

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. 9505S

2. Reason for Submission: Redescription, Reestablishment, New, Other

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, 2--Noncritical Sensitive, 3--Critical, 4--Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by: Department of the Interior, FLEET Specialist
 a. Office of Personnel Management: **This PD has been approved as follows under 5 USC 8336(c) and 8412(d)**
 b. Department, Agency or Establishment: **Firefighter Law Enforcement**
Primary Secondary/Administrative Sec/Supvy
 c. Second Level Review: **Approval Date 05/25/95, 11/2/02, 10/01/03**
 Refuge Fire Management Officer GS 401 09 *RM* 9/1/2006
 d. First Level Review: Refuge Fire Management Officer GS 401 09

16. Organizational Title of Position (if different from official title)

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: 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.

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

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

Signature _____ Date _____ 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.

22. Position Classification Standards Used in Classifying/Grading Position: GS-0400 Classification Standard, Sep. 2005

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.

Typed Name and Title of Official Taking Action: Alfred W. Massey, Jr.
 HR Specialist, (Classification)

Signature *Al Massey* Date *9/10/06*

23. Position Review

	Initials	Date								
a. Employee (optional)										

24. Remarks: Firefighter retirement coverage approved by DOI on May 5, 1995. No changes to this PD may be made except amendments. SPD #9505S initially dated 3/24/95. This is a cursory review-no changes to title, series, or grade.

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



U.S. DEPARTMENT OF THE INTERIOR

Certification of Approval for Special Retirement Coverage

X Under the Civil Service Retirement System (5 U.S.C. 8336(c))

X Under the Federal Employees Retirement System (5 U.S.C. 8412(d))

Bureau: U.S. Fish and Wildlife Service

Classification Title: Fire Management Officer

Organization Title: _____

Series and Grade: GS-401-09

Position Number: 9505S

Category: Secondary/Administrative

RECOMMEND:

Edward A. Cynars
Bureau Personnel Officer

5-3-95
Date

APPROVAL:

The position described above is approved for special retirement coverage for law enforcement officers and firefighters under the retirement system indicated

Atkinson
Secretary's Designee - Special Retirement Program

5/25/95
Date



**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: Fish and Wildlife Service - Service-wide

Classification Title: Prescribed Fire Specialist

Organization Title: _____

Position Number: S0A9505/9505S Series and Grade: GS-0401-07/09

RECOMMENDATION FOR COVERAGE REVIEW:

Secondary/Administrative coverage is recommended for this position. Special retirement coverage under both CSRS and FERS is requested.

This position has administrative duties in an organization having a firefighting mission. The incumbent of this position serves as the Refuge Fire Management Officer in the Region. The incumbent is responsible for providing technical advice and guidance to staff regarding fire management activities. Integrates wildfire and prescribed fire programs at the planning and operational levels. **Prior firefighting experience, as gained by substantial service in a primary firefighting (6c) position or equivalent experience outside the Federal Government, is a mandatory for incumbents of this position.**

See Attached

Chief, National Wildlife Refuge System, Dan Ashe

Date

Marcia L. Scifres
DOI Fire & Law Enforcement Team Leader, Marcia L. Scifres

10/11/2002
Date

APPROVAL The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement **retroactive to classification date 03/24/1995**. Approval is by DOI Secretary's Designee:

Deputy Assistant Secretary, Human Resources and Workforce Diversity

11/12/02
Date



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

Approved under the Civil Service Retirement System, 5 USC 8336(c)

Approved under the Federal Employees Retirement System, 5 USC 8412(d)

Category of Coverage: Secondary/Administrative (Firefighter)

Bureau: Fish and Wildlife Service - Service-wide

Classification Title: Fire Management Officer

Organization Title: _____

Position Number: S0A9505/9505S Series and Grade: GS-0401-07/09

RECOMMENDATION FOR COVERAGE REVIEW:

Secondary/Administrative coverage is recommended for this position. Special retirement coverage under both CSRS and FERS is requested.

This position has administrative duties in an organization having a firefighting mission. The incumbent of this position serves as the Refuge Fire Management Officer in the Region. The incumbent is responsible for providing technical advice and guidance to staff regarding fire management activities. Integrates wildfire and prescribed fire programs at the planning and operational levels. **Prior firefighting experience, as gained by substantial service in a primary firefighting (6c) position or equivalent experience outside the Federal Government, is a mandatory for incumbents of this position.**

See Attached

Chief, National Wildlife Refuge System, Dan Ashe

Date

Marcia L. Scifres
DOI Fire & Law Enforcement Team Leader, Marcia L. Scifres

08/13/2003
Date

APPROVAL The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement **retroactive to classification date 03/24/1995**. Approval is by DOI Secretary's Designee:

[Signature]
Deputy Assistant Secretary, Human Resources and Workforce Diversity

10/1/03
Date

Standard Position Description # 9505S

FIRE MANAGEMENT OFFICER, GS-401-09

INTRODUCTION

The incumbent of this position serves as the Refuge Fire Management Officer in the region. Responsible for providing technical advice and guidance to staff regarding fire management activities.

