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: Secondary/Administrative (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: Wildland Fire Operations Specialist

Standard Position Number: DOI130 Series and Grade: GS-0455/0462-08/09

RECOMMENDATION FOR COVERAGE: Secondary/Administrative Firefighter coverage is recommended under both CSRS and FERS.

The incumbent serves in a key fire management position as a Wildland Fire Operations Specialist. The primary purpose of this position is to provide operational oversight and planning of wildland fire suppression activities, and specialized expertise in assigned zone/area. The incumbent is also responsible for preparedness, prevention, prescribed burning, monitoring, hazardous fuel reduction, and facilities within assigned zone/area. The incumbent also assists in writing and executing wildland fire management plans, prescribed burn plans, and preparedness plans. **This is an administrative position in an organization having a firefighting mission, and is clearly in an established career path. Prior firefighting experience, as gained by substantial service in a primary firefighter position or equivalent experience outside the Federal government is a MANDATORY PREREQUISITE for incumbents of this position.**

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: 6/9/10

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

1. Agency Position No.: DOI130

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

Explanation *(Show any positions replaced)*: Replaces DOI030

3. Service: [ ] Hdqtrs [x] Field

4. Employing Office Location:

5. Duty Station:

6. OPM Certification No.:

7. Fair Labor Standards Act: [x] Exempt [ ] 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 [ ] 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	09	TS	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)*: Wildland Fire Operations Specialist

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)

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 8336(c) and 8412(d)

X Firefighter ____ Law Enforcement

____ Primary X Secondary/Administrative ____ Sec/Supvy

Approval Date June 9, 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. DOI130 Supervisory Range/Forestry Technician (Fire)	SCHEDULE	SERIES	GRADE
	GS	0455/0462	08

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

CERTIFICATIONS

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED.

_____ (Signature of Supervisor) _____ (Date)

TITLE _____

6. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.

Linda F. Erwin, DOI HR (Official Exercising Classification Authority) 5/18/10 (Date)

TITLE HR 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.

The supervisory position in the fire organization is being filled at the next lower grade due to its critical nature and extreme shortage of fully qualified personnel. The incumbent's supervisor provides closer than normal supervision relative to the performance of supervisory duties. The incumbent's supervisor maintains most supervisory authorities during the developmental period while providing guidance and instruction necessary for the incumbent to transition to the full level of supervisory responsibilities and authorities.

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-09.

Department of the Interior, FLERT Specialist _____

This PD has been approved as follows under 5 USC 8336(c) and 8412(d)

X Firefighter _____ Law Enforcement

_____ Primary X Secondary/Administrative _____ Sec/Supvy

Approval Date June 9, 2010

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:

This is a standard wildland fire management position description intended for use in the Department of the Interior (DOI). The incumbent serves in a key fire management position in a field fire management organization as a Wildland Fire Operations Specialist. The primary purpose of this position is to provide operational oversight and planning of wildland fire suppression activities, and specialized expertise in assigned zone/area.

The incumbent is also responsible for preparedness, prevention, prescribed burning, monitoring, hazardous fuel reduction, and facilities within assigned zone/area. The incumbent also assists in writing and executing wildland fire management plans, prescribed burn plans, and preparedness plans.

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.

Prior wildland firefighting experience on the fireline is a mandatory requirement.

This is a Testing Designated Position (TDP) under the Department of the Interior Drug-Free Workplace Program.

This position requires a valid state driver's license.

MAJOR DUTIES:

Wildland Fire Suppression (30%)

Provides oversight during initial and extended attack fires, directs fireline activities and tactics of dispersed firefighters, resources, equipment, and aircraft. Provides for follow-up actions to safely and effectively manage wildland fires.

Assigns missions to ground and aviation wildland fire suppression resources. Makes efficient and effective use of multiple types of interagency wildland fire suppression resources with varying capabilities. Ensures common communications for interagency resources. Monitors weather and fire behavior, and communicates changes to strategy and tactics. Transfers command to an upper level Incident Management Team as necessary.

Provides protection for life, property and resources. Selects strategies and tactics to ensure safe operations for assigned resources. Recognizes potential hazardous situations and provides operational briefings. Initiates contacts with federal, state, and/or local law enforcement personnel as necessary to close roads, evacuate structures, and deal with the public.

Coordinates with dispatch office regarding current fire behavior and fire conditions, release of

resources, and other logistical considerations.

Participates in development of: incident objectives and strategies and tactics, to provide for safe operations and cost effective incident management. Conducts After Action Reviews and offers suggestions for improvement.

