

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

1. Agency Position No. \_\_\_\_\_

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

3. Service:  Hdqtrs.  Field

4. Employing Office Location \_\_\_\_\_

5. Duty Station \_\_\_\_\_

6. OPM Certification No. \_\_\_\_\_

7. Fair Labor Standards Act:  Exempt  Nonexempt

8. Financial Statements Required:  Executive Personnel Financial Disclosure  Employment and Financial Interests

9. Subject to IA Action:  Yes  No

10. Position Status:  Competitive  Excepted (Specify in Remarks) \_\_\_\_\_

11. Position Is:  2 Supervisory  Managerial  Neither

12. Sensitivity:  1-Non-Sensitive  3-Critical Sensitive  2-Noncritical Sensitive  4-Special Sensitive

13. Competitive Level Code \_\_\_\_\_

14. Agency Use: #413

**Non-Standard Position Description**  
**Fire Management Program**

15. Classified/Graded	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	<b>SUPERVISORY FORESTRY TECHNICIAN</b>	<b>GS</b>	<b>0462</b>	<b>07</b>		
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**

c. Third Subdivision \_\_\_\_\_

a. First Subdivision: **NATIONAL PARK SERVICE**

d. Fourth Subdivision \_\_\_\_\_

b. Second Subdivision \_\_\_\_\_

e. Fifth Subdivision \_\_\_\_\_

Signature of Employee (optional) \_\_\_\_\_

Employee Review - This is an accurate description of the major duties and responsibilities of my position.

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false 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: **Forestry Technician, GS-462, dated December 1991; and the General Schedule Supervisory Guide, dated April 1998**

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Typed Name and Title of Official Taking Action: **J. LYNN SMITH HUMAN RESOURCES PROGRAM MANAGER**

Signature: *J. Lynn Smith* Date: **NOV 24 1998**

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier	<b>Department of Interior, FF/LE Retirement Team Specialist</b>									

24. Remarks: **This PD has been approved as follows under SUSC 8336(c) and 8412(d):**  
 Firefighter  Law Enforcement  
 Primary  Secondary/Administrative  Secondary/Supvy  
 Approval Date: **December 17, 1998**

This position is for young and physically vigorous individuals. Maximum entry age restrictions apply when filled under an appointment subject to the retirement system.

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

\*Agency Use Code should be entered in FPPS as last three spaces of position allocation number.



**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: Primary (Firefighter)

Bureau: National Park Service

Classification Title: Supervisory Forestry Technician

Organization Title: \_\_\_\_\_

Series and Grade: GS-0462-07

**Fire Management Program Standard Position Description number: 413**

**RECOMMENDATION FOR COVERAGE REVIEW:**

The primary purpose of this position is to serve as the supervisor of 6 to 11 employees. Supervises and personally performs work directly related to wildland fire suppression and control activities. Supervises two or more fire crews, e.g., engine crew, helitack crew, hand crew, or prescribed fire crew. This is a rigorous position. The duties of this position require the incumbent to meet physical fitness tests for various positions.

Marilee Pospahala  
 MARILEE POSPAHALA, FF/LEO Retirement Specialist, NPS Representative

12/10/98  
 Date

Richard T. Gale  
 RICHARD T. GALE, NPS Deputy Chief Ranger, Fire Management Program Center

12/11/98  
 Date

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

12/10/98  
 Date

Lester K. Rosenkrance  
 LESTER K. ROSENKRANCE, Director, Office of Fire and Aviation (BLM)

12/11/98  
 Date

**APPROVAL :** The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement retroactive to classification date of 11-24-98. Approval is by DOI Secretary's Designee:

Mari R. Barr  
 MARI R. BARR, Secretary's Designee

12/17/98  
 Date

CHECKLIST FOR TRANSMITTAL OF POSITION DESCRIPTION(S)  
 FOR SPECIAL RETIREMENT COVERAGE UNDER 6(C)

**STANDARD POSITION DESCRIPTION  
NATIONAL PARK SERVICE  
FIRE MANAGEMENT PROGRAM**

**CLASSIFICATION TITLE: SUPERVISORY FORESTRY TECHNICIAN**

**SERIES AND GRADE: GS-462-07**

**Introduction:**

This position description is appropriate for positions supervising 6 to 11 employees. At least 25% of these employees must be at the GS-5 or above. These employees may be separated into two or more crews, e.g., engine crew, helitack crew, hand crew, and/or prescribed fire crew. These crews perform work directly related to wildland fire suppression and control activities including suppression, preparedness, prevention, prescribed burning, monitoring, and hazard fuel reduction. This position also assists in writing and executing fire management plans and burn plans and is responsible for long-term planning for use of crews.

