

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New establishment <input type="checkbox"/> Other	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

NPS Standard Position Description
Fire Management Program

10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Retirement/Security Remarks	11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial	12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Sensitive <input type="checkbox"/> 3-Critical	13. Competitive Level Code	14. Agency Use 422
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15. Classified/Graded by Firefight Official Title of Position	16. Official Title of Position Enforcement	17. Name of Employee (if vacant, specify)
a. Office of Personnel Management Primary	Secondary/Administrative	Pay Plan GS
b. Department, Agency or Establishment	Occupational Code 0462	Grade 04
c. Second Level Review	Initials	
d. First Level Review	Date	
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)	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

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)
Signature	Signature
Date	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, dtd. 12/91; Fire Protection and Prevention Series, GS-081, dtd. 09/91; Grade Level Guide for Aid & Technical Work in the Biological Sci., GS-400, dtd. 12/91

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

Signature: *J. Lynn Smith* Date: 2/12/01

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										

Statement of Difference: The duties and responsibilities of this position are essentially the same as those described at the GS-5 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 (*Agency Use Code should be entered in FPPS as last three spaces of position allocation number).

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2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3. Service New <input type="checkbox"/> Hdqtrs. <input type="checkbox"/> Field <input checked="" type="checkbox"/> Other <input checked="" type="checkbox"/>		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
7. Fair Labor Standards Act Exempt <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/>				8. Financial Statements Required Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests <input type="checkbox"/>		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> 8 Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code	
14. Agency Use * 4 2 2									

**NPS 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	FORESTRY TECHNICIAN	GS	0462	05		
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

a. First Subdivision
NATIONAL PARK SERVICE

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

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 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; Fire Protection and Prevention Series, GS-081, dated September 1991; Grade Level Guide for Aid and Technical Work in the Biological Sciences, GS-400, dated December 1991

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	Department of Interior, FF/LE Retirement Team Specialist									
marks	This PD has been approved as follows under SUSC 8336(c) and 8412(d): Firefighter _____ Law Enforcement _____ Primary _____ Secondary/Administrative _____ Secondary/Supvy _____ Approval Date <u>December 17, 1998</u>									

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)



**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: FORESTRY TECHNICIAN

Organization Title: National Prescribed Fire Module Crew Member

Standard Position Description Number: 422 Series and Grade: GS-0462-04/05

RECOMMENDATION FOR COVERAGE REVIEW:

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

This is a rigorous position as a crew member on a National Prescribed Fire Module (PFM). This module is a national resource and implements wildland fire management plans throughout the National Park system. The primary mission and first priority of the PFM is to assist with wildland fires in the areas of holding, monitoring, mapping, and fire behavior predictions. 75% of the time is spent implementing burn plans which include preparation, ignition, monitoring, holding, mop-up and rehabilitation. Operates four-wheel drive pickup trucks and fire engines, portable pumps, chain saws, and other common fire equipment. **Incumbents of this position perform duties directly connected with the control and extinguishment of fires for over 50% of the time. These rigorous duties require the incumbent to meet physical fitness requirements for arduous positions.**

Sue Vap
 SUE VAP, NPS National Fire Management Officer

5/3/01
 Date

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

5/10/2001
 Date

APPROVAL : The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement retroactive to classification date of 11/24/1998. Approval is by DOI Secretary's Designee:

Wendell K. Suttler
 Deputy Assistant Secretary, Human Resources

5/14/01
 Date

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

CLASSIFICATION TITLE: FORESTRY TECHNICIAN

SERIES AND GRADE: GS-462-05

NOTE: This position description is appropriate for positions, which serve as a crewmember on a National Prescribed Fire Module (PFM). This module is a national resource and implements wildland fire management plans throughout the National Park system, however the position is assigned to a home park/unit. This position description may be used on a 5 or 7 person module.

Introduction

As a national resource, the PFMs are available to all NPS units. The modules are also available to other agencies on a limited basis. The primary mission and first priority of the PFM is to assist with wildland fires in the areas of holding, monitoring, mapping, and fire behavior predictions. Other duties include ignition, holding, and monitoring prescribed fires; preparing all aspects of prescribed fires (control line construction, burn plans, fire effects plot work, archeology surveys, etc.); and performing hazard fuel reduction projects.

Major Duties

Implements burn plans (75%)

As a crew member of a 5 or 7 person National PFM, assists in all aspects of wildland and prescribed fire operations including preparation, ignition, monitoring, holding, mop-up, and rehabilitation. Collects fire weather data, fuel and/or soil moisture samples, map projects, and maintains appropriate records, including fire reports.

