

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

1. Agency Position No.  
S000351

2. Reason for Submission:  Redescription  New  Hdqtrs  Field  Reestablishment  Other

3. Service:  Hdqtrs  Field

4. Employing Office Location: Various

5. Duty Station: various

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: BUS: 7777

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	Wildlife Refuge Specialist	GS	0485	09		
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

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 & Wildlife Service

b. Second Subdivision: Region

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

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: OPM JFS for Natural Resources Mgmt and Bio Sci Group, GS-0400, dtd 09/05

Typed Name and Title of Official Taking Action: Cecilia E. King, HR Specialist (Class/Comp)

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	CK	9/21/09								

24. Remarks: FPL= GS-09; Risk Designation: Moderate; Drug Testing: No

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

SPD# S000351  
Wildlife Refuge Specialist, GS-0485-09  
Full Performance Level  
Standard Position Description

INTRODUCTION

This is a full performance level (FPL) standard position description (SPD) intended for use throughout the U.S. Fish and Wildlife Service. Wildlife Refuge Specialist, GS-0485-09, positions are generally found at a field stations or smaller National Wildlife Refuges (Refuge) or Wetland Management Districts (WMD). They serve under the Wildlife Refuge Manager responsible for the facility to which assigned.

The incumbent of this position assists the Wildlife Refuge Manager in the development and administration of the operating program and other activities. Primary duties include managing and coordinating the work program at a small Refuge/WMD where administrative, operational, and related programs are varied and cover the general range of Refuge/WMD activities, but the numbers of major activities such as construction of new facilities, pest control, public use, etc. are limited.

MAJOR DUTIES

1. Wildlife Biology, Ecology, and Habitat Management (15-25%)

Responsible for planning and carrying out work assignments involving technical biological and habitat restoration/development projects for the Refuge/WMD.

Collects, enters into various data bases, and analyzes data from assigned habitat management projects to verify content validity and ensure no errors on input.

Prepares reports on progress and completion of studies for the Wildlife Refuge Manager and other senior management, who use the data in the formulation of future programs and improvements in Refuge/WMD management practices.

Utilizes knowledge of refuge compatibility, and refers to established criteria and policy to make appropriate recommendations for use in senior management decisions.

Takes an active role in the planning and control efforts associated with the station's invasive species program.

Assists the Wildlife Refuge Manager in administering the Refuge/WMD's fire program in accordance with Service/Department policies. Prepare reports for staffing levels of firefighters required to ensure adequate coverage and ready rapid response for any emergency (prescribed/wildfires) at the Refuge/WMD.

2. Natural Resources Program Management (15-25%)

Participates with the Wildlife Refuge Manager and other senior management in the development of Comprehensive Conservation Plans, Habitat Management Plans, and/or land acquisition plans (or portions thereof). Makes reference to the National Wildlife Refuge Improvement Act (NWRIA); the Endangered Species Act (ESA); the National Environmental Policy Act (NEPA) and its requirements within the National Wildlife Refuge System; and Service realty policies and regulations.

3. Visitor Services (15-25%)

Manages/conducts or participates in the Refuge/WMD's public use program including off-Refuge/WMD programs, interpretive and educational programs, hunting, fishing, wildlife observation, and other recreational management activities. Maintains in-depth knowledge of accessibility guidelines, etc.

Participates in the development of Refuge/WMD outreach materials, brochures, exhibits, web sites, signs, trail systems, and other interpretive and environmental education programs. Facilitates support that encourages wildlife dependent recreation. Gains familiarity with priority public uses. Routinely responds to information requests from individuals, local groups, and organizations.

Conducts talks and/or tours with various groups and may serve as an environmental education instructor.

Oversees the Refuge/WMD volunteer program to secure assistance with projects involving environmental education, invasive species control, plant and animal monitoring, plant propagation, facilities maintenance, and other programs.

Works closely with volunteer groups in ongoing outreach efforts within the local community.

Represents the Service with other Federal, state and local government representatives, environmental and conservation groups, academia, Tribal representatives, and the general public.

Assists the Wildlife Refuge Manager in administering the Refuge/WMD's Law Enforcement Program to ensure Refuge/WMD visitors abide by all law enforcement policies and regulations (Federal/State/Local, Department, Service, and Refuge/WMD-specific) by monitoring assigned areas/activities.

#### 4. Business Administration and Management (15-25%)

Participates in the development of short and long-range plans, annual work plans, and budgets with Wildlife Refuge Manager and other senior management. Develops timetables for completion of work for assigned projects.

Interacts with other Federal and state agencies and interest groups in the development of long-range plans for management of Refuge/WMD resources with Wildlife Refuge Manager and other senior management.

