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

1. Agency Position No.: S000082

2. Reason for Submission: ☐ Redescription ☐ New ☐ Reestablishment ☑ Other

Explanation *(Show any positions replaced)*: Standard Position Description

3. Service: ☐ Hdqtrs ☑ Field

4. Employing Office Location:

5. Duty Station:

6. OPM Certification No.:

7. Fair Labor Standards Act: ☐ Exempt ☒ Nonexempt

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

9. Subject to IA Action: ☑ Yes ☐ No

10. Position Status: ☑ Competitive ☐ Excepted *(Specify in Remarks)* ☐ SES (Gen.) ☐ SES (CR)

11. Position Is: ☐ Supervisory ☐ Managerial ☑ Neither

12. Sensitivity: ☒ 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						
c. Second Level Review						
d. First Level Review	Biological Tech. (Private Lands)	GS	404	7		
e. Recommended by Supervisor or Initiating Office						

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

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

18. Department, Agency, or Establishment: **U. S. Department of the Interior**

a. First Subdivision: **U. S. Fish and Wildlife Service**

b. Second Subdivision: **Regions**

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

Signature | Date

22. Position Classification Standards Used in Classifying/Grading Position: US OPM GS-404, TS-111, December 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										

24. Remarks

FPL - GS-7

Approved For Servicewide Use — Earl Auge 4-28-03

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

Biological Technician (wildlife)
GS-404-7 (Private Lands application)

INTRODUCTION

The primary responsibility of this position is to deliver habitat restoration projects on private land. The incumbent of this position assists professional biologists in completing all phases of a wildlife biological study and a habitat restoration project of significant scope and duration including: project planning, logistical arrangements, field work, summarization and analysis of data, and completion of reports or other documents related to the project. Typical, but not all inclusive duties of the position are illustrated by performance of the following:

MAJOR DUTIES

The incumbent assists in designing and planning and monitoring construction of wildlife habitat restoration and management projects such as wetland and riparian restoration, grazing management, predator management, in-stream aquatic and upland habitat restoration, and native grass seeding and minimum till for prairie restoration on private land.

Assists the supervisor or a higher graded biologist with tracking and implementing conservation programs in observance of farm program legislation.

Conducts detailed fish and wildlife biological surveys for use in evaluation of private lands habitat projects. Assists in planning multifaceted wildlife studies by contributing ideas, determining research methods, establishing practical procedures for accomplishing and reporting the work and determining other needs, such as costs, equipment and personnel.

Develops databases and analyzes data using standard statistical methods and procedures in preparation of wildlife reports. Enters and retrieves data from the Geographic Information System and/or other information management systems. Develops graphs, charts and illustrations for reports and technical publications using computer software, such as Microsoft PowerPoint and Harvard graphics.

Operates farm tractors and attachments, ATVs, light trucks, vehicles, small water craft and various other equipment such as surveying equipment, generators, radios, radio tracking equipment, water monitoring equipment, global positioning systems and cameras .

Works cooperatively with numerous partners including government agencies, conservation organizations, farm groups, and citizen advocacy coalitions, state conservation department biologists and representatives from Non government organizations (NGO's) and works closely with NRCS and FSA personnel at the local level.

Compiles data and information for input in state and national tracking systems, reports and other documents required by the PFW program.

Provides work direction and guidance to biological technicians and volunteers and YCC enrollees, including safe handling of tools and operation of motorized vehicles and water craft.

Attends meetings with landowners, sports groups and local units of government.

FACTOR 1. Knowledge Required by the Position 750 points

Technical knowledge of principles, practices and terminology related to fish and wildlife biology and wildlife management and a familiarity with related disciplines.

Practical knowledge of general farming and livestock ranching practices including seeding, tillage methods, irrigation, hay production, range management, and invasive plant control.

Knowledge of FWS laws and regulations, policies pertaining to the protection of wildlife and their habitat and habitat restoration on private land.

Knowledge of regulatory documentation and permits needed to complete PFW projects..

Ability to communicate orally in order to meet and deal effectively with people of different backgrounds including private land owners, general public, representatives of state, Federal and private agencies and organizations.

Ability to communicate in writing in order to assist in the preparation of habitat restoration projects and wildlife management plans.

Ability to provide work direction and guidance to biological technicians, volunteers, and YCC enrollees.

Ability to operate motorized vehicles, ATV's, farm tractors with attachments, small motorized water craft, surveying equipment, and common hand and power tools.

Ability to use computer technology to maintain and retrieve information from automated data systems, develop spreadsheets, and use word processing and statistical software programs in order to develop reports.

Familiarity with geographic information system, aerial photography and survey techniques, and global positioning systems.

Knowledge of active USDA conservation programs, including: Swamp buster, Sodbuster, the

Wetland Reserve Program, Conservation Reserve Program, WHIP Program, EQIP Program, and FSA conservation easement program.