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.

**Major Duties (60% or more of the time)**

Performs and supervises employees in fire prevention, preparedness, detection, wildland fire suppression, resource rehabilitation, mobilization (step-up), prescribed fire, aviation operations and training programs.

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.

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. Serves in a supervisory incident management position as identified in the park's fire management plan.

Conducts field reconnaissance of proposed prescribed burn units, makes recommendations on appropriate treatment techniques for meeting management objectives, drafts prescribed burn plans to meet those objectives and implements approved prescribed burn plans. Serves as Burn Boss, Ignition Specialist or other designated position to insure the safe and effective conduct of the prescribed burn. Performs post-burn evaluation and completes documentation, including costs, fire behavior and smoke management.

Assists the Fire Management Officer in developing and revising annual operating plans, annual budget requests, the fire management plan and operating procedures pertaining to wildland fire suppression and prescribed fire.

Drafts wildland fire situation analyses for wildland fires and prescribed fires. Proposes alternative strategies using technical knowledge of the impact of various types of strategies and tactics on social, economic, biological, and other considerations.

Deals with a variety of technical problems relating to fire weather, smoke management, fire behavior, and computer modeling. Identifies areas of wildland fire management that require monitoring, researching, and recommending studies that address those areas. Incorporates the data and information obtained into wildland fire suppression and prescribed fire operations.

Coordinates and serves as an instructor for a variety of fire and aviation related training courses at the park, regional and inter-agency levels.

### **Supervisory Duties (25% or more of the time)**

Provides technical and administrative supervision to 6 to 11 employees, at least 25% of whom are at GS-5 or above.

Plans work to be accomplished by the crews, prepares schedule adjusting to changes in priorities, and approves leave. Assigns work based on priorities and the capabilities and grade levels of employees and reviews completed work.

Develops performance standards and evaluates work performance of subordinates. Provides instructions and advice to employees on both work and administrative matters and resolves complaints from employees, referring group grievances and more serious unresolved complaints to a higher level supervisor.

Interviews candidates, makes selection of seasonal employees, and recommends appointment, promotion, or reassignment for permanent positions. Identifies and recommends fire qualifications and training needs of employees and manages computerized fire qualification and experience records.

Organizes and maintains equipment, vehicles, and supplies. Maintains property and asset accountability. Serves as designated property custodial officer for the crews.

Ensures equal opportunity for employees supervised in the selections for training, promotions, awards and recognition, and other career development opportunities. Ensures fair, lawful, and unbiased employment practices in recruitment and selection. Supports programs for training and advancement of employees.

Provides for crew safety and welfare and implements a training program in compliance with applicable requirements. Ensures work conditions conform to agency safety programs. Identifies and corrects job safety and health hazards, instructs employees on safety requirements of assignments, reviews and reports loss incidents in accordance with NPS and OWCP regulations. Identifies corrective measures for violations of the Occupational Safety and Health Act standards in the workplace.

Supervises a workforce engaged in duties that have changing priorities due to the nature of the work. Supervision is accomplished by telephone contacts, radio, computer, or meeting at a common location.

May assist the Fire Management Officer in planning, implementing and coordinating all aspects of the park's wildland fire management program. Provides assistance in program direction, short and long-range planning, budgeting, identifying research needs, and collecting and analyzing scientific data.

### **Other Significant Facts**

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

This position is for physically vigorous individuals.

### **Factor 1. Knowledge Required by the Position**

Substantial knowledge of the policies, techniques and practices of wildland fire suppression and prescribed fire operations.