Performs administrative duties that are incidental to the primary program such as maintenance of station records and fiscal accounts, procurement of supplies, services, and equipment, and disposal of surplus property.

Enters, updates, and extracts data from a variety of IT programs for budget tracking, procurement, asset inventories/maintenance, etc. (e.g., Refuge Operation Needs (RONS) and Maintenance Management System (MMS)/Service Asset Maintenance Management System (SAMMS) project entries and Refuge Annual Performance Plan (RAPP) submissions).

#### 5. Facilities and Equipment Management (15-25%)

Plans and schedules operations and maintenance projects. Develops various work plans and makes recommendations to senior management. Utilizes various IT programs (e.g., SAMMS) in conducting such work.

Works closely with Engineering and Contracting staff to organize projects covering limited construction, repair and maintenance of equipment, buildings, roads, trails, fences, dikes and other infrastructure.

**NOTE:** The following responsibilities are applicable only if the boxes are checked.

Requires training and up-to-date certification in the operation of small boats, snowmobiles, four-wheel all-terrain vehicles, motor vehicles, and/or other light and heavy equipment for official purposes.

Requires training and an up-to-date license to carry, handle and use firearms for animal control in compliance with safety policies.

**ATTENTION:** Individuals who are required to carry firearms during duty hours are subject to the Lautenberg Amendment to the Gun Control Act of 1968 which prohibits individuals who have ever been convicted of a misdemeanor crime of domestic violence from carrying any form of firearms.

## FACTOR EVALUATION

### Factor 1. Knowledge Required by the Position

Knowledge of, and skill in applying, theories, principles, practices, and techniques of population and wildlife biology to include species lifecycle requirements (conservation biology, landscape ecology) sufficient to independently perform a variety of natural resource assignments and solve minor issues and problems related to the management of a wildlife refuge.

Knowledge of, and skill in applying, related disciplines of plant ecology, soil science, hydrology, plant and wildlife diseases, restoration ecology, forestry, land management/conservation, and fire ecology and management sufficient to be able to identify resource/environmental problems in the protection of wildlife habitats found on the wildlife refuge, recommend reasonable strategies to overcome them.

Working knowledge of methods, procedures, and techniques applied in Refuge/WMD management and habitat/wildlife management sufficient to prepare a variety of documents and responses to management.

Basic knowledge of applicable policies and procedures for the development of Comprehensive Conservation Plans, Habitat Management Plans, and land acquisition plans.

Basic knowledge of the National Wildlife Refuge Improvement Act (NWRIA), the Endangered Species Act (ESA), and the National Environmental Policy Act (NEPA) and their requirements sufficient to be able to recognize when conflicts exist within the boundaries of the Refuge/WMD and present findings to the Refuge Manager.

Ability to prepare and review habitat management projects and apply and carry out habitat management techniques sufficient to recognize where improvements could be made and recommend possible ways to achieve the change

Knowledge of wildland recreation management to include priority public uses and compatibility/appropriate use policies to ensure maximum use of the Refuge/WMD facilities while avoiding inappropriate/illegal uses.

Knowledge of the operation and maintenance of Refuge assets and equipment to ensure accountability and functionality.

Knowledge of, and ability to use, various IT programs (e.g., SAMMS, budget tracking, etc.) sufficient to enter/extract and manipulate collected data, predict future outcomes, and compile into various formats (graphs, pie charts) for inclusion in reports, presentations, and visitor services brochures/flyers.

Ability to communicate effectively with Refuge/WMD staff, the general public, non-governmental organizations, and other local, state, and Federal agencies, and work cooperatively with diverse individuals and groups to solve problems, promote cooperation, and inform the public of issues facing the Refuge/WMD.

Skill in oral communication sufficient to address a variety of individuals/groups while delivering a variety of reports, presentations, or conducting tours.

Skill in written communication sufficient to draft correspondence, scientific and administrative reports, management plans, and similar documents, and draft a variety of informational and educational materials including brochures, fact sheets, and press releases.

Ability to make detailed observations of natural and other phenomena pertinent to Refuge/WMD management, draw sound conclusions based on observations, and prepare reports for technical and administrative use.

Ability to monitor and train lower-graded employees and volunteers to accomplish assigned work projects. Foster group spirit, cooperation, and teamwork.

For positions interacting with tribal and/or Native American groups, knowledge of the culture, tradition and use of natural resources for subsistence and other purposes, and ability to interact in a culturally sensitive, tactful, and objective manner.

Knowledge of Service/Department fire management policies and procedures, firefighting techniques, and the structure of fire management programs sufficient to assist in the management and administration of the Refuge/WMD's fire program.

