

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

1. Agency Position No.

DOI005

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)

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

Range/Forestry Technician (Fire)

GS

455/462

05

8/28/02

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)

Senior Wildland Firefighter

17. Name of Employee (if vacant, specify)

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

c. Third Subdivision

a. First Subdivision

BIA BLM FWS NPS

d. Fourth Subdivision

b. Second 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  
 Range Technician Series, GS-455 Dec 91 TS-111 Forestry Technician Series, GS-462 Dec 91 TS-111 Grade Evaluation Guide for Aid and Technician Work in the Biological Sciences, GS-400 Dec 91 TS-111

Typed Name and Title of Official Taking Action

BIA BLM FWS NPS

HR Specialist

Signature

Date

See Remarks

8/28/02

**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

24. Remarks

Allison Beard BIA

Todd Ryan BLM

Pearl Inge FWS

Cindi Steinheimer NPS

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

# POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS	2. NAME OF INCUMBENT
--------------------------	----------------------

ORGANIZATIONAL LOCATION  AS SHOWN ON CURRENT DESCRIPTION  AS HEREBY AMENDED

IIa. \_\_\_\_\_ d. \_\_\_\_\_  
 b. \_\_\_\_\_ e. \_\_\_\_\_  
 c. \_\_\_\_\_

CSC TITLE AND BUREAU POSITION NO. DOI005 <i>Range/Forestry Technician (Fire)</i>	SCHEDULE GS	SERIES 455/462	GRADE 04
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SAME AS PRESENT: AMENDED FOR  CSC TITLE  POS. NO.  SCHEDULE  SERIES  GRADE

## CERTIFICATIONS

4. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED.

\_\_\_\_\_  
(Signature of Supervisor)

\_\_\_\_\_  
(Date)

TITLE \_\_\_\_\_

5. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.


BIA BLM FWS NPS (See block 7) 8/28/02  
 (Official Exercising Classification Authority) (Date)

TITLE HR Specialist

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-05 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-05 level.

  
 Allison Beard  
 HR Specialist (Classification)  
 Bureau of Indian Affairs

  
 Todd W. Ryan  
 HR Specialist (Classification)  
 Bureau of Land Management

  
 Jindi Steinheimer  
 HR Specialist  
 National Park Service

  
 Pearl Inge  
 HR Specialist (Classification)  
 U.S. Fish & Wildlife Service

**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

## POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS	2. NAME OF INCUMBENT		
ORGANIZATIONAL LOCATION <input checked="" type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION <input type="checkbox"/> AS HEREBY AMENDED			
IIa. _____	d. _____		
b. _____	e. _____		
c. _____			
CSC TITLE AND BUREAU POSITION NO. DOI005 <i>Range/Forestry Aid (Fire)</i>	SCHEDULE GS	SERIES 455/462	GRADE 03
<input type="checkbox"/> SAME AS PRESENT: AMENDED FOR <input checked="" type="checkbox"/> CSC TITLE <input type="checkbox"/> POS. NO. <input type="checkbox"/> SCHEDULE <input type="checkbox"/> SERIES <input checked="" type="checkbox"/> GRADE			

## CERTIFICATIONS

4. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS NOT BEEN CHANGED AS REFLECTED.

5. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.

\_\_\_\_\_  
(Signature of Supervisor) \_\_\_\_\_  
(Date)  
TITLE \_\_\_\_\_

BIA BLM FWS NPS (See block 7) 8/28/02  
(Official Exercising Classification Authority) (Date)  
TITLE HR Specialist

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.

This position is part of the GS-05 full performance position description attached. The incumbent of this position may be non-competitively promoted toward the intermediate grade level (GS-04) after satisfactorily completing higher graded duties and upon completion of time-in-grade and qualification requirements.

Continued on separate page.

**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

Statement of Difference to the GS-03 level (DOI005) continued

Knowledge Required by the Position is amended to read (1-4 to 1-2)

Working knowledge of standard wildland fire management program requirements, suppression tactics, methods and procedures and skill in the use of wildland firefighting handtools, pumps and hoses, and chainsaws sufficient to perform routinely assigned fire suppression and prescribed fire assignments and to maintain firefighting tools and equipment.

Working knowledge of fire behavior, hazards, and accepted fire safety practices and procedures to prevent injury and loss of life.

Ability to perform duties under stressful and adverse operating conditions, such as long work hours, heavy workloads, emergency situations, adverse working and environmental conditions.