Practical understanding of the effects of fire on natural resources, knowledge of fire ecology principles as they apply to local fuel and vegetation types, fire research methods and procedures, fire weather, fire behavior and the methods used to monitor, describe, analyze and predict fire behavior.

Knowledge of prescribed fire operations, including burning techniques, fuels inventory, development of burn plans, prescriptions, firing procedures, holding strategies and site rehabilitation.

Knowledge of agency and departmental wildland fire management policies, directives and guidelines. Skill in interpreting and applying this guidance in wildland fire suppression and prescribed fire operations.

Basic knowledge of agency policies concerning natural and cultural resource management in order to understand how wildland fire management activities affect park resources and operations.

Knowledge of Department of Interior Manuals regarding aviation policy and procedures.

Basic knowledge of neighboring agency and state land management policies and practices.

Basic knowledge of the effects of fire and fire suppression techniques on the park's natural and cultural resources, as well as related social, political, and economic values.

Knowledge of wildland fire strategies and tactics. SMI and ability to minimally perform as a Type IV Incident Commander.

Specialized knowledge of the care, maintenance and operation of wildland fire suppression and prescribed fire equipment. Skill in solving equipment problems.

Knowledge of supervisory policies, procedures and methods.

Knowledge of instruction techniques. Skill in coordinating training sessions and presenting wildland fire suppression and prescribed fire training material.

Basic knowledge of NPS policies and planning practices as they relate to wildland fire management practices.

## **Factor 2. Supervisory Controls**

The supervisor states overall objectives and resources available. The employee is responsible for independently planning, organizing, and accomplishing the assigned programs of work. Completed work is reviewed for general adequacy and effectiveness in meeting expected results.

Work plans for non-routine activities and controversial aspects of assignments are usually discussed with the supervisor if time permits. However, during emergency operations, the incumbent may need to make decisions on items that require instant action.

Technical review of the incumbent's work during fire assignments is provided by a variety of supervisory personnel from the fires to which the incumbent's crew has been assigned.

## **Factor 3. Guidelines**

Most procedures for doing the work have been established and a large number of guidelines are applicable such as the Organic Act of 1916, Clean Air Act, Threatened and Endangered Species Act, Wilderness Act, National Environmental Protection Act, Historic Preservation Act, agency regulations and directives and the park's Resource Management Plan and Fire Management Plan. Scientific reference materials are used in reviewing and updating methods, practices and procedures.

The employee must use experienced judgment in selecting the appropriate methods, techniques, and procedures due to the frequent and abrupt changes in work assignments, goals and deadlines requiring the incumbent to adjust operations in relation to the suppression mission.

## **Factor 4. Complexity**

Responsible for supervising and performing operations associated with wildland fire suppression and prescribed fire programs that involve the use of multiple wildland fire management strategies. Ensures that the special problems, including fire behavior, weather, fuels, topography, values at risk and resource availability, are taken into account for each suppression action and prescribed burn. Integrates diverse and often conflicting land management and park protection goals, such as natural process perpetuation, visitor protection, property protection and air resource management. The crews must be trained and physically able to operate equipment and hand tools to construct hand lines, to deploy heavy hose packs, follow directions, and work safely for long periods under hazardous conditions.

Must make frequent critical decisions under time pressures and emergency conditions concerning fire suppression methods, other incidents, and crew safety when choices are limited, conditions are hazardous, etc. Scheduled project work is often abruptly and expectedly

interrupted, necessitating the adjustment of operations under pressure of continuously changing and unpredictable conditions.

### **Factor 5. Scope and Effect**

The purpose of the position is to supervise and perform work related to the park's wildland fire suppression and prescribed fire programs. The ultimate goal of this position is to effectively manage people and resources to accomplish jobs in fire suppression, fire prevention, and fuels management. The work has a direct effect on the safety of humans lives, the protection of park resources and the protection of park and neighboring properties through the implementation of effective wildland fire suppression and prescribed fire programs. The nature of the work places personnel and equipment in hazardous situations. Decisions and actions by the incumbent are critical.

