



**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: Any DOI Bureau may use this Standard PD and must use the Standard PD Number


Classification Title: Range/Forestry Technician (Fire)

Organization Title: Fire Operations and Prescribed Fire/Fuels Technician

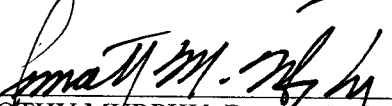
Standard Position Number: DOI119 Series and Grade: GS-0455/0462-06/07

RECOMMENDATION FOR COVERAGE: Secondary/Administrative Firefighter coverage is recommended under both CSRS and FERS.

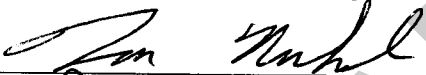
The incumbent serves in a key fire management position as a Fire Operations and Prescribed Fire/Fuels Technician. The primary purpose of the position are (1) wildland fire preparedness and suppression; and (2) preparing and carrying out prescribed fire plans, fire effects, manual and mechanical hazardous fuels treatments, and smoke and wildland fire use monitoring. The incumbent also conducts field surveys to determine the location of hazardous fuel conditions. **This is an administrative position in an organization having a firefighting mission, and is clearly in an established career path. Prior firefighting experience, as gained by substantial service in a primary firefighter position or equivalent experience outside the Federal government is a MANDATORY PREREQUISITE for incumbents of this position.**


 ALAN SIZEMORE, Human Resources Specialist, DOI

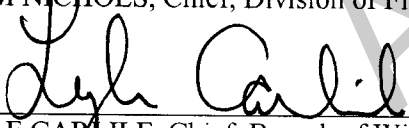
05-28-2010
 Date


 TIMOTHY MURPHY, Deputy Assistant Director (NIFC)


6-3-10
 Date


 TOM NICHOLS, Chief, Division of Fire and Aviation, NPS


6/2/10
 Date


 LYLE CARLILE, Chief, Branch of Wildland Fire Management, BIA

6/4/10
 Date

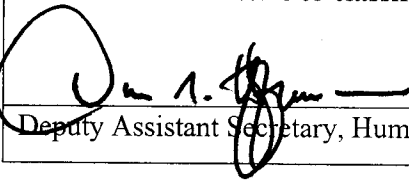

 BRIAN MCMANUS, Chief, Branch of Fire Management, FWS

6/3/2010
 Date


 MICHAEL GILLMORE, Supervisory Program Analyst, DOI

6/7/10
 Date

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


 Deputy Assistant Secretary, Human Capital and Diversity

6/9/10
 Date

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
DOI119

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation (Show any positions replaced) Replaces DOI019	3. Service <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Other	4. Employing Office Location	5. Duty Station	6. OPM Certification No.
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input 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 (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" 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				
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	Range/Forestry Technician (Fire)	GS	0455/0462	07	TS	5/18/10
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)
Fire Operations and Prescribed Fire/Fuels Technician

17. Name of Employee (if vacant, specify)

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

a. First Subdivision
BIA BLM FWS NPS

b. Second Subdivision

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
GS-0455, GS-0462, Aid and Technical Work in the Biological Sciences Series, GS-0400 TS-111 (12/91)

Typed Name and Title of Official Taking Action
LINDA F. ERWIN, DOI HR
HR Specialist

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.

Signature _____ Date _____

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)								
b. Supervisor								
c. Classifier								

Department of the Interior, FLERT Specialist
This FD has been approved as follows under 5 USC 8335(c) and 8412(j)
 Firefighter
 Law Enforcement
 Primary
 Secondary/Administrative
Approval Date: June 9, 2010


24. Remarks

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

POSITION CLASSIFICATION AMENDMENT

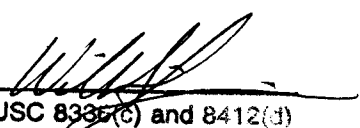
1. OFFICIAL HEADQUARTERS		2. NAME OF INCUMBENT	
3. ORGANIZATIONAL LOCATION <input checked="" type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION <input type="checkbox"/> AS HEREBY AMENDED			
IIa. _____	d. _____		
b. _____	e. _____		
c. _____			
4. CSC TITLE AND BUREAU POSITION NO. DOI119 Range/Forestry Technician (Fire)		SCHEDULE GS	SERIES 0455/0462
		GRADE 06	
<input type="checkbox"/> SAME AS PRESENT: AMENDED FOR <input type="checkbox"/> CSC TITLE <input type="checkbox"/> POS. NO. <input type="checkbox"/> SCHEDULE <input type="checkbox"/> SERIES <input checked="" type="checkbox"/> GRADE			

CERTIFICATIONS

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED.	6. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.
_____ (Signature of Supervisor)	 Linda F. Erwin, DOI HR
_____ (Date)	_____ (Official Exercising Classification Authority)
TITLE _____	TITLE HR Specialist
	5/18/10 (Date)

7. DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE AND THE ADDITIONS, DELETIONS, OR REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.