Responsible for ensuring that required documentation is completed and submitted. Initiates cost share agreements for payment of expenses associated with individual incidents.

May manage national wildland fire support resources (e.g., Interagency Hotshot Crews, aviation assets, or other types of specialized modules).

Non-Suppression Operations (40%)

Performs, and supervises employees in a variety of fire management positions such as: fire prevention, preparedness, detection, resource rehabilitation, mobilization, prescribed fire, aviation operations, and training programs.

Ensures preparedness of wildland fire suppression equipment and personnel. Serves on preparedness review teams. Organizes fire caches, maintains inventory and accountable property, positions equipment and personnel for the most efficient response, evaluates equipment and personnel needs and develops and prioritizes equipment and personnel funding requests.

Conducts field reconnaissance of proposed prescribed burn units, makes recommendations on appropriate treatment techniques for meeting management objectives, drafts prescribed burn plans to meet those objectives and implements approved prescribed burn plans. Performs post-burn evaluation and completes documentation.

Assists in developing and revising interagency annual operating plans, annual budget requests, the fire management plan and operating procedures pertaining to preparedness, wildland fire suppression, and prescribed fire.

Assists in wildland fire management planning, coordination and implementation including, but not limited to, fire assistance program coordination, interdisciplinary team participation, NEPA and other compliance document preparation, contracting, fire rehabilitation planning, and fire mitigation measures.

Provides oversight and management for fire facilities within the zone/area. Assists in managing the budget for facility maintenance, supplies, and equipment. Requests long- and short- term funding for wildland fire facility maintenance and improvements.

Coordinates wildland fire and aviation related training courses and may serve as an instructor at the local, regional and interagency levels. Identifies wildland fire training needs for unit personnel and submits training nominations.

May perform as a duty officer.

May serve as a Contracting Officer's Representative (COR) and may be responsible for the preparation of contract specifications and performance measures.

Supervision and Safety (30%)

Provides technical and administrative supervision. Plans and directs overall work to be accomplished by subordinate positions, sets and adjusts priorities, and prepares schedules for completion of work. Assigns work to subordinate positions based on priorities, in the difficulty and requirements of assignments, and the capabilities of the employees. Finds ways to improve production and/or increase the quality of work directed. Negotiates and coordinates work projects with other unit managers and supervisors.

Develops performance standards and evaluates work performance of subordinates. Advises, counsels, or instructs 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 reprimands and recommends other action in more serious cases.

Selects employees for appointments, promotions, and reassignments.

Identifies, provides and recommends training needs for employees.

Provides leadership and direction to subordinates in the recognition and mitigation of environmental and workplace hazards of the wildland fire environment following applicable laws, policies, and guidelines.

Responsible for the on-the-job safety and health of all employees supervised. Ensures that a comprehensive job hazard analysis is conducted and a risk management process is implemented. Responsibilities include identifying and mitigating safety and health hazards, instructing employees on safety requirements, reviewing and reporting loss incidents, implementing corrective measures for violations of the Occupational Safety and Health Act standards, directing the periodic inspection of all workplaces, managing work/rest ratio and length of assignment guidelines, developing and executing a comprehensive physical fitness training program, debriefing incident personnel, and coordinating safe travel plans.

FACTORS:

1. Knowledge Required by the Position (Level 1-6, 950 points)

In depth knowledge of the policies, techniques and practices of wildland firefighting obtained through substantial service as a primary firefighter of the Federal government or in a similar

firefighting position outside the Federal government. This is a mandatory requirement of this position.

Skill in utilizing wildland fire suppression strategies, tactics, and methods.

Thorough knowledge of the capabilities and limitations of specialized wildland firefighting resources such as: helicopters, engines, aerial ignition equipment, pumps, and chainsaws.

Extensive practical knowledge of fire behavior to ensure safe wildland fire suppression operations.

In depth knowledge of interagency wildland fire policies, manuals, regulations, suppression agreements, organizations, and functions sufficient to ensure compliance with existing standards and to implement annual operating plans.

Knowledge of safety policies, guidelines, and procedures specific to wildland fire suppression and prescribed fire activities. Ability to develop and implement safe work procedures.

In depth knowledge of incident management qualifications, training and standards.

Ability to interact with individuals and special interest groups with diverse and potentially conflicting viewpoints regarding natural and cultural resource management priorities.

Skill in oral and written communication to effectively interact with people at all levels, internal and external to the organization.

