

<b>POSITION DESCRIPTION</b> <i>(Please Read Instructions on the Back)</i>							1. Agency Position No. S000356										
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field		4. Employing Office Location Various		5. Duty Station various		6. OPM Certification No.									
Explanation <i>(Show any positions replaced)</i> Approved for Service-wide use.				7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No									
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position Is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code									
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 Manager		GS		0485		12									
d. First Level Review																	
e. Recommended by Supervisor or Initiating Office																	
16. Organizational Title of Position <i>(if different from official title)</i>						17. Name of Employee <i>(if vacant, specify)</i>											
18. Department, Agency, or Establishment Department of the Interior						c. Third Subdivision											
a. First Subdivision U.S. Fish & Wildlife Service						d. Fourth Subdivision											
b. Second Subdivision Region						e. Fifth Subdivision											
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee <i>(optional)</i>											
20. <b>Supervisory Certification.</b> <i>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</i>						<i>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.</i>											
a. Typed Name and Title of Immediate Supervisor						b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>											
Signature _____ Date _____						Signature _____ Date _____											
21. <b>Classification/Job Grading Certification.</b> <i>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.</i>						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)						<b>Information for Employees.</b> 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.											
Signature _____ Date _____ <i>11 Original Signed 11</i> <i>7/15/09</i>																	
23. Position Review		Initials		Date		Initials		Date		Initials		Date		Initials		Date	
a. Employee <i>(optional)</i>																	
b. Supervisor																	
c. Classifier																	
24. Remarks FPL=GS-12; Risk Designation: Moderate; Drug Testing: No																	
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>																	

SPD# S000356  
Wildlife Refuge Manager, GS-0485-12  
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 Manager, GS-0485-12, positions are found at a smaller stand-alone National Wildlife Refuge (Refuge) or Wetland Management District (WMD) or as a Refuge Complex Manager over two or more smaller or less complex Refuges/WMDs, and reports to a Complex Refuge Manager, a Regional Office Refuge Supervisor or a Regional Refuge Chief.

Refuges managed at this level are diverse and require the resolution of complicated resource, environmental, and/or management issues and problems related to a wildlife refuge. Refuge operations and programs include wildlife biology, ecology, habitat management, natural resource program management (to include environmental laws, regulations, policies), visitor services (to include public use programs, outreach and education programs, volunteer programs, accessibility issues, representation, and law enforcement).

As the Wildlife Refuge Manager of a Refuge/WMD or Refuge Complex, the incumbent exercises leadership and direction for all staff under his/her supervision. Technical responsibilities of the position involve planning, managing, and coordinating Refuge/WMD operations and programs. The incumbent is a recognized technical expert in the operation, administration, and management of refuge lands.

MAJOR DUTIES

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

Plans, manages, evaluates, and carries out the biological program at assigned Refuge/WMD(s).

Incumbent prepares proposals for developmental/improvement projects (to include timeframes and costs) for the assigned Refuge/WMD(s) and submits for review/approval during annual budget cycle.

Oversees, reviews and approves land and aquatic conservation activities, habitat creation, restoration, and contaminant projects, research studies, population studies, wildlife inventory, and monitoring activities to include species lifecycle requirements and management at assigned Refuge/WMD(s). Ensures all projects comply with national, regional, and Refuge/WMD policies, regulations, and mandates.

Reviews projects proposed by other agencies, stakeholders/partners (i.e., U.S. Forest Service, state fish and wildlife agencies, Tribal representatives), identifying possible conflicts with Refuge/WMD management objectives, and develops recommendations for senior management approval. May prepare interagency cooperative agreements and memoranda of understanding (MOUs) and subsequent modifications, and administers these agreements.

Develops and maintains partnerships with other Federal, state, and local agencies, private organizations, and special interest groups to protect lands around the Refuge/WMD(s). Manages and carries out active stewardship of natural resources beyond the boundaries of the Refuge/WMD(s) to improve, enhance, and protect trust resources over large geographic areas.