Must possess the ability to verbally communicate sufficiently to work as a member of the team.

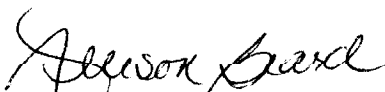
Knowledge of agency and interagency qualification, position task book requirements, and certification standards and procedures adopted by the National Wildfire Coordinating Group (NWCG).

Knowledge of reporting requirements and procedures.

Knowledge of appropriate act requirements to include the Equal Opportunity Act, Civil Rights Act, Age Discrimination in Employment Act, Rehabilitation Act, 29 CFR 1604.11(a) Sexual Harassment sufficient to function within a diverse workforce.

Supervisory Controls is amended to read (2-2 to 2-1)

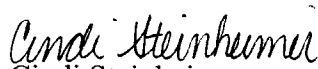
The supervisor or higher graded employee makes continuing, specific assignments detailing procedures to be followed. The supervisor or higher graded employee provides instruction for resolving problems involving unfamiliar or unusual situations. The work is closely controlled and the incumbent seldom works without a higher graded employee present. The supervisor insures that finished work is completed according to instructions.



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Pearl Inge  
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## **Introduction**

This is a standard wildland fire management position description intended for use in the Department of the Interior (DOI). The position is located on a wildland fire crew as a senior crewmember within the wildland fire management organization. The purpose of the position is wildland fire suppression/management/control as a specialized firefighter on an engine, helitack module, or hand crew with responsibility for the operation and maintenance of specialized tools or equipment. Other wildland fire related duties may involve fire prevention, patrol, detection, or prescribed burning. The incumbent may be assigned for varying periods of time into one or more types of positions within the wildfire program where the individual's specialized skills are required.

This is an arduous position and subject to medical screening and physical fitness testing.

## **Major Duties (60%)**

Performs one or more of the following major blocks of duties:

Serves as a senior wildland firefighter on a handcrew or prescribed fire crew. Performs the duties of a fully qualified chain saw operator and chainsaw repair technician. Certified in the use of helicopter long lines. Performs all aspects of wildland and prescribed fire operations including preparation, ignition, monitoring, holding, and mop-up. Collects fire weather data, fuel and/or soil moisture samples, maps projects, and maintains records. May on occasion serve as driver of a crew carrier.

Serves as a senior wildland firefighter on a wildland fire engine. Drives engine to fire locations, frequently over unimproved roads. Positions engine in appropriate locations in consideration of safety of crew and equipment, and how the equipment can best be used in control and mop-up operations. Personally performs and may direct others in starting pump engine, priming pump, adjusting engine speed and pump valves, laying hose, and using appropriate nozzles and nozzle adjustment in effective use of water and additives. Has specialized duties such as water handling specialist, fully qualified chain saw operator, or responsible for maintenance of specialized equipment used to respond to wildland urban interface/intermix situations.

Serves as a senior wildland firefighter on a helitack crew. Loads helicopter personnel and cargo considering methods, weight distribution, necessity for securing, total weight, etc. and completes manifests of personnel and equipment being transported to the fire or other work site. Inventories and inspects helicopter accessories, fire tools, and equipment. Assures that needed tools and equipment are available for fire fighting tasks. May exit helicopter in remote areas to construct helispots, or to attack small fires, hot spots and spot fires. Certified in the use of long line external loads and the operation and maintenance of accessory equipment. May serve as a certified rappeller.

Gathers and considers information on weather data, topography, fuel types, and fire behavior in responding to wildland fire incidents. When positioning and deploying personnel and equipment, recommends best approaches and practices to use in protection of the values at risk

Responsible for operation and maintenance of specialized equipment used to respond to wildland and prescribed fire situations. Accomplishes emergency repairs as necessary to permit continued use of equipment. In those instances when the apparatus cannot be used effectively in suppressing the fire, the incumbent takes aggressive control action in attacking the fire, using other means.

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 fireline activities, with emphasis on those used in the particular function assigned. Participates in crew proficiency checks and drills, safety sessions, and fire critiques. Ensures own and other's welfare and safety in all aspects of the assignment.

### **Additional Duties (40%)**

May inventory fuel beds, prepare associated reports, perform hazard fuel reduction projects, monitor burning conditions, pile vegetation debris and act in assigned positions such as ignition or holding specialist or other designated positions during actual fuel reduction efforts by prescribed fire.

May perform project work such as road and trail maintenance, habitat manipulation, and miscellaneous equipment and facilities maintenance.

