

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation (Show any positions replaced)		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		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 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		14. Agency Use		*411			

NPS Standard Position Description
Fire Management Program

15. Classified/Graded by		Official Title of Position		Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management		Department of Interior, FF/LE Retirement Team Specialist		W-2001				
b. Department, Agency or Establishment		Firefighter Law Enforcement Primary Secondary/Administrative Secondary Copy						
c. Second Level Review		Approval Date 4/22/2001		GS	0462	07		
d. First Level Review		SUPERVISORY FORESTRY TECHNICIAN						
e. Recommended by Supervisor or Initiating Office								

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

16. Organizational Title of Position (if different from official title) ENGINE FOREMAN		17. Name of Employee (if vacant, specify)	
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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	

19. 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 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)	
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Signature	Date	Signature	Date
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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	
Typed Name and Title of Official Taking Action		Forestry Technician, GS-462, TS-111, 12/91; General Schedule Supervisory Guide, 4/98	

J. LYNN SMITH
HUMAN RESOURCES PROGRAM MANAGER
Signature: *J. Lynn Smith* Date: MAR 6 2001

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

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



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/Rigorous (FF)

Bureau: National Park Service, Bureau-wide

Classification Title: Supervisory Forestry Technician

Organization Title: Engine Foreman

Standard Position Description Number: 411 Series and Grade: GS-0462-07

RECOMMENDATION FOR COVERAGE REVIEW:

Primary/Rigorous coverage is recommended under both CSRS and FERS.

This is a primary fire position that supports the Fire Management program in the Everglades National Park, a highly complex, level three Fire Management Area. Primary responsibilities include planning and conducting prescribed fires and managing the Fire Management Geographic Information System (GIS). The incumbent serves as Burn Boss for prescribed fires of normal complexity (including management ignited prescribed fires and prescribed natural fires) on projects as assigned. Develops prescribed fire plans, identifies needs, limitations, and considerations concerning the operation. Performance of rigorous duties which are directly connected with the control and extinguishment of fires constituted 60 percent of the duties of this position. **This is a rigorous position and incumbents must meet the physical fitness standards for arduous positions.**

Sue Vap
SUE VAP, NPS National Fire Management Officer

3/22/01
Date

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

3/29/01
Date

APPROVAL : The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement retroactive to classification date of 03/06/2001. Approval is by DOI Secretary's Designee:

Wendell K. Suttles
Deputy Assistant Secretary, Human Resources

4/2/01
Date

**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 a position supervising Type 3, 4, 5 or 6 wildland fire engine with a minimum crew compliment of 5 members, the intent being to provide staffing seven days per week. At least 25% of these employees must be at the GS-5 or above. 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.

Major Duties (60% or more of the time)

Ensures preparedness of wildland fire suppression equipment and personnel. Directs operation of engine with a crew of Forestry Technicians who are firefighters and engine operators at the GS-4, GS-5 and GS-6 levels. Directs the crew to fire location and positions in appropriate location in consideration of the crew and equipment.

Makes initial evaluation of fire situations, determines rate of spread, potential hazards to property and other improvements, suppression method to use, hose lays, deployment of crew, point of initial attack, type of tools to use and application of water.

Determines probable causes of fire and preserves evidence of human-caused fires. Keeps dispatcher informed and requests additional assistance as necessary.

Maintains records and prepares reports on crew hours and movement and history of action taken on fires.

Obtains and measures fuel samples to determine moistures as well as loading. Directs prescribed fire preparation activities in the field, including line construction, notifying neighbors, routing control lines while considering fuel, vegetation topography, and normal climate patterns. Directs crews during black-lining, igniting, and mopping up.

Other Duties (less than 40% of the time)

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 related training courses.

Supervisory Duties (25% or. more of the time)

Provides technical and administrative supervision for Type 3, 4, 5, or 6 wildland fire engine with a minimum crew compliment of 5 members, at least 25% of whom are at the GS-5 level 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 employees, and recommends appointment, promotion, or reassignment for permanent positions. Identifies and recommends 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 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.

Factor 1. Knowledge Required by the Position

Comprehensive knowledge of the practices, methods, and techniques of fire management. This includes fire behavior, fire organizations, fire equipment, fire line construction, fire prevention, emergency fire suppression and suppression of fires under various conditions of weather, terrain and wildland fuels, strategies, tactics, equipment and suppression methods used in containment and control of wildland fires.

Skill in the operation and maintenance of wildland firefighting apparatus such as NWCG Engine Types 3, 4, 5, or 6 (tank capacities ranging from 150 to 750 gallons; minimum flow rates ranging from 30 to 150 gallons per minute) and water tenders such as NWCG Types 1, 2, or 3 (1,000 to 5,000 gallon capacities) and other firefighting equipment such as: portable pumps, back pack pumps, floating pumps, foam proportioners and conductors, Class A wildland foams, water drafting equipment fire hydrant operations; and common fire handtools such as shovels McLeods, Pulaskis, flappers; portable and base radios.

Knowledge of operating and maintenance principles of centrifugal and positive displacement pumps, to include portable, direct drive and power takeoff-driven pumps.

Ability to independently troubleshoot and diagnose minor equipment failures and complete minor repairs on fire equipment and fire engines in the field.

Thorough knowledge of wildland fire hydraulics, including effect of elevation, friction loss, pressure pumping mechanisms, hose thread, apparatus differences, operating procedures to install hose lays, and operation of equipment for peak utilization.

Knowledge of computer programs including word processing software, fire monitoring, fire danger rating, weather and fire behavior software.