Skill in operating automotive equipment requiring a current driver's license.

Employees assigned to operate watercraft are required to possess knowledge and skills as certified by the completion of the Department's Motorboat Operator Certification Course (MOCC) or other approved watercraft training program (such as USCG Operator of Uninspected Passenger Vessel (OUPV, commonly known as "six pack"). This includes the knowledge needed to safely operate watercraft; familiarity with state-of-the-art watercraft safety equipment and other gear; and adequate grasp of motorboat handling techniques and knowledge to safely operate a motorboat.

If applicable, ability to carry, handle and use firearms for animal control, in compliance with safety policies.

#### Factor 2. Supervisory Controls

The supervisor assigns work in terms of the objectives of the assignments, priorities, and deadlines. The incumbent independently plans and carries out assigned wildlife refuge programs, selecting the approaches, and methods to be used. The supervisor reviews the work for adequacy, technical soundness, and accomplishment of the specified objectives.

#### Factor 3. Guidelines

Well-defined guidelines are available in the form of Refuge manuals, administrative manuals, the statutory provisions of applicable legislation, policies specified in correspondence, and interchange with other Wildlife Refuge Managers and biologists. Incumbent uses judgment to make frequent and considerable interpretation and adaptation of guidelines. Significant deviations are referred to the supervisor.

#### Factor 4. Complexity

The incumbent carries out the work program at a fully operating Refuge/WMD where administrative, operational, and related programs are varied and cover the general range of Refuge/WMD activities, but the numbers of major activities such as construction of new facilities, pest control, public use, etc. are limited. The management activities require modification of established methods and the development, recommendation, and implementation of alternative solutions to operational problems that are varied and sometimes complex.

#### Factor 5. Scope and Effect

The purpose of the work is to plan, manage and coordinate the programs and operations of a National Wildlife Refuge/WMD. Monitoring activities on the Refuge/WMD to ensure that all visitors/users adhere to established regulations (Federal/State/Local, Department, Service, and Refuge/WMD-specific) is essential for establishing/maintaining a safe, effective, and sound Refuge/WMD management program. The work requires the incumbent to analyze existing programs/activities in order to prepare recommendations for the Wildlife Refuge Manager on ways the Refuge/WMD can ensure that wildlife interests are protected; that activities in the area conform to Fish and Wildlife Service policy; and that the Refuge/WMD's public use program meets the needs of the intended audiences.

Decisions and/or recommendations made by the incumbent are used by the Wildlife Refuge Manager in developing/modifying Refuge/WMD-specific policies/procedures; in continuing or developing public use programs; and in making workforce management decisions. Since the local communities heavily use the lands and resources of the Refuge/WMD(s), any changes in the Refuge/WMD programs/services can have an economic, as well as cultural, impact (positive or negative). Effective performance of the overall assignment impacts natural resources specific to the Refuge/WMD(s), the ability to protect endangered species on the Refuge/WMD(s), the enhanced awareness of the public through educational and outreach programs, and supports the overall mission and objectives of the Service.

#### Factor 6. Personal Contacts

Contacts are with co-workers; Federal, state, and local representatives; university and school officials and employees; professional and technical subject matter specialists in the same or related disciplines; local conservation organizations and groups; Tribal representatives; contractors; volunteers; and the general public.

#### Factor 7. Purpose of Contacts

The purpose of making contacts is to promote the U.S. Fish and Wildlife Service and programs pertinent to the Refuge/WMD; exchange information and ideas; discuss complex problems; draft plans and recommendations for projects; coordinate activities with others; and inform and educate about Refuge/WMD operations. Contacts are also for the purpose of discussing work assignments, providing work direction to employees, explaining and disseminating information to groups and individuals, and exchanging data and information.

#### Factor 8. Physical Demands

The work requires some physical exertion such as walking over wet, rough, uneven, or marshy surfaces; bending, crouching, stooping, stretching, reaching, or similar activities; and recurring lifting of moderately heavy items weighing up to 50 pounds. Work requires average agility and dexterity.

#### Factor 9. Work Environment

The work is performed both in an office and outdoors. The office is adequately lighted, heated and ventilated. The incumbent may be subject to large numbers of biting insects and may be required to work in close proximity to large animals. He/she may need to carry a firearm for personal protection from wildlife. Frequent travel by various means of surface and air transportation is required to attend meetings and to conduct field work. The incumbent is expected to conduct duties in a safe and orderly manner so as not to endanger self, fellow workers, or property. The incumbent is expected to conduct duties in a safe and orderly manner so as not to endanger oneself, fellow workers, or property.