Recommendations made by the incumbent are considered in developing optimum solutions and serve as the basis for determining new programs or for setting priorities for existing programs. Work will influence the direction of wildland fire management at the park.

### **Factor 6. Personal Contacts**

Primary contacts are with the crews and others in the Fire Organization. Other contacts are with regional and national office NPS aviation and wildland fire management personnel, other federal agencies and regional, state and local fire organizations, researchers and scientists, federal and state land management agencies, concession managers, local community groups, conservation organizations, media and other divisions or work units within the park. Contacts are performed as formal presentations, interviews, informal exchanges, written reports, and correspondence. These contacts are an everyday occurrence. Contacts may take place under adverse conditions.

### **Factor 7. Purpose of Contacts**

Contacts are made to exchange information about procedures, schedules, or operating problems regarding wildland fire suppression and prescribed fire management methods and techniques. Contacts are made to coordinate planning efforts and operational activities related to wildland fire suppression and prescribed fire; to coordinate training; to maintain cooperative relationships with outside wildland fire agencies; to maintain the interagency incident qualifications system; to coordinate and integrate wildland fire suppression and prescribed fire management activities with other park divisions or work units; and to provide public information to local governments, interested community groups, and the media.

### **Factor 8. Physical Demands**

Arduous: The work requires regular and recurring running, walking, or bending; walking or climbing over rocky areas, or other uneven surfaces, through dense vegetation, and in mountainous terrain. Physical exertion includes carrying 30-50 pounds of gear while operating powersaws or handtools for long durations.

The duties of this position require the incumbent to meet physical fitness tests for arduous positions.

## **Factor 9. Work Environment**

The work is primarily performed outdoors in forest and desert environments in steep terrain where surfaces may be extremely uneven, rocky, or covered by vegetation. At times, the incumbent is required to operate various types of vehicles, including four-wheel drive and up to 25,000 GVW apparatus. Incumbent is required to fly as an observer in helicopters and fixed-wing aircraft in low flying reconnaissance operations, to work around operating helicopters and to perform underneath hovering helicopters in preparing sling loads.

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 job requires that protective clothing be worn (hard hats, gloves, boots, flame resistant clothing and other personal protective equipment).



## CLASSIFICATION EVALUATION

**Classification Allocation:** Supervisory Forestry Technician, GS-462-07

### Position Classification

**Standards Used:** Forestry Technician, GS-462, TS-111, 12/91; General Schedule Supervisory Guide, 4/98

### Background

This position description is established as a standard position description for use by the National Park Service Fire Management Program and is appropriate for positions that serve as the supervisor of 6 to 11 employees, 25% or more of which are GS-5 or higher.

### Title and Series Determination

The Forestry Technician, GS-462 series (TS-111, 12/91) covers positions that primarily require a practical knowledge of the methods and techniques of forestry and other biologically based resource management fields. Forestry technicians provide practical technical support in the scientific management, protection, and development of forest resources. Forestry Technicians are most commonly found in first level units and are principally concerned with performing work supporting the implementation of projects and program goals. Since the majority of wildland and prescribed fire projects are carried out in forested areas, the GS-462 is the most appropriate series for this position. Furthermore, GS-0081, Fire Protection and Prevention Series (TS-108, 9/91) states that positions that include fire control, suppression, and related duties incident to forestry management work should be classified to the Forestry Technician Series. Forestry Technician is the authorized title for positions at grades GS-4 and above. The prefix "Supervisory" is added since the position involves supervisory duties and responsibilities, which meet the definition of the General Schedule Supervisory Guide. Therefore, the proper title and series are Supervisory Forestry Technician, GS-462.

### Grade Level Determination

Since this position has supervisory responsibilities and meets the definition of supervisor under the General Schedule Supervisory Guide, 4/98, that guide will be used to determine the grade.