Plans and manages land use programs using management techniques designed to improve wildlife habitat

such as weed control, seeding, haying, and any other conservation practices resulting in increased benefits to migratory birds and other wildlife.

May implement, manage, and administer Refuge/WMD interests in land acquisition and/or easement activities. Explores land acquisition activities and issues with realty specialists and landowners.

Remains abreast of current and changing natural resources laws, rules and regulations that affect the National Wildlife Refuge System (e.g., water rights, rights-of-way, oil and gas, easements, fee title lands, etc.).

Determines restrictions/limitations and issues Special Use Permits, as needed, for activities such as grazing, planting and harvesting hay or other crops, research, or commercial filming. Makes appropriate use and compatibility determinations, to include those with no precedent. Develops and implements permit-specific compatibility criteria.

Responsible for administrative oversight of the Fire Management Program on the assigned to the Refuge/WMD's in accordance with Service/Department policies. Manages the staff through team leaders who are responsible for reporting to the incumbent staffing levels of firefighters required to ensure adequate coverage and ready rapid response for any emergency (prescribed/wildfires) at the Refuge/WMD. Coordinates fire response efforts with surrounding community (both on the giving and receiving end).

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

Oversees, administers and/or develops required National Environmental Policy Act (NEPA) documentation including Environmental Assessments (EAs), Environmental Impact Statements (EISs), Findings of No Significant Impact (FONSIs), Categorical Exclusions (CEs), Endangered Species Act (ESA) Section 7 consultations, archeological resource clearances, etc. (or major portions thereof). Coordinates with Refuge Complex senior management in the development of required NEPA documentation.

Oversees and administers Comprehensive Conservation Plans, Habitat Management Plans, Land Acquisition and Protection Plans, etc..

Applies current and changing natural resources laws, rules and regulations that affect the National Wildlife Refuge System (e.g., water rights, rights-of-way, oil and gas, easements, fee title lands, etc.) to ensure that the management of the Refuge/WMD program remains in compliance with all.

Identifies possible conflicts with refuge management objectives, and using persuasive skill, may influence partners to gain cooperation in the resolution of complex issues/problems to achieve mutual goals.

## 3. Visitor Services (10-20%)

Plans and administers the Refuge/WMD's public relations/public use program including off-refuge programs, interpretive and educational programs, hunting, fishing, wildlife observation, and other recreational management activities.

Reviews and edits brochures, press releases, interpretive panels/exhibits, websites, etc. Participates with senior management or agency specialists in the development and review of site plans and designs.

Reviews and makes priority public use decisions based on expert knowledge of refuge compatibility and

appropriate use policy.

May develop and manage Refuge/WMD volunteer programs and supervises volunteer work. Ensures volunteers, Youth Conservation Corps (YCC) crew members, or other workers are fully trained.

Conducts tours with groups and may serve as an environmental education instructor.

Represents the Service in official contacts with Federal, state and local government officials and employees, the media, local and national level environmental and conservation groups, academia, Tribal representatives, and the general public to provide information, discuss issues, resolve problems, and receive input on the current and proposed changes taking place on the Refuge/WMD.

#### 4. Program Planning and Business Administration (10-20%)

Develops long-range plans, annual work plans, budgets and work schedules. Implements short, medium, and long-range operation plans based on existing or approved plans, and coordinates work schedules for equipment and resources with other Refuges/WMDs within the Complex.

Coordinates with other Federal and state agencies and interest groups in the formulation of long-range plans for management of the Refuge/WMD's natural resources.

Develops cost estimates and the work sequence for major and minor rehabilitation projects of Refuge/WMD facilities and lands to prepare funding proposals that support internal and external funding. Implements or oversees funded projects.

Responsible for managing the Refuge/WMD budget (approximately \$0.5 million).

Prepares administrative reports, annual narrative reports, and other documents associated with wildlife management and administrative programs. Prepares accomplishment reports utilizing various automated systems for inclusion in Complex budget submissions.

Updates, prioritizes, manages, and/or utilizes automated systems for budget tracking, procurement, time and attendance, 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 (10-20%)

Administers the facilities and equipment management program. Develops various work plans and organizes projects covering the construction, repair and maintenance of equipment, buildings, roads, trails, fences, dikes, and other infrastructure.