MAJOR DUTIES AND RESPONSIBILITIES

Serves as the technical staff specialist and subject matter expert in fire management activities on a refuge. Integrates wildfire and prescribed fire programs at the planning and operational levels.

Participates in the formulation, establishment, and monitoring of refuge fire management goals and objectives.

Responsible for the development, leadership, and execution of the following programs and activities:

(1) Fire Program Management - includes fire management plans, pre-suppression and suppression activities, fire trespass, prescribed burning, and smoke management;

(2) Fuels Management - includes fuels inventory, fuel treatment, pre-attack plans and land-use planning and environmental coordination;

(3) Fire Management Operations - includes mobilization and dispatch, fire prevention, training and qualifications, logistics, equipment needs, replacement and deployment, and fire suppression communications; and

(4) Air Operations - includes all areas of aircraft operations pertaining to the use of aircraft for fire.

Develops budget estimates and annual work plans for pre-suppression, prevention, fuels management and prescribed fire.

Develops cost estimates for emergency fire rehabilitation, and prepares project proposals.

Prepares and/or revises annually, cooperative fire agreements and contracts with various State and local fire control agencies.

Plans, organizes, and carry out biological studies to determine the manner and extent to which populations are affected by refuge management practices. May participate as a member of an interagency fire management team.

Plans and implements fire programs within area of responsibility.

Participates in developing program schedules, annual work plans and output data as required.

Develops long-range plans for fire management. Coordinates activities necessary to comply with the National Environmental Policy Act and other legal policy requirements. Works closely with the regional office to ensure compliance with agency and departmental policy.

Serves as a Service/Regional representative on various agency and interagency committees, teams and work groups that deal with specific local, regional or national fire management problems.

Serves as a member of the Service*s regional and national training cadre.

May supervise seasonal firefighters and/or clerical support staff. Directs and coordinates subordinate staff and specialists in fire management activities.

(It is anticipated that at least 80% of the time and responsibilities of this position will be dedicated to the major duties shown above).

Performs other incidental duties as assigned.

Factor – 1 - Knowledge Required by the Position Level 1-6, 950 Points

Knowledge of natural resource and land management principles, practices and concepts sufficient to serve as the technical authority for the full range of duties dealing with fire management activities on a refuge.

Knowledge of fire ecology, fire behavior, fire hazard and risk analysis, fuel

volume and flammability assessment, smoke management techniques, meteorology, and aircraft and equipment operating characteristics sufficient to develop and execute the fire management program and activities within the incumbent*s area of responsibility.

Knowledge and understanding of principles and practices of refuge management sufficient to develop and recommend fire management activities and programs for inclusion into refuge management plans for the protection and enhancement of fish and wildlife habitat and natural ecosystems.

Knowledge and understanding of the latest developments in fire management, aircraft and equipment, and to adapt, recommend or implement the use of such developments into the protection of the National Wildlife Refuges within the incumbent*s area of responsibility.

Knowledge of Service/Departmental policies, procedures, regulations, budgetary processes covering the management of refuges.

Working knowledge of range management systems and wildlife survey methods. Ability to apply, adapt, and modify established refuge management methods and to exercise judgment in making day-to-day decisions.

Knowledge and skill in conducting fire management studies and the use of fire control and management practices, and the impact on the refuge environment.

Skill in oral and written communication.

Skill in the use of computer programs and models, and data bases for fire systems such as WIMS, FIREPRO, FMIS, BEHAVE, and direct entry reporting.

Working knowledge of the Service*s administrative procedures such as those for budgeting and procurement in order to develop budget estimates and define the requirements for needed equipment, services, and methods.

Skill in operating motorized vehicles such as fire trucks, etc.

Experience as a firefighter having performed work directly concerned with the control and extinguishment of fires to conduct a program to provide protection of refuge resources from wildfires and prescribed fires.

Factor 2 - Supervisory Controls – Level 2-3, 275 Points

Work is assigned by the supervisor or higher graded employee who makes assignments by describing objectives, priorities and deadlines.

The incumbent prepares and carries out plans and procedures, and applies the technical/specialized criteria, practices, and previous experience to achieve sound fire protection/management practices. Keeps the supervisor abreast of assignments that involve circumstances where precedent actions may not be clear. Completed work is reviewed for consistency, and conformity with fire management goals and objectives.