May assist higher level workers in forestry/range research efforts; in the marketing of forest/range resources; or in the scientific management, protection, and development of forest/range resources.

May be required to fill-in for other work leaders on established crews.

### **Other Significant Facts**

This is a testing designated position (TDP) under the Department of the Interior Drug-Free Workplace Program.

Must possess a valid state driver's license and have the ability to operate light vehicles and 4X4s.

May require the incumbent to obtain and maintain a Commercial Drivers License (CDL) to operate motor vehicles.

### **Factors**

1. Knowledge Required by the Position (Level 1-4, 550 points)

Knowledge of fire behavior including causes of wildland fire, influence of temperature, humidity, wind, topography, slope and fuel moisture conditions, and fuels in order to know where to attack the fire, build fire line, where to be positioned to manage a wildland fire, and to identify hazards.

Knowledge of accepted fire safety practices and procedures to prevent injury and loss of life.

Knowledge of wildland fire management techniques, methods and conditions to accurately analyze fire circumstances, determine when additional forces may be needed, or determine when circumstances warrant disengagement.

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 lead 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 used in wildland fire management and prescribed burns.

Knowledge of air operations, rappelling, helicopter capabilities and limitations, helicopter contracts, load balance and capacity, load calculating, and manifesting of personnel and equipment. Knowledge of work procedures and practices in working with helicopters and aircraft.

Knowledge of tactical methods and techniques for use of water and additives in controlling and mopping-up fires in order to efficiently and effectively accomplish operations where water is in short supply.

Ability to operate four wheel drive pickup trucks and may require the ability to operate a fire engine.

Skill in use of hand tools such as Pulaskis, shovel, McLeod; and power tools including chainsaw, portable pumps to build fireline, control wildland fire, and to perform other non-fire related duties.

Knowledge of agency and interagency qualification, position task book requirements, and certification standards and procedures adopted by the National Wildfire Coordinating Group (NWCG).

Knowledge of reporting requirements and procedures.

Knowledge and skill of standard first aid procedures sufficient to perform preliminary first aid and triage as necessary.

Knowledge of the organization and the function of cooperative interagency fire organizations such as DOI, USDA, NWCG, NICC, GACC, state and local governments to facilitate wildland fire operations in a multi-jurisdictional setting.

Knowledge of related fields such as forestry, range, wildlife, botany, soils and water, cultural and historical resources in order to make informed fire operational decisions.

Knowledge of general range/forestry technician work in order to personally perform and lead others in the performance of a variety of work in such areas as hazard tree removal, hazard fuel reduction, prescribed burning, recreation, wildlife and watershed, and in the general facility of vehicle and equipment maintenance and upkeep.

Oral and written communication skills sufficient to effectively interact with people at all levels, internal and external to the organization, including the public.

Knowledge of fire terminology to communicate with other crewmembers.

Ability to perform basic computer technology skills such as word processing, electronic mail, internet use, and specialized fire information databases and programs.

Knowledge of appropriate act requirements to include the Equal Opportunity Act, Civil Rights Act, Age Discrimination in Employment Act, Rehabilitation Act, 29 CFR 1604.11(a) Sexual Harassment sufficient to function within a diverse workforce.

2. Supervisory Controls (Level 2-2, 125 points)

The supervisor provides instructions for new assignments. The employee uses initiative in carrying out standard assignments and independently works out solutions to complex problems related to specific skills. Tactical problems or unfamiliar situations that would require modifying established strategies are referred to supervisor for guidance.

Work is reviewed on the basis of overall effectiveness. New assignments are checked in more detail to insure accuracy and to make sure that instructions were followed.

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

Most guidelines are in the form of oral instructions and training prior to actual wildland fire suppression activities. General guidelines can be found in agency and bureau published directives such as: wildland fire operations manuals, handbooks, and guides.

Some guidelines are also contained in the prescribed burning and hazard fuel reduction plan, emergency medical services plan, safety plan, and other specific local guides pertinent to the local unit or specific to the type of work being performed.

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.

Guides such as safety regulations must be applied.



4. Complexity (Level 4-2, 75 points)

Practices and leads fire suppression under the most adverse conditions of climate, fuels, and terrain. As an experienced specialized firefighter is expected to have the technical knowledge to perform in specific fire assignments, (i.e., chain saw operator, faller, water handling specialist, rappeller, etc.) safely and efficiently. Decisions as to what must be done depend, to a considerable degree, on the employee's analysis of the situation and issues involved, and the selected course of action. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

5. Scope and Effect (Level 5-2, 75 points)

The work involves the execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope. Work involves the execution of specific procedures, techniques, which differ with each fire's fuel type, weather conditions, and topography. The effect of the work performed is to minimize loss of natural resources, improvements, property or life. The performance of the crew contributes to the overall effectiveness of the wildland fire management effort.