The duties and responsibilities of this position are essentially the same as those described at the GS-07 level except the incumbent functions under closer supervision and controls. When the incumbent of this position becomes fully proficient and is able to perform the duties described more independently, he/she may be noncompetitively promoted to the GS-07.

Department of the Interior, FLERT Specialist 
 This PD has been approved as follows under 5 USC 8335(c) and 8412(d)
 Firefighter _____ Law Enforcement
 _____ Primary Secondary/Administrative _____ Sec/Supvy
 Approval Date June 9, 2010

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 a false or misleading statement may constitute violations of such statutes or their implementing regulations.

Name Signature and Title of Supervisor

Date

INTRODUCTION

This is a standard wildland fire management position description intended for use in the Department of the Interior (DOI). The incumbent serves in a key fire management position in a field fire management organization as a Fire Operations and Prescribed Fire/Fuels Technician. This position is located in a unit with a low fire management program complexity level or serves in support of a higher level position in a moderate or high complexity program.

Primary responsibilities of the position are (1) wildland fire preparedness and suppression; and, (2) preparing and carrying out prescribed fire plans, fire effects, manual and mechanical hazardous fuels treatments, and smoke and wildland fire use monitoring. The incumbent also conducts field surveys to determine the location of hazardous fuel conditions.

Beginning October 1, 2010, the National Wildfire Coordinating Group (NWCG) incident management qualifications and additional required training specified in the Interagency Fire Program Management (IFPM) Qualifications Standards and Guide apply to all grade levels of this position description.

Prior wildland firefighting experience on the fireline is a mandatory requirement.

This position requires a valid state driver's license.

This is a Testing Designated Position (TDP) under the Department of the Interior Drug-Free Workplace Program.

MAJOR DUTIES:

Planning (30%)

Assists in wildland fire prevention and preparedness programs and activities. Ensures readiness of wildland fire suppression equipment and personnel. Organizes fire caches, maintains inventory and accountable property, positions equipment and personnel for the most efficient response, evaluates equipment and personnel needs, and develops and prioritizes equipment and personnel funding requests.

Prepares and reviews plans and or plan components such as annual operating plans, training plans, fire suppression plans, safety plans, and individual project plans.

Plans and conducts project assessments which determine the presence or absence of hazardous wildland fuels. Information on fuel conditions and predictions of fire behavior are collected through a variety of methods, including field surveys, computer modeling, and specific literature searches. Results are reported to the Prescribed Fire/Fuels Specialist and used in the determination and prioritization of prescribed fire and mechanical treatment projects.

Reviews project plans and makes recommendations on appropriate levels of monitoring. Establishes study plots to assess fire and fire suppression impacts on the ecosystem. Develops

and refines plot characteristics, frequency of visits, subjects to be measured, and data storage and analysis techniques.

Participates in drafting prescribed fire/fuels management plans following the interagency template. This involves reviewing fuel treatment alternatives and may include preparing segments of a plan to support objectives of the fire management program.

Creates, updates, and uses a database to model and analyze fire behavior and fire effects observation data. Ensures data quality. Ensures proper data storage and archival procedures are followed.

Operations and Safety (70%)

Directs and performs wildland fire suppression efforts in initial attack and in follow-up actions to safely and effectively control wildland fires in accordance with the identified appropriate management response.

Implements components of the preparedness program such as detection, readiness, cooperative agreements, fire danger/behavior predictions, severity requests, and dispatching.

Serves on prescribed fire and fuels projects in positions for which qualified. Technically administers all aspects of the prescribed fire/fuels plan, ensuring that preparation, ignition, holding, mop-up, and rehabilitation are completed to the standards specified.

During the implementation of prescribed fire plans, fuels projects, and wildland fire use plans, monitors fire behavior, evaluates fire effects, identifies potential problems and makes recommendations.

Conducts field reconnaissance of prescribed fire/fuels treatment units, summarizes field findings and makes recommendations on appropriate prescriptive criteria for meeting program objectives.

Identifies and provides for training needs to support prescribed fire and fuels management programs.

Participates in wildland fire and safety training in the techniques, practices, and methods of fire suppression and in the safe, efficient operation and use of tools, equipment, and vehicles used in fire suppression activities, with emphasis on those used for the particular function assigned. Participates in preparedness reviews, proficiency checks and drills, safety sessions, and after action reviews. Ensures own and other's welfare and safety in all aspects of the assignment.

Operates a variety of motor vehicles to transport equipment, supplies, crew members, etc.

Uses specialized equipment to support firing operations and suppression activities.

FACTORS

1. Knowledge Required by the Position

(Level 1-4, 550 points)

Knowledge of agency preparedness level/step-up planning policy, based on fire danger indices, sufficient to adjust anticipated suppression response workloads.

Specific technical firefighting knowledge such as, but not limited to, fire engine and pump operations, hose lays, handcrew operations and/or helicopter operations to enable the incumbent to function in assigned capacities and to instruct or supervise others in those duties if necessary.

Specialized knowledge and necessary certifications such as, chain saw operation and repair, long line certification, rappelling, pump operation and water handling, use of specialized equipment used in response to wildland urban interface situations, and helicopter accessory equipment use in wildland fire management and prescribed burns.

