Law Enforcement

X Primary ____ Secondary/Administrative ____ Sec/Supvy

Approval Date: June 8, 2010

24. Remarks

25. Description of Major Duties and Responsibilities *(See Attached)*

DI-625

POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS	2. NAME OF INCUMBENT

3. ORGANIZATIONAL LOCATION ☒ AS SHOWN ON CURRENT DESCRIPTION ☐ AS HEREBY AMENDED

IIa. _____ d. _____

b. _____ e. _____

c. _____

4. CSC TITLE AND BUREAU POSITION NO. DOI107 Supervisory Range/Forestry Technician (Fire)	SCHEDULE	SERIES	GRADE
	GS	0455/0462	06

☐ SAME AS PRESENT: AMENDED FOR ☐ CSC TITLE ☐ POS. NO. ☐ SCHEDULE ☐ SERIES ☒ GRADE

CERTIFICATIONS

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS BEEN APPROVED AS FOLLOWS UNDER 5 USC 3326(c) AND 8410(d) AND THE ITEMS REFLECTED ARE CHANGED AS REFLECTED.

Department of the Interior, FLERT Specialist

X Has been approved as follows under 5 USC 3326(c) and 8410(d)

X Firefighter PROPER AND THE POSITION AS HEREBY AMENDED IS

X Primary PROPERLY Secondary/Administrative _____ Sec/Supvy

Approval Date June 8, 2010

(Signature of Supervisor)	(Date)	Linda F. Erwin, DOI HR (Official Exercising Classification Authority)	5/18/10 (Date)
TITLE _____		TITLE Human Resources Specialist	

7. DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE AND THE ADDITIONS, DELETIONS, OR REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.

This supervisory position in the fire organization is being filled at the next lower grade due to its critical nature and the extreme shortage of fully qualified personnel. The supervisor of the incumbent will be fully responsible to ensure that the incumbent has not only the necessary administrative qualifications and certifications at the next lower level to perform all duties that are assigned, but also has the necessary aptitude to fully apply those knowledge, skills, abilities and other characteristics necessary to ensure the effective performance of duties and also the safety and security of personnel and equipment assigned to him/her for the particular operation.

The supervisor is responsible to provide the necessary guidance, preparation, and coverage for those duties that cannot yet be assigned to the incumbent to assure not only effective work accomplishment, safety, and security but also the preparation of the incumbent for promotion to this position's full performance level of GS-07.

SUPERVISORY CERTIFICATION: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that a false or misleading statement may constitute violations of such statutes or their implementing regulations.

_____ _____

Name Signature and Title of Supervisor Date

Introduction

<u>NOTE</u>: Use of this position description is intended for positions where supervisory duties are performed on a recurring basis at least 25% of the time.

This is a standard supervisory wildland fire management position description intended for use in the Department of the Interior (DOI). This position serves as a first line supervisor on a wildland fire crew. These may be engine crews, helitack crews, hand crews (e.g. Interagency Hotshot Crews (IHC)), or prescribed fire crews.

The primary purpose of this rigorous position is to perform wildland fire fighting work and to supervise crews performing such work. These crews perform work directly related to wildland fire suppression and control activities including suppression, preparedness, prevention, monitoring, hazardous fuels reduction, and prescribed burning.

Beginning October 1, 2010, the National Wildfire Coordinating Group (NWCG) incident management qualifications and additional required training specified in the Interagency Fire Program Management (IFPM) Qualifications Standards and Guide apply to all grade levels of this position description.

This is an arduous position and subject to medical screening and physical fitness testing.

<u>Major Duties (60%)</u>

Supervises crews and performs duties in one of the following functional areas:

- Handcrew. Serves as a supervisory wildland firefighter on a handcrew. During initial attack fire suppression activities, locates fireline, directs and participates in fireline construction, backfiring and burnout operations, engine and pump operations, tree falling and holding/patrol/mop up operations. Uses a variety of specialized tools, equipment and techniques to actively suppress fires. May participate in prescribed fire operations. May be required to be a fully qualified chain saw operator.

- Prescribed Fire. Serves as a supervisory wildland firefighter on a prescribed fire crew. Directs and performs prescribed fire operations including preparation, ignition, monitoring, holding, and mop-up. Monitors fire behavior, fire effects, and fire weather on prescribed fires and wildland fire use. Collects fire data such as fuel loading, tree stand density, fuel moisture, maps projects, weather, and maintains records. May use specialized firing equipment (e.g. fusees, drip torches, flares, and terra torch). May support wildland fire suppression activities. May be required to be a fully qualified chain saw operator.