<b>POSITION EVALUATION SUMMARY</b>			
<b>(General Schedule Supervisory Guide)</b>			
<b>INSTALLATION AND ORGANIZATIONAL LOCATION</b>	<b>POSITION TITLE:</b> Supervisory Forestry Technician		
<b>NATIONAL PARK SERVICE</b>	<u><b>PAY PLAN</b></u> GS	<u><b>SERIES</b></u> 462	<u><b>GRADE</b></u> 07
<b>FACTORS</b>		<b>FACTOR LEVEL</b>	<b>POINTS</b>
<b>FACTOR 1 – PROGRAM SCOPE AND EFFECT</b>		1-1	175
In order to credit a level, the criteria dealing with both scope and effect must be met. The position meets Level 1-1 for scope: work directed is procedural, routine, and typically provides services or			

<p>products to specific persons or small, local organizations. The position meets Level 1-1 for effect: work directed facilitates the work of others in the immediate organizational unit, responds to specific requests or needs of individuals or affects only localized functions.</p> <p><b>Level 1-2, SCOPE:</b> technical work that provides services which have limited geographic coverage and support most of the activities comprising a typical national park; <b>EFFECT:</b> the services provided directly and significantly impact the park operations and activities and significantly affect the park operations and objectives. This position does not supervise work described at Level 1-2.</p>		
<p><b>FACTOR 2 – ORGANIZATIONAL SETTING</b> Position reports to Park FMO or Division Chief, who reports to Superintendent, who reports to an SES.</p>	2-1	100
<p><b>FACTOR 3 – SUPERVISORY AND MANAGERIAL AUTHORITY EXERCISED</b> Duties described meets the supervisory authority in level 3-2c.</p>	3-2	450
<p><b>FACTOR 4A – NATURE OF PERSONAL CONTACTS</b> Subordinates, fire management personnel from other federal, state, and local agencies; local community groups, conservation organizations, media.</p>	4A-2	50
<p><b>FACTOR 4B – PURPOSE OF PERSONAL CONTACTS</b> Plan and coordinate work efforts, resolve problems concerning the work; share expertise, exchange information, standardize operations; conduct training.</p>	4B-2	75
<p><b>FACTOR 5 – DIFFICULTY OF TYPICAL WORK DIRECTED</b> Supervises a crew of between 6 and 11 employees, of which 25% or more are at GS-5 or higher-grade level. Base level = GS-5</p>	5-3	340
<p><b>FACTOR 6 – OTHER CONDITIONS</b> Meets 6-1 - Supervises technical work comparable to GS-6 or lower. Special Situations:</p> <p>#1 - Variety of Work - only 1 kind of work is supervised-not credited. #2 - Shift Operations - none-not credited. #3 - Constantly Changing Deadlines: The primary mission of the unit supervised involves emergency response to wildland fires. There are frequent and abrupt emergency responses required of the crews, and it is the nature of wildland fires to be unpredictable. The necessity to respond immediately to fires creates a constant pattern of disruption to training, equipment maintenance, and project work which also have deadlines and standards of accomplishment. <b>This factor is credited.</b> #4 - Physical Dispersion: The crews are physically dispersed over several or hundreds of acres and therefore supervision is generally accomplished by radio when in the field. Although the crewmembers are dispersed at various times during the day, they also regroup throughout the day. Therefore, the fact that the members each have radios to keep in contact, they regroup throughout the day, and essentially are not physically removed from the supervisor where it makes day-to-day supervision difficult to administer. Therefore, this special situation is <b>NOT</b> meet.</p>	6-1	310

<p>#5 - Special Staffing Situations - positions supervised are almost always filled at the FPL and not appropriate for special staffing situations described-not credited.</p> <p>#6-Impact of Specialized Programs-not responsible for workload above OS-5-not credited.</p> <p>#7-Changing Technology-procedures do not change constantly because of changing technology-not credited.</p> <p>#8 - Special Hazard and Safety Conditions: The wildland fire and wildfire monitoring and control duties of the crews are rigorous and dangerous. The supervisor needs to make provisions for significant unsafe and hazardous conditions. <b>This condition is met.</b></p> <p>Since 3 special situations were not met, no addition level is credited.</p>		
<b>TOTAL POINTS</b>		1500
<b>FINAL GRADE CONVERSION = GS-7 (range 1355 – 1600)</b>		

**Conclusion**

Based on the foregoing analysis, this position is classified as Supervisory Forestry Technician, GS-462- 07.