Applies engineering and construction techniques as to Refuge/WMD infrastructure, training and operation of heavy equipment, reporting requirements (e.g., real property inventories, personal property inventories, SAMMS, annual maintenance, energy reports, etc.), safety rules, and environmental compliance reporting requirements.

#### 6. Supervision (25%)

Supervises a team of professional, technical, analytical, administrative support staff, and blue collar

workers (permanent and seasonal staff), setting a team attitude of adhering to high professional standards and completion of accurate, high quality work. Overall direct supervisory responsibilities include, but are not limited to, planning work to be accomplished by subordinates, setting and adjusting short-term priorities, and preparing schedules for completion of work; assigning work to subordinates; evaluating work performance of subordinates; providing advisory, counsel, or instruction to employees on a variety of matters; interviews candidates for positions in the unit; recommend appointment, promotion, or reassignment to such positions; hears and resolves minor complaints from employees, referring group grievances and more serious unresolved complaints to a higher level supervisor or manager; effects minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases; identifies developmental and training needs of employees, providing or arranging for needed development and training; finding ways to improve production or increase the quality of the work directed; and developing performance standards.

Responsible for creating an environment that encourages and rewards cooperation, collective problem solving, and participative decision-making. Develops the ability of others to perform and contribute to the organization by providing feedback and by providing opportunities to learn through formal and informal methods.

Ensures that work is conducted safely and actively supports, implements, and complies with the Equal Employment Opportunity Program.

Actively supports and implements the Service's Human Resources program. This includes ensuring equal opportunity for all supervised employees and selections for training and education programs, promotions and awards, as well as fair and impartial recruitment and selection for new employees. Responsible for ensuring compliance with the Service's "Safety Creed."

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 and skill in applying a wide range of theories, principles and concepts of population and wildlife and aquatic biology, wildlife management, species lifecycle requirements/management, and conservation biology sufficient to effectively plan, coordinate, and resolve a variety of complex natural resource programs, issues and problems related to the management of a wildlife refuge.

Knowledge of 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 develop effective strategies to overcome significant resource/environmental problems in the protection

of wildlife habitats found on the wildlife refuge and to provide active stewardship of natural resources beyond its boundaries.

Knowledge of applicable laws and agency policies, objectives, planning, and management activities related to the National Wildlife Refuge System (e.g., public use, accessibility, law enforcement, etc.) and knowledge of state, local, and Tribal laws, customs, and economic interests sufficient to develop and maintain partnerships to improve, enhance, and protect trust resources over large geographic areas.

Knowledge of natural resource laws, regulations, and polices including the National Wildlife Refuge Improvement Act (NWRIA), the Endangered Species Act (ESA) and the National Environmental Policy Act (NEPA) and their requirements sufficient to manage a wildlife refuge and to gather, consolidate and prepare documentation for reporting requirements.

In-depth knowledge and ability to apply methods, procedures, and techniques in habitat management and prescribed burning sufficient to safely manage wildlife habitat while protecting cultural resources and sensitive areas.

Ability to plan, develop, coordinate, and manage the resolution of complicated resource use issues and problems related to a National Wildlife Refuge/WMD (e.g., control waterfowl depredation problems associated with a Refuge/WMD located in an area of intensive agricultural development; control disease outbreaks occurring among large concentrations of waterfowl; manage a large, diverse, and complex cooperative farming program; and/or operate a large and diverse hunting program consistent with laws, agency regulations, and local customs).

Familiarity with realty concepts and procedures sufficient to develop preliminary plans for maintenance, repairs, or replacement of Refuge/WMD facilities and infrastructure and to assist with contract specifications.

Skill and diplomacy in coordinating station activities with other agencies and organizations; ability to deal effectively with the general public; and ability to exercise tact and diplomacy in official association with Federal, state, and local agencies, and various organizations and special interest groups.

