

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

DOI003

2. Reason for Submission

Redescription
 Reestablishment

New
 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 12. Sensitivity
 Supervisory 1--Non-Sensitive 3--Critical
 Managerial 2--Noncritical Sensitive 4--Special Sensitive
 Neither

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 Aid (Fire)	GS	455/462	03		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)

Wildland Firefighter

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
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)

Introduction

This is a standard wildland fire management position description intended for use in the Department of Interior (DOI). The position is located on a fire crew as a crewmember within the fire management organization. The purpose of the position is wildland fire suppression/management/control, as a firefighter on an engine, helitack module, or hand crew. Other wildland fire related duties might involve fire prevention, patrol, detection, or prescribed burning. The incumbent will also be involved with the maintenance and repair of firefighting tools equipment and facilities, and will receive firefighting training.

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

Major Duties (70%)

Serves as a member of a fire crew assigned to suppress the full range of wildland fires. Performs assignments as a wildland firefighter in developing a working knowledge of fire suppression and fuels management techniques, practices and terminology. This consists of fireline construction, use of pumps and engines, hose lays using appropriate nozzles and nozzle adjustments in the effective use of water and additives, working in and around aircraft such as helicopters, safety rules, and basic fire behavior.

Searches out and extinguishes burning materials by moving dirt, applying water by hose or backpack pump, etc.

Chops brush, fells small trees, and moves dirt to construct fireline using various hand tools such as axes, shovels, Pulaskis, McLeods, and may use power tools including chainsaws and portable pumps to control spreading of wildland fire and/or to prepare control lines prior to burning.

Patrols fireline to locate and extinguish embers, flareups, and hotspot fires that may threaten developed firelines.

Cleans, reconditions, and stores fire tools and equipment.

May assist trained personnel in more specialized assignments such as backfire and burnout, mobile and stationary engine attack, construction of helispots, helitack operations, and performing hover hookups.

Participates in 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.

Participates in crew proficiency checks and drills. Participates in safety sessions and fire critiques.

Ensures own and others' welfare and safety in all aspects of the assignments.

Additional Duties (30%)

May be assigned to a fire lookout to provide detection and reporting of wildfires.

May perform project work such as fuel inventory, preparing associated reports, and hazard fuel reduction projects.

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.

Other Significant Facts

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

Factors

1. Knowledge Required by the Position (Level 1-2, 200 points)

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.

2. Supervisory Controls (Level 2-1, 25 points)

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.

3. Guidelines (Level 3-1, 25 points)

Procedures for doing the work have been established and a number of specific guidelines exist such as oral instructions, standing operating procedures, maps, equipment manuals, health and safety codes, fire line handbooks, field operations guides, and training prior to actual fuels management and fire suppression activities. The employee works in strict adherence to the guidelines, referring needed deviations or questions to the supervisor or higher graded employee who is available while performing wildland fire suppression activities.

4. Complexity (Level 4-1, 25 points)

Performs a variety of routine tasks in the suppression of wildland fires. Uses a variety of hand and power tools and equipment. Specific tasks, use of tools and methods, and the sequence in which tasks are to be done are determined by higher graded wildland firefighters. Actions taken vary dependent upon the fire terrain, intensity of fire, fuels availability, wind velocity, and values at risk.

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 1A, 30 points)

Contacts are primarily with other members of the crew, the crew leader/supervisor, and others in the wildland fire management organization. Contacts are made to exchange information about the immediate work situation in which crewmembers are to receive instructions and to clarify how the work is to be done.

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 Aid (Fire), GS-455/462-03
<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 an entry level standard position description for a Fire Crewmember. The incumbent of this position spends more than 70% 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 Aid (Fire), GS-455** or **Forestry Aid (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 *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**

Evaluation Factors	Points	Level
1. Knowledge Required by the Position	200	1-2
2. Supervisory Controls	25	2-1
3. Guidelines	25	3-1
4. Complexity	25	4-1
5. Scope and Effect	75	5-2
6. Personal Contacts	30	1A
7. Purpose of Contacts		
8. Physical Demands	50	8-3
9. Work Environment	50	9-3
Total Points	480	
Grade Conversion Range (455-650)	GS-03	

Conclusion: The proper title and series are **Range Aid (Fire), GS-455-03** or **Forestry Aid (Fire), GS-462-03** dependent upon type of terrain and vegetation. The organizational title is **Wildland Firefighter**.



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