Serves as a Prescribed Fire Monitor, collecting and evaluating weather, fuels, topography, and fire behavior data for prescribed and wildland fires. Prepares maps of fire perimeter to report fire progress over time. Observes and reports smoke transport and potential impacts of fire on resources and safety of personnel. Evaluates observed conditions and problems, makes preliminary determinations on the cause of problems noted, and provides results to higher-level specialists for analysis.

Serves as Ignition Specialist, Field Observer, Squad Boss, or as a holding or ignition crew member on wildland and prescribed fires.

Operates four-wheel drive pickup trucks and fire engines, portable pumps, chain saws, and other common fire equipment.

Personally performs tasks to control and extinguish wildfires as needed.

Preparation of burn plans (5%)

Assists in preparation of portions of prescribed fire burn plans. This includes literature research, descriptions of methods, preparation of graphs and charts, and summary of findings.

Fire Effects Monitoring (15%)

Establishes and monitors index plots to assess fire effects in a variety of fuel/vegetation types.

Assists in identification of grasses, herbs, shrubs, and trees. Assists in preparing herbarium specimens and records habitat and plant association data.

Uses computer models to store, update, and analyze fire behavior and other monitoring data.

Additional Duties (5%)

May perform hazard fuel reduction projects which entails mechanical removal of vegetation through use of chainsaws, etc. May assist in park emergency operations.

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.

This position requires frequent travel.

Factor 1. Knowledge Required by the Position

(Level 1-4; 550 points)

Knowledge of suppression methods used in containment and control of wildland fires.

Knowledge of fire behavior at the S-290 Intermediate Fire Behavior level or higher to communicate observations and to determine where to locate fire control line.

Knowledge of fire weather monitoring procedures and accuracy requirements. Knowledge of collection and recording procedures for fire behavior, fire effects, and weather data. Ability to become a certified Prescribed Fire Monitor (RXFM).

Knowledge of NPS Fire Management Policies, cultural resource management practices, NPS fire management plans, fire monitoring procedures, fire effects, and ignition techniques to support, understand, and relate results of wildland fires and prescribed burns projects to the broader natural resource function.

Knowledge of safe use of common fire tools and equipment such as Pulaski, shovel, McLeod, chainsaws, pumps, etc., to build fire line and control wildland and prescribed fires.

Ability to operate four wheel drive pickup trucks and fire engines.

Specific technical firefighting knowledge such as fire engine and pump operations, and handcrew operations.

Ability to use computers and telecommunications equipment for data entry, word processing, and report writing.

Ability to use compass, topographic maps and aerial photographs to safely and efficiently locate and access fires and monitoring plots.

Ability to work within the full range of fuel types found throughout the National Park system.

Basic knowledge of standard procedures used in fuel inventories and sampling.

Ability to communicate orally and in writing to relay instructions and information and produce reports of findings and observations.

Knowledge of plant classification techniques.

Knowledge of personal safety techniques to prevent injury to self and others.

Knowledge of fire terminology and use of radios to communicate with other crewmembers.

Factor 2. Supervisory Controls

(Level 2-2; 125 points)

The incumbent is supervised by the Supervisory Forestry Technician (i.e., Module Leader), who assigns work, provides training and outlines objectives. Also receives work assignments from the Lead Forestry Technician (i.e., Assistant Module Leader). Once made, the incumbent is relied upon to independently carry out assignments based on past experience. When unfamiliar field conditions or situations are encountered, the supervisor or lead is contacted to provide guidance or resolution. The supervisor or lead assures that tasks completed, data collected, and the methods used are technically accurate and in compliance with instructions and established procedures.

Factor 3. Guidelines

(Level 3-2; 125 points)

Guidelines typically are in the form of oral and written instructions and training prior to prescribed fire or suppression activities (e.g., PFM Operations Guide, and National Wildfire Coordinating Group (NWCG) Fireline Handbook). Established plans and techniques (home and requesting parks' Natural Resources Management Plans, Fire Management Plans, and an adapted version of the NPS Western Region's Wildland Fire Monitoring Handbook, scientific literature, etc.) are used to conduct fire and other resource monitoring work. When existing written or oral instructions do not apply, the problem is referred to the supervisor or lead. Since every possible situation cannot be anticipated and covered in training, the employee must use independent judgment in applying guides, especially in situations where the supervisor or lead is not available for consultation before action is required. Guides such as safety regulations must be applied.

Factor 4. Complexity**(Level 4-2; 75 points)**

Projects include completing a variety of tasks on prescribed burns and wildland fires, and fire weather and effects data collection. The work involves skillful application of a variety of complicated fire monitoring and prescribed fire ignition and holding techniques, and use of equipment and tools. Decisions as to what must be done depend, to a considerable degree, on the employee's analysis of the situation and issues involved, with the selected course of action chosen from a variety of options. Incumbent is expected to apply and modify guidelines and protocols from other park areas for use in park where operations are being conducted. Since operations are carried out in parks nationwide, the situations and conditions are varied and involve the full range of diverse fuel types, weather conditions, and topography.