Knowledge of wildland and urban interface fire suppression strategies and tactics.

Knowledge of and the ability to apply agency and departmental policies, directives, guidelines and practices regarding wildland fire suppression, and prescribed fire and fuels treatment operations.

Knowledge of the effects of fire on natural and cultural resources. Understanding of fire ecology principles as they apply to local fuel and vegetation types, fire research methods and procedures, fire weather, smoke management, fire behavior and the methods used to monitor, describe, analyze and predict fire behavior.

Knowledge and experience in (1) wildland fire preparedness and suppression; and, (2) prescribed fire operations, including burning techniques, fuels inventory, preparation of burn plans, prescriptions, firing procedures, holding strategies and site rehabilitation; and the effects of wildland fire management and fire suppression activities and how they affect natural and cultural resources. Prior wildland firefighting experience is a mandatory requirement.

Knowledge and skill in the care, maintenance, and utilization of wildland fire suppression and prescribed fire and fuels treatment equipment.

Knowledge of accepted fire safety practices and procedures.

Knowledge of fire behavior prediction techniques and technologies.

Oral and written communication skills sufficient to record and transmit findings and observations.

2. Supervisory Controls

(Level 2-3, 275 points)

Supervisor defines objectives and sets priorities and deadlines. Incumbent is relied upon to independently carry assignments through to completion. Work plans for non-routine activities and controversial aspects of assignments are typically discussed with supervisor or the Fire

Management Specialist. The supervisor is usually available for consultation and advice on new practices or significantly modified principles and practices. Completed work is reviewed for appropriateness and technical soundness. Methods are not typically reviewed in detail.

3. Guidelines (Level 3-2, 125 points)

General guidance can be found in agency and bureau published directives such as: wildland fire/fuels operations manuals, safety regulations, handbooks, and guides.

Specific guidance is also contained in the prescribed fire and fuels treatment plans, job hazard analysis, natural and cultural resource plans, interagency agreements, and memorandums of understanding.

Since every possible situation cannot be anticipated and covered in training, the employee must use judgment in applying knowledge, especially in situations where the supervisor is not available for consultation.

4. Complexity (Level 4-3, 150 points)

The incumbent's position has key responsibility for providing fire management technical assistance in planning and implementing the full range of wildland fire use, prescribed fire, and fuels activities. This involves considering and evaluating factors such as fuel loading, ecosystem dynamics, fire history, fire situation and fire danger, resource availability, weather, smoke management issues, public safety, resources threatened, safety hazards, costs, and monitoring problems. The incumbent must identify, evaluate, and consider the interrelationships of the fire and physical environment in order to select the most appropriate methods from among alternatives.

5. Scope and Effect (Level 5-3, 150 points)

The purpose of the incumbent's work is to perform complex fire management support work and to assist in the development of wildland fire use, prescribed fire, and fuels treatment plans; to assist others in the implementation of these plans; and to collect information for scientifically based management of prescribed fire operations. The work directly affects the design and execution of projects, the accuracy and acceptability of findings and recommendations, and provides an essential basis for management conclusions and plans.

6. Personal Contacts (Level 6-2, 25 points)

Primary contacts are with wildland fire use, prescribed fire, and fuels treatment project personnel, and others in non-fire functions. Contacts are also frequently made with personnel from other local, state, federal, and tribal agencies. Other significant contacts include contractors, news media, local community leaders, cooperators, and the general public.

7. Purpose of Contacts (Level 7-2, 50 points)

The primary purpose of contacts is to provide information, plan and conduct wildland fire use, prescribed fire, and fuels treatment projects. Contacts are also made to coordinate activities, ensure compliance with established safe practices, solve operational problems, resolve conflicts, and conduct training.

8. Physical Demands

(Level 8-3, 50 points)

Arduous: Duties involve rigorous fieldwork requiring above average physical performance, endurance and superior conditioning. Work requires prolonged standing, walking over uneven ground, and recurring bending, reaching, lifting and carrying of items weighing over 50 pounds and shared lifting and carrying of heavier items, and similar strenuous activities requiring at least average agility and dexterity.

Duties include demands for strenuous activities in emergencies under adverse environmental conditions and over extended periods of time. Operation of some specialized fire equipment can place extended physical stress on incumbent during fire activities.

9. Work Environment

(Level 9-3, 50 points)

The work is primarily performed in forest and range environments in steep terrain where surfaces may be extremely uneven, rocky, covered with vegetation, and in smoky conditions. Temperatures vary from above 100 degrees F to below freezing. Risks include smoke inhalation, fire entrapment, snake or insect bites and stings, exposure to excessive machinery noise, and falling and rolling material. Personnel must adjust and cope with exposure to adverse weather elements, dust and smoke, poor sleeping and eating conditions and unpredictable sets of circumstances. Incumbent may be required to live in backcountry camps for extended periods of time. The hazardous nature of the work requires that personal protective equipment be worn (boots, hardhat, gloves, flame resistant clothing, etc.). Work may require travel by light fixed-wing or rotor-wing aircraft.

1425 points, GS-7 (1355 – 1600)