- Wildland Fire Engine. Serves as a supervisory wildland firefighter on a wildland fire engine. Directs the operation of a wildland fire engine, ensuring the correct positioning, proper use and operation. Personally performs and directs others in starting pump engine, priming pump, adjusting engine speed and pump valves, laying hose, and using appropriate nozzles and nozzle adjustment in effective use of water and additives. Responsible for maintenance

of specialized equipment used to respond to wildland urban interface/intermix situations. Ensures the engine is kept in a full state of readiness for emergency fire dispatch. May be required to be a fully qualified chain saw operator.

Helitack. Serves as a supervisory wildland firefighter on a helitack crew. Supervises the fire suppression efforts of the helicopter module. Directs the loading of helicopter personnel and cargo considering weight and balance, securing cargo, etc. Completes manifests of personnel and equipment being transported to the fire or other work sites. Inventories and inspects helicopter accessories, fire tools, and equipment. Assures that needed tools and equipment are available for fire fighting tasks. Serves as Helispot and Dipsite Manager on incidents requiring the establishment of these sites. Certified in the use of long line external loads and the operation and maintenance of accessory equipment. Prepares and maintains required documents (e.g., flight invoices, manifests, daily diaries, and load calculations). May serve as a certified rappeller.

When this position description is used in helitack operations the qualifications requirements specified in the Interagency Standards for Fire and Fire Aviation Operations (Redbook) must be met prior to entrance into this position.

Duties Common to All Functional Areas

Gathers and considers information on weather data, topography, fuel types, and fire behavior in responding to wildland fire incidents. When positioning and deploying personnel and equipment, recommends best approaches and practices to use in protection of the values at risk

Makes initial evaluation of fire situations, determines rate of spread, potential hazards to property and other improvements, suppression method to use, hose lays, deployment of crew, point of initial attack, type of tools to use and application of water.

Responsible for operation and maintenance of specialized equipment used to respond to wildland and prescribed fire situations. Accomplishes emergency repairs as necessary to permit continued use of equipment. In those instances when the apparatus cannot be used effectively in suppressing the fire, the incumbent takes appropriate control action in attacking the fire.

Implements formal and informal training programs to comply with policy and regulations. Participates in wildland fire and safety training in the techniques, practices, and methods of fire suppression and in the safe, efficient operation and use of tools, equipment, and vehicles used in fire suppression activities, with emphasis on those used for the particular function assigned. Participates in crew proficiency checks and drills, safety sessions, and fire critiques. Ensures own and other's welfare and safety in all aspects of the assignment.

Operates a variety of motor vehicles to transport equipment, supplies, crew members, etc.

Performs basic first aid.

Supervisory Duties (25%)

Provides technical and administrative supervision to handcrews, prescribed fire crews, wildland fire engine crews, or helitack crews . The incumbent spends at least 25% of the time on supervisory duties. Plans work to be accomplished by subordinates, sets and adjusts short term priorities, and prepares schedules for completion of work. Assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of the employees. Develops performance standards and evaluates work performance of subordinates. Gives advice, counsel, or instruction to employees on both work and administrative matters.

Hears and resolves minor complaints from employees. Refers group grievances and more serious unresolved complaints to higher-level supervisor or manager. Effects minor disciplinary measures such as warnings and recommends other action in more serious cases. Interviews candidates for positions in the unit; recommends appointments, promotions, and reassignments to such positions. Identifies and provides for training needs. Finds ways to improve production or increase the quality of work directed.

Solicits applications and conducts diversity outreach for permanent workforce vacancies. Conducts interviews, hires for seasonal vacancies. Employees may work at more than one location, requiring coordination through the use of telephone, radio, or computer.

Provides leadership, allocates resources, and implements activities to accomplish multi-cultural organization direction and Equal Opportunity and Civil Rights requirements, goals, policies, and objectives.

Provides for crew safety and welfare and implements a training program in compliance with applicable requirements. Ensures work conditions conform to agency safety programs. Identifies and corrects job safety and health hazards, instructs employees on safety requirements of assignments, reviews and reports loss incidents in accordance with Department, Bureau, and OWCP regulations.

Identifies corrective measures for violations of the Occupational Safety and Health Act standards in the workplace.