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

2. <u>Supervisory Controls</u> (Level 2-3, 250 points)

The supervisor provides direction on the priorities, objectives, and/or deadlines 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 performed 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 solutions to common technical and procedural problems such as changes in priorities, need for extended field time, need for additional equipment or personnel, and other comparable issues. The technician seeks administrative direction or decision from a 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 has been assigned.

Completed work is reviewed to determine that objectives are being met and that methods and results are sensitive to other programs and political considerations.

3. Guidelines (Level 3-3, 275 points)

Guidelines are found in interagency manuals, agency specific manuals, handbooks, directives and policy statements. Many guidelines provide only limited general directions and require the development of additional procedures to implement their intent.

The incumbent has broad latitude for independent action due to the wide range of variables under which the work is accomplished. The incumbent relies on experience and uses judgment in adapting techniques, methods or established practices to complete assignments and achieve objectives.

4. Complexity (Level 4-3, 150 points)

The work entails a variety of complex administrative and technical wildland fire suppression, prescribed fire, and fuels management support functions, each involving numerous procedures and operating requirements. The incumbent must interpret and analyze environmental influences on fire behavior, make judgements, and adjust tactics as conditions change. Complex variables such as weather, fuels (type and condition), topography, fire behavior, management objectives and resource protection concerns, strategies and tactics, resource availability and capability, employee and public safety, must be considered by the incumbent in making critical decisions under pressure. Adding an additional layer to the complexity are factors such as different types of fuels; fuels treatment projects; resource and property values at risk; smoke management requirements; multiple jurisdictions, frequent use of aviation operations or support; and intra/inter-agency coordination requirements.

The multiple variables, conflicts in resource management objectives, and environmental constraints require that the incumbent evaluate a considerable amount of data in formulating the appropriate strategy into effective wildland fire suppression, prescribed fire, and fuels management programs.

Due to the nature of fire management activities, the incumbent may have to react quickly and perform multiple, unrelated simultaneous assignments along with other competing demands in the work environment.

5. Scope and Effect (Level 5-3, 150 points)

The purpose of the position is to supervise and perform work related to the wildland fire suppression and prescribed fire programs. The ultimate goal of this position is to effectively manage people and resources to accomplish tasks in preparedness, fire suppression, fire prevention, and fuels management. The work has a direct effect on the safety of human life, the protection of resources and the protection of public lands and neighboring properties through the implementation of effective wildland fire suppression and prescribed fire programs. The nature of the work places personnel and equipment in hazardous situations. Decisions and actions by the incumbent are critical.

Recommendations made by the incumbent are considered in developing optimum solutions. Recommendations also serve as the basis for identifying the need for new programs, and are considered in setting priorities for existing programs. Work will influence the direction of wildland fire management operations.

6. & 7. <u>Personal Contacts & Purpose of Contacts</u> (Level 3B, 110 points)

Primary contacts are with the crews and others in the fire organization. Other contacts are with local, regional, national wildland fire management personnel, other federal agencies, local, regional, and state fire organizations, researchers and scientists, federal and state land management agencies, local community groups, conservation organizations, media and other work units within the government. Contacts are made in the form of formal presentations, interviews, informal exchanges, written reports, and correspondence. These contacts are an everyday occurrence. Contacts may take place under adverse conditions.

Contacts are made to exchange information about procedures, schedules, or operating problems regarding wildland fire suppression and prescribed fire management methods and techniques.

Contacts are made to coordinate planning efforts and operational activities related to wildland fire suppression and prescribed fire; to coordinate training; to maintain cooperative relationships with outside wildland fire agencies; to maintain the interagency incident qualifications system; to coordinate and integrate wildland fire suppression and prescribed fire management activities with other, work units; and to provide public information to local governments, interested community groups, and the media.

8. Physical Demands (Level 8-2, 20 points)

Duties involve fieldwork requiring above average physical fitness and endurance. 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.

9. Work Environment (Level 9-2, 20 points)

Work is performed in both an office and field setting. The work performed in an office setting is primarily sedentary. The work performed outdoors is in forest and desert environments or in steep terrain where surfaces may be extremely uneven, rocky, or covered by vegetation. Temperatures commonly exceed 100 degrees F and fall 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 situations under an unpredictable set of circumstances. Incumbent may be required to live in back country camps for extended periods of time. The hazardous nature of the job requires that protective clothing be worn (hard hat, gloves, boots, flame resistant clothing and other personal protective equipment). Work requires travel by light fixed-wing or rotor-wing aircraft. Incumbent will adhere to all safety rules and regulations as prescribed in manuals/supplements or by the designated Safety Officer.

1950 points, GS-9 (1855-2100)