Factor 3 - Guidelines – Level 3-3, 275 Points

Guidelines primarily consist of a wide variety Service/Departmental manuals, policy statements, basic fire laws and fire management principles. The incumbent exercises sound judgment in selecting, interpreting, and applying available guidelines and techniques sufficient for accomplishment of fire management objectives within assigned area of responsibility. Makes and recommends changes after technically considering many factors.

When required, interprets guides and adapts methods or procedures within policies and guidelines furnished to specific problems or issues.

Factor 4 – Complexity – Level 4-3, 150 Points

Assignments involve a range of duties in the field of fire management. Primary responsibility is to provide technical expertise, and participate in the program development and execution of the fire management program.

At the refuge level, the incumbent carries out overall fire management planning assignments that require integration and interpretation of a variety of professional/specialized fields such as natural resource management, biology, ecology, and other natural science related practices and application of the aspects to effect and modify the development of the overall fire management plan.

Assignments typically involve application of sound fire management methods and techniques that are adapted through sound reasoning to local conditions, constraints, and variations. Further,

Factor 5 - Scope and Effect – Level 5-3, 150 Points

The purpose of the work is to provide professional expertise utilizing established criteria in the development and execution of refuge fire management programs and to ensure the integration of fire management into all resource programs.

The incumbent*s work through the development and execution of fire management, has a significant effect or influence on the refuge meeting its habitat and wildlife management objectives and goals.

Decisions made by the incumbent, given the potential risk, dangers, and unpredictability of wildfires, could affect lives and property as well as create significant natural and cultural resource damage costs, although the risk is less than that presented by conditions found in other complex refuges.

Factor 6 - Personal Contacts

Contacts are with project leaders, other refuge employees, Regional Fire Coordinator, fire management officers and subject matter experts in regional and departmental offices, other Federal agencies, and with State and local officials and private landowners.

Factor 7 - Purpose of Contacts- Factors 6 & 7 Level 3B, 110 Points

Fire management contacts are for the purposes of exchanging information, coordinating work efforts and plans, training, resolving mutual problems and developing agreements of contracts and obtaining personnel, equipment and materials for fire suppression.

Factor 8 - Physical Demands – Level 8-2, 20 Points

Some of the work is sedentary, usually performed in an office. Strenuous physical activity can be expected when field duties includes fire suppression and prescribed fire activities. A level of physical fitness is required that will allow the incumbent to work under periods of stress and physical exertion such as walking in rough terrain during field inspections and on fire assignments. Fire assignments require a physical fitness level meeting the requirements of 310-1, Wild land Fire Qualification Subsystem Guide.

Factor 9 - Work Environment – Level 9-2, 20 Points

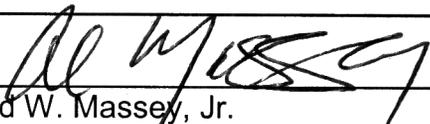
The incumbent*s work will be performed in both an office and field setting. May be required to work under very hazardous conditions encountered in fire suppression efforts that may lead to periods of stress and exposure to moderate discomforts such as extreme heat, cold, and inclement weather when performing on-the-ground inspections. Incumbent must wear protective clothing and other safety equipment.

FES EVALUATION STATEMENT

Title, Series, and Grade: Fire Management Officer, GS-0401-09

Organization: U. S. Fish and Wildlife Service

Position #: 9505S – Standardized Position Description-Covered under 5 U.S.C. 8336 (c) & 8412 (d) in the secondary/administrative category. No changes to this PD may be made except amendments. SPD #9505S initially dated 3/24/95.

Evaluation Factors	Standards Used (Bmk #, FL#, etc)	Points Assigned	Comments
1. Knowledge Required by the Position - Level 1-6, 950 Points			Position fully meets this Level.
2. Supervisory Controls - Level 2-3, 275 Points			Position fully meets this level.
3. Guidelines – Level 3-3, 275 Points			Position fully meets this level
4. Complexity – Level 4-3, 150 Points			Position fully meets this level
5. Scope and Effect - Level 5-3, 150 Points			Position fully meets this level.
6. Personal Contacts -			
7. Purpose of Contacts - Factors 6 & 7 – Level 3B 110 Points			Position fully meets this level.
8. Physical Demands - Level 8-2, 20 Points			Position fully meets this level
9. Work Environment - Level 9-2, 20 Points			Position fully meets this level.
Total Points: 1,950			
Grade Conversion: GS-9			
Final Classification: Fire Management Officer, GS-0401-09			
 Alfred W. Massey, Jr. Human Resources Specialist, (Classification)		9/1/2006 Date	