Additional Duties (15%)

May assist the fire management staff in developing and revising annual operating plans, annual budget requests, fire management planning and operating procedures pertaining to wildland fire management activities.

May assist in the preparation of hazardous fuels treatment plans and burn plans based on predicted fire behavior and risk assessment. Drafts prescribed fire perimeter maps. Monitors smoke dispersal and fire effects.

May work with local homeowners, community stakeholders, various local, state, and federal agencies in an effort to educate and mitigate potential threats to these communities by wildland fire.

May assist higher level workers in forestry/range research efforts; in the marketing of forest/range resources; or in the scientific management, protection, and development of forest/range resources.

Other Significant Facts

This is a testing designated position (TDP) under the Department of the Interior Drug-Free Workplace Program.

Must possess a valid state driver's license.

May require the incumbent to obtain and maintain a Commercial Drivers License (CDL).

When this position description is used in helitack operations see qualification requirements stated above.

Factors

1. Knowledge Required by the Position — Level 1-4, 550 points

Knowledge of supervisory policies, procedures and methods in order to manage a diverse workforce.

Knowledge of strategies, tactics, and suppression methods used in containment and control of wildfires and wildland fires in order to relay assignments to crew members, accurately evaluate rapidly changing fire circumstances, determine when/if additional forces may be needed, or determine when circumstances warrant withdrawal of crew to a safe location.

Knowledge of instruction techniques. Skill in coordinating training sessions and presenting wildland fire suppression and prescribed fire training material.

Knowledge of fire behavior including causes of wildland fire, influence of temperature, humidity, wind, topography, slope and fuel moisture conditions, and fuels in order to know where to attack the fire, build fire line, where to be positioned to manage a wildland fire, and to identify hazards.

Knowledge of accepted fire safety practices and procedures to prevent injury and loss of life.

Knowledge of wildland fire management techniques, methods and conditions to accurately analyze fire circumstances, determine when additional forces may be needed, or determine when circumstances warrant disengagement.

Specific technical firefighting knowledge such as, but not limited to, fire engine and pump operations, hose lays, handcrew operations and/or helicopter operations to enable the incumbent to function in assigned capacities and to instruct or supervise others in those duties if necessary.

Specialized knowledge and necessary certifications such as, chain saw operation and repair, long line certification, rappelling, pump operation and water handling, use of specialized equipment used in response to wildland urban interface situations, and helicopter accessory equipment used in wildland fire management and prescribed burns.

Knowledge of air operations, rappelling, helicopter capabilities and limitations, helicopter contracts, load balance and capacity, load calculating, and manifesting of personnel and equipment. Knowledge of work procedures and practices in working with helicopters and fixed–wing aircraft.

Knowledge of tactical methods and techniques for use of water and additives in controlling and mopping-up fires in order to efficiently and effectively accomplish operations where water is in short supply.

Ability to operate four wheel drive pickup trucks and may require the ability to operate a fire engine.

Skill in use of hand tools such as Pulaskis, shovel, McLeod; and power tools including chainsaw, portable pumps to build fireline, control wildland fire, and to perform other non-fire related duties.

Knowledge of agency and interagency qualification, position task book requirements, and certification standards and procedures adopted by the National Wildfire Coordinating Group (NWCG).

Knowledge of reporting requirements and procedures.

Knowledge and skill of standard first aid procedures sufficient to perform preliminary first aid and triage as necessary.

Knowledge of the organization and the function of cooperative interagency fire organizations such as federal, state and local governments to facilitate wildland fire operations in a multi-jurisdictional setting.

Knowledge of related fields such as forestry, rangeland, wildlife, botany, soils and water, cultural and historical resources in order to make informed fire operational decisions.

Knowledge of general range/forestry technician work in order to personally perform and lead others in the performance of a variety of work in such areas as hazard tree removal, recreation, wildlife and watershed, and in general maintenance and upkeep of facility, vehicle and equipment.

Oral and written communication skills sufficient to effectively interact with people at all levels, internal and external to the organization, including the public.

Knowledge of fire terminology to communicate with other crewmembers.

Ability to perform basic computer technology skills such as word processing, electronic mail, internet use, and specialized fire information databases and programs.

Knowledge of appropriate act requirements to include the Equal Opportunity Act, Civil Rights Act, Age Discrimination in Employment Act, Rehabilitation Act, 29 CFR 1604.11(a) Sexual Harassment sufficient to function within a diverse workforce.

