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

1. Agency Position No. S000108

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

3. Service: ☐ Hdqtrs ☑ Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

Explanation *(Show any positions replaced)*

Fish and Wildlife Service
Standard Position Description

FPL = GS-11

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	Logistics Management Specialist	GS	346	9	DLP	4-5-04
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)*
Heavy Equipment Coordinator

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

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

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

b. Second Subdivision
Region

c. Third Subdivision
Regional Chief, NWRS

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)*
Mr. James Kurth, Deputy Asst. Director
National Wildlife Refuge System

Signature: James W. Kurth | Date: 4/2/04

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
Dawn Leatherwood Phillips
Human Resources Specialist

Signature: Dawn Leatherwood Phillips | Date: 4-5-04

22. Position Classification Standards Used in Classifying/Grading Position
See evaluation. GS-346,1/87; GS-1600 group; Admin Analysis Grade Eval.Guide, 9/90

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										

Approved For Servicewide Use
DLP

24. Remarks
Position is classified at one grade lower. Performs duties under closer supervision.

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

Position Description
NWRS Regional Heavy Equipment Coordinator
Logistics Management Specialist (Heavy Equipment) GS-0346-9/11

Major Duties: The incumbent in this position assists in an integrated nationwide effort to improve accomplishment of the mission of the NWRS through effective use of heavy equipment and the development and deployment of the entire refuge maintenance workforce. Working in coordination with others, primary duties are to:

a) As part of a national team of peers from other Regions and a national heavy equipment coordinator; plan, develop, and implement a National Heavy Equipment Safety Training Program suitable for Service-wide use. Incorporate a "train-the-trainer" aspect for Heavy Equipment Safety Instructors to develop a cadre of trainers throughout the Region as needed to meet the demand for heavy equipment safety training. Assure that training is carried out within the Region and that training certifications are appropriately recorded and monitored within computerized databases such as the Service Asset and Maintenance Management System. Training program content will be coordinated with state and national certification entities to ensure Service training meets criteria for certification standards, tests, or other requirements especially when transporting machinery or using public roadways while operating the machinery. Developing training materials also requires researching contract schools, training materials, or instructors and negotiating with them or working with CGS to obtain such training, negotiating training as part of a purchase package. Actual delivery of training will require that the individual operate a variety of different heavy equipment to demonstrate safe operating techniques under field conditions encountered within the Fish and Wildlife Service. Training is coordinated with the Regional Safety Manager, and the Training Officer/Workforce Management Coordinator to avoid duplication of effort. Quality control methods will be used for training using student feedback and other appropriate mechanisms. Methods will need to be implemented to remind employees to take refresher or renewal courses at the appropriate time.

b) Develop and implement a program to facilitate efficient and effective purchases and/or rental of heavy equipment items within the NWRS and optionally, other programs as well. Plan, coordinate, or evaluate budgets, materials, and services needed to effectively deploy heavy equipment. Analyze purchasing heavy equipment and research the leasing of new or used equipment. Is an expert advisor on identification of the most appropriate heavy equipment to be applied for a given use. Report on purchase/lease pros, cons, and alternatives through a thorough analysis, and identify the pros and cons of alternatives in acquiring or leasing machinery as well as methods of depreciation based on research. The incumbent coordinates with the Regional Maintenance Management Coordinator on budgets and schedules, and give assistance to Refuge Managers to plan and budget for acquiring or leasing heavy equipment. Coordinates with Regional and

field station managers on actions such as developing an exchange program for sharing equipment, planning transportation of the equipment between refuges; adjusting staff schedules with details or temporary assignments of operators to other stations, researching methods to most effectively provide needed services, supplies, and parts, and developing processes to distribute costs on either a multi-station or Regionwide basis.

c) Plan, coordinate, or evaluate staffing, training, and budget requirements to facilitate an effective workforce to operate, maintain, and manage equipment and facilities within the NWRS. Work is frequently done in concert with National / Regional workgroups (Leadership Development Council, Wage Grade Advisory Committees, workgroups dealing with policy issues, etc.) to develop policies on maintenance programs within the Service and to recommend strategies on topics such as training and development of the workforce and overall analysis and planning related to assuring that funding and staffing needs for maintenance of assets and equipment are adequately planned for throughout the National Wildlife Refuge System. Use of databases such as the Maintenance Management System, the Service Asset and Maintenance Management System and others is necessary to analyze needs and document actions.

d) Periodically participate in field station reviews (as part of a team from the RO) with emphasis on effective use of heavy equipment, safety concerns related to operation of heavy equipment, and the overall effective administration of maintenance programs on field stations. Working in conjunction with safety offices may assist in accident review and prevention efforts.

1. Knowledge Required by the Position: Following are skills and abilities needed to successfully carry out duties of this position:

Knowledge of and experience in operation (including associated safety concerns) of the various kinds of heavy equipment used on conservation lands such as the NWRS.

a. Knowledge of methods and media employed in training to ensure that heavy equipment safety training programs are practical, current, and cost effective, and meet state and national licensing or certification requirements.

b. Familiarity with Fish and Wildlife Service purchasing, leasing, and contracting processes; and the ability to facilitate effective purchasing or leasing of heavy equipment by preparing narrative analyses and justifications with recommendations for a course of action, presenting alternative courses of action, and proposing changes to budgets, acquisition plans, etc. Techniques to be applied include assisting field managers in developing specifications for purchases, preparing or coordinating consolidated purchases, and pursuing related actions to provide for the efficient purchase or use of heavy equipment that best meets the needs of the Service.