Factor 5. Scope and Effect**(Level 5-2; 75 points)**

The work involves skillful application of a variety of prescribed fire control and monitoring techniques and use of equipment and tools. The work contributes to the effective implementation of the National Park Service's Fire Management Program on a national basis. Duties have a significant impact on the long-term fire restoration component of the NPS fire management program, in that prescribed fire projects and data collected enables managers to make decisions about ecosystem management and to evaluate program success.

Factors 6 and 7 (combined). Personal and Purpose of Contacts (Level 2/A, 45 points)

Primary contacts are with co-workers, personnel from fire and resource management and other divisions within the home park, fire and resource management personnel from other parks, and personnel from other Federal and State land management agencies. Contacts are made in a moderately structured setting. The purpose of the contacts are to exchange information, and to clarify and gather information.

Factor 8. Physical Demands**(Level 8-3; 50 points)**

Arduous: Duties involve 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. The duties of this position requires the incumbent to meet the physical fitness test for arduous positions.

Factor 9. Work Environment**(Level 9-3; 50 points)**

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. 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, boot, flame resistant clothing and other personal protective equipment). Work requires travel by light fixed-wing or rotor-wing aircraft.

Processing and analysis of data are done primarily in an office setting, this is done less than 10% of the time.

CLASSIFICATION EVALUATION

Classification Allocation: Forestry Technician, GS-462-05

Position Classification
Standards Used:

Forestry Technician, GS-462, TS-111, 12/91; Fire Protection and Prevention Series, GS-08 1, 09/91; Grade Level Guide for Aid and Technical Work in the Biological Sciences, GS-400, (TS-1 11, 12/91)

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, which serve as a crewmember on a National Prescribed Fire Module (PFM). This module is a national resource and implements wildland fire management plans throughout the National Park System, however the position is assigned to a home park/unit.

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. Therefore, the proper title and series are Forestry Technician, GS-462.

Grade Level Determination

The Grade Level Guide for Aid and Technical Work in the Biological Sciences, GS-400, (TS111, 12/91) which is in the FES format, is used to evaluate this position.

FACTORS	POINTS	LEVEL	COMMENTS
1. Knowledge Required by the Position	550	1-4	Incumbent applies knowledge of the technical methods and procedures of wildland fire control and is responsible for monitoring to carry out a variety of technical duties (e.g., prescribed and wildland fire preparation, ignition, monitoring, holding, mop-up, and rehabilitation); collects weather, fuels, topography and fire behavior data,

			etc., common to the specialty area of wildland fire.
2. Supervisory Controls	125	2-2	Supervisor provides instructions on recurring assignments, and provides additional specific guidance and reference sources for new or difficult assignments; employee performs recurring assignments independently, and refers situations not covered by instructions or precedents to supervisor; work and methods are evaluated for accuracy and adequacy.
3. Guidelines	125	3-2	Incumbent must choose the most appropriate from several guidelines; uses judgment to handle aspects of work not completely covered by guidelines.
4. Complexity	75	4-2	Work involves performing a variety of related technical tasks of limited scope or difficulty, e.g., performs a variety of technical duties in implementing prescribed and wildland fire plans. Since the incumbent moves from park to park, the field conditions and situations varies, requiring the incumbent to choose the correct technique, guideline, or procedure that applies to the situation.
5. Scope and Effect	75	5-2	Work involves the execution of specific procedures, and techniques which differ with each project's fuel type, weather conditions, and topography; execution of burn plans and data collected affects the accuracy, reliability, or acceptability of the NPS's fire restoration component of the fire management program.
6. Personal Contacts	--	2	Contacts are with co-workers, personnel from fire and resource management and other divisions within the home park, fire and resource management personnel of other parks, other Federal and State land management agencies in a moderately structured setting.
7. Purpose of Contacts	45	A	Exchange, clarify and gather information.
8. Physical Demands	50	8-3	This is a rigorous field position. The work requires regular and recurring protracted period of considerable and strenuous physical exertion.
9. Work Environment	50	9-3	Work is performed in steep terrain, uneven surfaces, in extreme weather conditions, with exposure to heat, smoke, snakes, and insects. The work requires wearing protective clothing.
TOTAL POINTS	1095		
Grade	GS-5		

(GS-5 range is 855 - 1100)

Conclusion

The total points allocated to this PD equal 1095 which falls within the GS-5 range of 855 - 1100. The appropriate classification of this position is Forestry Technician, GS-462-05.