Knowledge of fire regulations, policies and procedures of other agencies in order to work in interagency fire suppression assignments.

Must maintain an appropriate state commercial vehicle operator's license.

Skill to locate firelines in the field for planning prescribed burns as well as directing the suppression of wildfires.

Knowledge of the planning process for prescribed burns.

Ability to conduct training courses and to provide on-the-job training in proper and safe techniques, applications, methods, procedure and principles.

Knowledge of fuel management practices and policies to gather analyze, and interpret data for development of fuels management and burn plans, and to execute prescribed burn projects.

Factor 2. Supervisory Controls

The supervisor states overall objectives and resources available. The employee is responsible for independently planning and 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. 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, including those found in the NWCG Fire Line Handbook, NPS fire, health and safety manuals and other written and oral instructions.

The employee must use experienced judgement 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 the operation of a large fire engine with complex pumping mechanisms and accessories, and a crew. The incumbent must consider equipment and personnel capabilities, weather, fuel, vegetation, terrain and priorities and proceed independently. Decisions must be made independently concerning the location of firelines that will greatly effect the efficiency, effectiveness of the suppression effort and the safety of the fire crew. Must make frequent critical decisions under time pressures, high stress, and emergency conditions concerning fire suppression methods and crew safety when choices are limited and conditions are hazardous. Much of the work involves making decisions based on training and knowledge of fire behavior and is not always factual or clear cut.

Factor 5. Scope and Effect

This position provides skill and expertise in the use and operation of a Type III to Type VI fire engine for suppressing wildland fires and performing prescribed fires as well as directing the fire crew and additional personnel on fires to the limits of their fire qualifications.

The incumbent is responsible for ensuring the proper and safe use of equipment. Extent of loss is directly related to the effectiveness of suppression actions.

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 wildland fire management personnel, other federal agencies and regional, state and local fire organizations, researchers and scientists, 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, and 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: Duties involve fieldwork requiring above average physical performance, endurance and superior conditioning. The work requires prolonged standing; walking over uneven ground; recurring bending, reaching, individual lifting and carrying of items weighing up to 50 pounds; shared lifting and carrying of heavier items, and similar strenuous activities requiring at least average agility/dexterity.

This position is for physically vigorous individuals. The duties of this position require that the incumbent must meet NWCG physical fitness requirements for arduous positions.

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

Factor 9. Work Environment

The work is primarily performed outdoors in forest or desert environments in steep terrain where surfaces may be extremely uneven, rocky, covered with thick, tangled vegetation, etc. Temperatures are frequently extreme, either from the weather or from fire. 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. Hazardous nature of the work requires that protective clothing (boots, gloves, hard hats, etc.) be worn. Processing and analysis of data and reports is done primarily in an office setting, involving extended hours of computer work.

CLASSIFICATION EVALUATION

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

Position Classification

Standards Used: Forestry Technician, GS-462, TS-1 11, 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 a minimum of 5 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, this guide will be used for grade level determination.

Factors	Levels	Points	Remarks
1. PROGRAM SCOPE & EFFECT	1-1	175	The work is primarily routine in nature. The effect of such work is site specific. The scope of Level 1-2 involves program segments or work directed that is administrative, technical, complex clerical, or comparable in nature. The functions, activities, or services provided have limited geographic coverage and support most of the activities comprising a typical agency field office, an area office, a small to medium military installation, or comparable activities within agency program segments. This is not met. Although the fire engine crew supervised may be dispatched to a wide geographical area, each individual engine is strategically located to cover a specific area.
2. ORGANIZATIONAL SETTING	2-1	100	This position is accountable to a position that is two or more levels below the first SES position.
3. SUPERVISORY & MANAGERIAL AUTHORITY EXERCISED	3-2	450	Duties described meet the supervisory authority in level 3-2c.
4A. NATURE OF PERSONAL CONTACTS	4A-2	50	Contacts are with subordinates, requesting park FMO, personnel from other federal, state, and local agencies.
4B. PURPOSE OF CONTACTS	4B-2	75	Contacts are to plan and coordinate work efforts, resolve problems concerning the work; share expertise, exchange information, standardize operations; conduct training.
5. DIFFICULTY OF TYPICAL WORK DIRECTED	5-3	340	Supervises a crew consisting of GS-6, GS-5 and GS-4 crewmembers, the majority of which are GS-5s. Base level = GS-5
6. OTHER CONDITIONS	6-1	310	Supervises technical work comparable to GS-5 or lower. Special Situations: #1 - Variety of Work - only 1 kind of work is supervised-not credited. #2 - Shift Operations — none-not credited. #3— Constantly Changing Deadlines: #4. Physical Dispersion: - positions supervised are not typically so removed that daily contact is not possible, therefore this is not met. #5-Special Staffing Situations — positions supervised are almost always filled at the FPL and not appropriate for special staffing situations

			<p>described-not credited.</p> <p>#6-Impact of Specialized Programs-not responsible for workload above GS-5-not credited.</p> <p>#7-Changing Technology-procedures do not change constantly because of changing technology-no credit.</p> <p>#8. Special Hazard and Safety Conditions: Wildland Fire suppression is rigorous and dangerous. The supervisor needs to make provisions for significant unsafe and hazardous conditions. This condition is met.</p> <p>Since 3 special situations were not met, no additional credit is given.</p>
	TOTAL POINTS	1500	

FINAL GRADE CONVERSION = GS-7 (RANGE 1355-1600)

Conclusion:

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