Familiarity with other federal farm programs and USDA agencies' organization.

Knowledge of the Conservation Provisions of the current year's Farm Bill

Knowledge of Service safety guidelines.

FACTOR 2. Supervisory Controls **275 Points**

The supervisor makes assignments by defining objectives, priorities, and deadlines. The technician plans and carries out assigned tasks uses initiative in solving problems and deviations in work assignments in accordance with instructions, policies and accepted practices. The supervisor is available to assist with unprecedented or unfamiliar assignments. The methods used in achieving the desired results are not usually reviewed in detail. The technician keeps the supervisor informed on progress and advises when controversial matters develop. Completed work is usually evaluated for technical soundness, appropriateness and conformity to policy and requirements.

FACTOR 3. Guidelines **125 Points**

General guidelines are available in the form of approved project plans, scientific publications, management reports, standard textbooks, results of previous projects, and memoranda. Administrative and technical guidelines include the Fish and Wildlife Service Manual and Employee's Handbook, Annual Work Plan Advices, Federal and State law, practices and techniques common to the biological field, and standard scientific or technical texts.

Selection of the proper guidelines requires considerable familiarity with the reference. Guidelines once identified, require careful study and interpretation as they relate to current conditions/situation and experience.

The incumbent exercises judgment in applying the guidelines and recognizing when to deviate from them. Incumbent often works in isolated situations and must be capable of adapting guidelines, within the original intent, to new and unusual situations. Incumbent reports problems in the guidelines and advises supervisor as to methods used to correct them.

FACTOR 4. Complexity **150 points**

Incumbent performs a variety of unrelated duties which includes operation of a variety of equipment and tools in order to complete wildlife studies and provide technical assistance to private landowners on habitat projects, requiring the performance of various technical duties which involve differing and unrelated processes and methods.

Incumbent modifies projects by applying results of current applicable methodology or research. Incumbent stays current with new and existing scientific literature. Assignments are complex and the incumbent must use good judgment to select appropriate data collection and analysis techniques.

There are a number of possible courses for planning and execution of the work and the employee is given leeway in choosing among them. Judgment is required in applying a wide range of conventional, established approaches, methods, techniques, and solutions to new situations. Examples of variables that may require on site changes include weather, construction parameters, permits, landowner preferences and cost.

FACTOR 5. Scope and Effect **75 points**

The incumbent contributes to the effectiveness of the operation of the field station by surveying, collecting data, analyzing, summarizing and providing reports that impact decisions related to wildlife management plans and habitat restoration projects. Construction and maintenance of wildlife habitat restoration projects impacts wildlife populations and migration patterns. The work impacts the view that private land owners and the general public have of the Fish and Wildlife Service.

FACTOR 6. Personal Contacts and
FACTOR 7. Purpose of Contacts **75 points**

Personal contacts are a key component of this position. Primary contacts are with other Service employees from various organizational levels The incumbent has oral and written contact with the general public, landowners on study areas, universities, and personnel from other private, state, and federal agencies and organizations, who are interested in projects or programs.

The purpose of contacts is to plan, coordinate, and evaluate potential projects, collect data, obtain/exchange information, resolve problems, and assure program effectiveness and efficiency with persons who are usually working toward a common goal and generally are reasonably cooperative. Effective communication will improve overall program delivery, information exchange, project design, funding opportunities, and program coordination.

FACTOR 8. Physical Demands **20 points**

Field work requires strenuous activity for significant periods of time, often walking over rough terrain and in muddy conditions; on rough or uneven surfaces; wading through vegetation choked marshes, lifting and carrying heavy objects, and in many instances during difficult weather conditions. Collection of bird survey data requires good vision and field work results in exposure to such things as: poison ivy insects, sun, wind, temperature variation and many varieties of pollen. Data interpretation and processing require extensive time at a computer terminal.

Seasonal field studies involve considerable physical demands, such as frequent, extensive travel on foot; bending; crouching; and climbing; exertion from lifting and carrying equipment; and energy drain from cold, wet and windy weather. The incumbent must be in good physical condition and anticipate the demands of each field trip. Occasionally lifts containers weighing up to 35 pounds.

FACTOR 9. Work Environment **20 points**

Work includes office and outdoor settings. There is regular exposure to high and low temperature extremes, inclement weather, dusty/noisy environments, working near heavy equipment, The incumbent is expected to perform duties in a safe and orderly manner, so as not to endanger self, fellow workers, or property. Field activities are normally conducted in remote locations and often under primitive living conditions. Small boats, canoes, or small aircraft may be used for travel or as a survey platform.

Conditions of Employment

A condition of employment is the wearing of the official U.S. Fish and Wildlife Service uniform.
Must possess a valid State driver's license.
First Aid training required.
Frequent travel.