2. Supervisory Controls Level 2-2, 125 points

The supervisor initially provides direction on the priorities, objectives, and/or deadline for types of work covered by precedent. New or unusual assignments may be accompanied with a general background discussion, including advice on the location of reference material to use.

The technician identifies the work to be done to fulfill project requirements and objectives, plans and carries out the procedural and technical steps required, seeks assistance as needed, and independently coordinates work efforts with outside parties.

The incumbent exercises initiative in developing his/her own solution to common technical and procedural problems such as changes in priorities, need for extended field time, minor need for additional equipment or personnel, and other such comparable issues. The technician seeks administrative direction or decision from higher authority on the course to follow when encountering significant technical or procedural problems with the work, e.g., when project objectives appear to substantially exceed available equipment and staffing capacities or when technical issues new to the organization are encountered. In such instances the technician may be expected to develop proposals for resolving the problem.

Technical review of the incumbent's work during fire assignments is provided by a variety of supervisory personnel from the fires to which the incumbent's crew has been assigned.

3. Guidelines Level 3-2, 125 points

Most guidelines are in the form of oral instructions and training prior to actual wildland fire suppression activities. General guidelines can be found in agency and bureau published directives such as: wildland fire operations manuals, handbooks, and guides.

Some guidelines are also contained in the prescribed burning and hazard fuel reduction plan, emergency medical services plan, safety plan, and other specific local guides pertinent to the local unit or specific to the type of work being performed.

Since every possible situation cannot be anticipated and covered in training, the employee must use judgment in applying knowledge, especially in situations where the supervisor is not available for consultation.

Safety regulations, guides, and policies must be applied.

4. Complexity Level 4-2, 75 points

Practices and supervises fire suppression under the most adverse conditions of climate, fuels, and terrain. As an experienced specialized firefighter is expected to have the technical knowledge to perform in specific fire assignments, (i.e., chain saw operator, faller, water handling specialist, rappeller, etc.) safely and efficiently. Strategic and tactical decisions depend, to a considerable degree, on the employee's analysis of the situation and issues involved, and the selected course of action. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

5. Scope and Effect Level 5-2, 75 points

The work involves the application of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope. Work involves the execution of specific procedures, techniques, which differ with each fire's fuel type, weather conditions, and topography. The effect of the work performed is to minimize loss of natural resources, improvements, property or life. The performance of the crew contributes to the overall effectiveness of the wildland fire management effort.

6&7. Personal and Purpose of Contacts Level 1A, 30 points

Primary contacts are with the crew and others in the fire organization. Frequently has contact with comparable Federal, State, and local government agency personnel. Other contacts include visitors, private landowners, and local residents.

Contacts are made to exchange information, gather and clarify information, distribute and balance workload among crewmembers, resolve problems and answer technical questions, and report to supervisor on performance, progress, and training needs of crewmembers.

Contacts with the general public during incident operations may be with landowners to resolve operational tactics, encourage and/or require evacuation, or to ensure the safety of a curious public.

8. Physical Demands Level 8-3, 50 points

Arduous: Duties involve rigorous fieldwork requiring above average physical performance, endurance and superior conditioning. Work requires prolonged standing, walking over uneven ground, and recurring bending, reaching, lifting and carrying of items weighing over 50 pounds and shared lifting and carrying of heavier items, and similar strenuous activities requiring at least average agility and dexterity.

Duties include demands for strenuous activities in emergencies under adverse environmental conditions and over extended periods of time. Operation of some specialized fire equipment can place extended physical stress on incumbent during fire activities.

Incumbent is subject to medical examination and must pass the work capacity test for arduous positions.

9. Work Environment Level 9-3, 50 points

The work is primarily performed in forest and range environments in steep terrain where surfaces may be extremely uneven, rocky, covered with vegetation, and in smoky conditions, etc. Temperatures vary from above 100 degrees F to below freezing. Risks include smoke inhalation, fire entrapment, snake or insect bites and stings, exposure to excessive machinery noise, and falling and rolling material. Personnel must adjust and cope with exposure to weather elements, dust and smoke, poor sleeping and eating conditions and unpredictable sets of circumstances. Incumbent may be required to live in backcountry camps for extended periods of time. The hazardous nature of the work requires that personal protective equipment be worn (boots, hardhat, gloves, flame resistant clothing, etc.). Work may require travel by light fixed-wing or rotor-wing aircraft.

FES: 1080 points, GS-5 (855-1100)