6&7. Personal and Purpose of Contacts (Level 1/A, 30 points)

Contacts are with coworkers and other members of wildland fire management suppression organizations. Contacts are made to exchange information about wildland fire suppression activities and needs. Contacts may also be required to coordinate these needs with other land managing agencies.

Meets and deals on day-to-day matters with co-workers and public land users in order to exchange information.

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.

Incumbent is subject to medical examination and must pass the work capacity test for arduous positions.

9. Work Environment

(Level 9-3, 50 points)

The work is primarily performed in forest and desert environments in steep terrain where surfaces may be extremely uneven, rocky, covered with thick tangled vegetation, smoky conditions, etc. Temperatures commonly exceed 100 degrees F and fall 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 weather elements, dust and smoke, poor bivouac and eating situations under an unpredictable set 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.

## EVALUATION STATEMENT

<u>Recommended Classification</u>	Range/Forestry Technician (Fire), GS-455/462-05
<u>Organizational Location:</u>	Department of the Interior, Bureau of Indian Affairs, U.S. Fish and Wildlife Service, National Park Service, and Bureau of Land Management
<u>References:</u>	Range Technician Series, GS-455 Dec 91 TS-111 Forestry Technician Series, GS-462 Dec 91 TS-111 Grade Evaluation Guide for Aid and Technician Work in the Biological Sciences, GS-400 Dec 91 TS-111

Background: This is a standard position description for a Senior Wildland Firefighter. The incumbent of this position spends more than 60% of the time in one or more of the major duty areas as: 1) firefighter suppression crewmember; 2) fire engine crewmember; 3) helitack crewmember; and/or 4) prescribed fire crewmember. The primary purpose of this position is to perform duties directly connected with the control and extinguishment of wildland fires.

Determination of Series and Title: The Range/Forestry Technician, GS-455/462 series (TS-111, 12/91) cover positions that primarily require a practical knowledge of the methods and techniques of range/forestry and other biologically based resource management fields. Range/Forestry technicians provide practical technical support in the scientific management, protection, and development of rangeland and forest resources.

The GS-0081, Fire Protection and Prevention Series (TS-108, 9/91), states that positions that include fire control, suppression, and related duties incident to range/forestry management work should be classified to the Range/Forestry Technician Series. OPM has previously determined that firefighter positions are to be classified in the GS-455 or GS-462 series dependent upon the primary vegetation on the unit. The proper title and series are **Range Technician (Fire), GS-455** or **Forestry Technician (Fire), GS-462** dependent upon type of terrain and vegetation. Since the only difference in the positions is the primary vegetation, the positions are considered interchangeable with either classification being appropriate.

Because this position requires skill in firefighting, the parenthetical title of (Fire) is appropriate and is in line with agency practice.

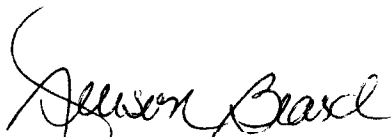
The organizational title for this position is *Senior Wildland Firefighter*.

Determination of Grade: The Grade Level Guide for Aid and Technical Work in the Biological Sciences, GS-400, (TS-111, 12/91), which is in the FES format, is used to evaluate this position.

**FACTOR EVALUATION SYSTEM  
POINTS RATINGS**

<b>Evaluation Factors</b>	<b>Points</b>	<b>Level</b>
<b>1. Knowledge Required by the Position</b>	550	1-4
<b>2. Supervisory Controls</b>	125	2-2
<b>3. Guidelines</b>	125	3-2
<b>4. Complexity</b>	75	4-2
<b>5. Scope and Effect</b>	75	5-2
<b>6. Personal Contacts</b>	30	1A
<b>7. Purpose of Contacts</b>		
<b>8. Physical Demands</b>	50	8-3
<b>9. Work Environment</b>	50	9-3
<b>Total Points</b>	1080	
<b>Grade Conversion</b> Range (855-1100)	GS-05	

Conclusion: The proper title and series are **Range Technician (Fire), GS-455-05** or **Forestry Technician (Fire), GS-462-05** dependent upon type of terrain and vegetation. The organizational title is **Senior Wildland Firefighter**.



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