Ability to communicate effectively orally sufficient to make formal/informal oral presentations, speak at community events, conduct training/Refuge/WMD tours for a variety of audiences, etc..

Ability to communicate in writing to sufficient to respond to congressional inquiries, write policy and procedures, develop briefing documents, develop performance plans, etc..

Knowledge of planning and budgeting processes to participate in the development of long-range plans, annual work plans, and associated budgeting.

Understanding of, and ability to use, various IT applications/databases (e.g., Microsoft Suite, Lotus Notes, SAMMS, budget tracking, procurement, etc.).

Knowledge of human resource management policies, regulations and guidelines used for supervising and providing guidance and training to lower-graded employees, including oversight of volunteer work.

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.

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 establishes overall goals and resources available. The incumbent and supervisor confer on the development of general objectives, assignments to be completed, and deadlines. The incumbent is responsible for independently planning and carrying out assignments, identifying solutions to problems, and coordinating program activities with appropriate personnel. This includes coordinating work and resolving conflicts with others outside of the U.S. Fish and Wildlife Service. The incumbent reports progress, advises on problems and possible adverse reactions and recommends solutions to supervisor. The supervisor reviews completed work for soundness of overall approach, effectiveness in meeting requirements or producing expected results, feasibility of recommendations, and adherence to requirements. The supervisor usually does not review methods used.

## Factor 3. Guidelines

Guidelines exist in the form of laws, regulations, Departmental, Service, and Regional policies and directives. Often, existing guidelines are ambiguous, have gaps in coverage or specificity, and/or there are inconsistencies or conflicting information between guidelines. In many cases, long-standing customs and procedures are followed when formal guidelines do not provide adequate guidance. Many guidelines require extensive interpretation, requiring the incumbent to employ ingenuity, imagination, and good judgment to arrive at adequate solutions to problems for which no prior guidelines exist. Incumbent modifies/adapts existing guidelines to deal with problems such as limited funds, uniqueness of area, and unforeseen circumstances and develops guidelines for cases where no guidelines exist.

## Factor 4. Complexity

Major emphasis of the work is to plan, provide, and maintain adequate habitat management and restoration projects that involve many different and unrelated processes, methods and problems. The incumbent is expected to resolve complex problems where tested solutions are not applicable and to develop innovative management techniques or modify existing techniques. The incumbent considers several factors in planning Refuge/WMD operations, such as habitat protection and environmental systems within the habitats; visitor or recreational uses of the Refuge/WMD(s); protection of Refuge/WMD boundaries; employee, volunteer, and visitor safety; maintenance of Refuge/WMD structures, roads, water control equipment, dikes, and dams; and administrative matters, such as budget and procurement records. Field inspections, wildlife population and habitat condition surveys, and completion of associated reports are routinely completed. To decide what needs to be done, the incumbent evaluates unusual circumstances, works with incomplete and conflicting information, reconciles environmental goals that have conflicting requirements, contends with the absence of precedent, and contends with new methods and equipment.

#### 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. Effective coordination and cooperation with subordinates, other professional biologists and managers within the Fish and Wildlife Service, and other Federal, state, and local entities is required to ensure an effective and sound Refuge/WMD management program.

The work requires sound management recommendations to ensure that wildlife interests are protected and that activities in the area conform to Fish and Wildlife Service policy. Decisions and/or recommendations made by the incumbent are given considerable weight in deciding the direction of resource use and other resource programs on or near the Refuge/WMD(s). 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; elected and appointed Federal, state, and local agency officials and employees; university and school officials; professional and technical subject matter specialists in the same or related disciplines; local and national level conservation and recreational use organizations and groups; Tribal representatives; contractors; local and regional media; volunteers; and the general public.

#### Factor 7. Purpose of Contacts

The purpose of making contacts is to promote the Fish and Wildlife Service and programs pertinent to the Refuge/WMD(s); exchange information and ideas; discuss and resolve complicated problems and conflicts; and influence and persuade persons or groups to gain acceptance of practices/policies.

#### 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. The incumbent is expected to conduct duties in a safe and orderly manner so as not to endanger self, fellow workers, or property.