c. Knowledge of methods for equipment procurement such as excess property, GSA contracts, equipment rental contracts, etc.

d. The ability to analyze refuge equipment needs, budgeting, and schedules and plan for deployment of heavy equipment through either purchase or rental.

e. Extensive technical knowledge of specifications and capabilities for a wide variety of heavy equipment in order to identify the most appropriate equipment for purchase, lease, and use.

f. Ability to analyze maintenance staffing and workload requirements, to plan for employee development, and to develop policy guidance which to plan for a modern maintenance work force throughout the National Wildlife Refuge System.

g. Knowledge of relevant DOI / FWS policies involving heavy equipment use, certification, safety requirements, etc.

h. Ability to communicate orally and in writing, and to apply those skills to training programs.

i. Be certified in heavy equipment operation and able to demonstrate safe operating techniques as part of training programs.

j. Ability to work as an effective team member on a complex nationwide task involving coordination with numerous organizations and individuals.

k. Knowledge of requirements associated with safe transport and use of heavy equipment to include proper techniques for securing and transporting equipment, Department of Transportation and other drug testing requirements, and State licensing requirements.

l. Knowledge of and ability to apply Maintenance Management System, Service Asset and Maintenance Management System and other databases to record and monitor equipment replacement functions and safety certification training. Ability to serve as a field resource and point-of-contact for these databases.

2. Supervisory Controls: The supervisor sets general objectives and determines time frames that may be accompanied by instructions and suggestions as to the method to be followed, the approach to be taken, or other resources required. The employee uses initiative to carry out recurring projects or assignments and follows policies, procedures, and regulations in conformance with established mission objectives. The incumbent often works independently at a different location than the supervisor. The incumbent routinely keeps the supervisor informed of progress. Work is reviewed for compatibility and coordination with Refuge Managers, and Regional safety, contracting, and training personnel, and in meeting requirements set by Service or regional initiatives.

3. Guidelines: Although various internal guidelines have been established, considerable personal initiative is required to keep abreast of safety training needs associated with use of heavy equipment and assure that adequate training is conducted and maintained for all equipment operators within the region, adhering to Service requirements and guidelines. Develops plans for deployment of heavy equipment assisting with either individual or group equipment purchases, and for an integrated understanding and coordinated schedule of heavy equipment needs. The incumbent recommends options such as purchase versus lease, or rotational use of equipment. To guide these efforts, an extensive knowledge of heavy equipment specifications and suitability for use under varying circumstances is needed; incumbents will need to maintain familiarity with equipment specifications through study of a variety of private industry publications and products related to capabilities and safe use of equipment. Using an understanding of the maintenance workers contribution to achieving the mission of the NWRS, incumbents will also develop recommendations for how to most effectively deploy and develop the overall refuge maintenance workforce (to include maintenance specialists in the fire management program). The incumbent interprets and adapts Service policies, regulations, and established safety rules and laws; and recommends changes to policies and practices as needed to effectively carry out maintenance programs. The incumbent must use considerable judgment, initiative, and resourcefulness in developing new policies and procedures and coordinating their adoption and application.

4. Complexity: This position requires coordination and integration of several disciplines including management and leadership principles; heavy equipment safety and management; an understanding of which specific types of heavy equipment are most applicable to a given use; training; logistics and fleet management principles; purchasing, leasing, and contracting principles; integrating refuge management goals as they impact deployment of maintenance staff, writing/editing, public speaking, etc. The incumbent must draw upon a background in all areas to effectively perform duties. The employee refines and recommends changes in procedures, and stays abreast of safety issues and changes in heavy equipment operations practices. These duties require balancing of time so that adequate time is apportioned among all three of the primary duty functions involved. For example, safety training alone could consume an extensive amount of time. The incumbent is expected to recruit assistance from others such as field station staff to assist with training programs so that there is adequate time allotted to the other two areas (overall heavy equipment logistics and maintenance workforce development and deployment).

5. Scope and Effect: This position oversees a program to coordinate acquisition and use of heavy construction equipment throughout the Region, ensure safety procedures in equipment use and transportation are followed, and personnel are adequately trained to safely and efficiently operate heavy equipment, and meet state and national requirements for heavy equipment transportation, and assure effective administration of the overall maintenance program within the Region. This program is region wide in scope and also has national implications in guiding the overall deployment of equipment and staffing in carrying out the maintenance function within the National Wildlife Refuge System.

6. Personal Contacts: Contacts are primarily with FWS staff but also include representatives from equipment companies, and various venders, contractors, and interested parties. Contacts may also include state and federal licensing entities.

7. Purpose of Contacts: Contacts are made to identify training needs; to plan, organize, and coordinate training programs; to coordinate with FWS staff on overall heavy equipment and maintenance needs; to coordinate efficient purchasing options with contracting offices and vendors, and with maintenance staff overall to identify development and deployment recommendations.

8. Work Environment: Much of the work is performed in an office setting but considerable travel to outdoor field locations is expected as well at to other office settings for meetings. Exposure to inclement weather and hot and cold temperatures can be expected at heavy equipment training sessions. Incumbents must be capable of physically operating heavy equipment in a safe manner in order to assist with safety training programs, and be properly certified to operate and transport the equipment.

9. Physical Demands. The work requires some physical exertion such as walking over wet, rough, uneven or rocky surfaces; bending, crouching, stooping, stretching, reaching, climbing, or similar activities. Work requires average agility and dexterity.

This position is exempt from the requirements of the Fair Labor Standards Act.

This position is subject to the requirement to file an annual Confidential Financial Disclosure Statement.