

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

1. Agency Position No.

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation (Show any positions replaced)	3. Service <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Other	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 <input type="checkbox"/> 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"/> 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"/> Noner	12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 4-Special Sensitive	13. Competitive Level Code	14. Agency Use *410
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15. Classified/Graded by: a. Office of Personnel Management b. Department, Agency or Establishment c. Second Level Review d. First Level Review e. Recommended by Supervisor or Initiating Office	Official Title of Position <u>Lead Forestry Technician</u> This position has been approved as follows under SUSC 8336: <u>Law Enforcement</u> <u>Primary</u> Approval Date: <u>4/2/2001</u>	Pay Plan <u>GS</u>	Occupational Code <u>0462</u>	Grade <u>06</u>	Notes: This position is for young and physically vigorous individuals. Maximum entry age restrictions apply when filled under an appointment subject to the retirement system.
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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. 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)
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 Tech., GS-462, 12/91; Grade Level Guide for Aid & Technical Work in the Bio. Sci., GS-400, 12/91; Fire Protection & Prev., GS-081, 9/91; & GS Leader Grade Eval Guide, 4/98

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

Signature: J. Lynn Smith Date: MAR 6 2001

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: Lead Forestry Technician

Organization Title: Helitack Crew Leader

Standard Position Description Number: 410 Series and Grade: GS-0462-06

RECOMMENDATION FOR COVERAGE REVIEW:

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

The primary purpose of this rigorous position is to perform wildland firefighting work and to lead crews performing such work and to lead crews performing such work. Serves as a working lead of 3 or more crew members. These crews perform work directly related to Helicopter Operations in wildland fire suppression. Serves as a senior firefighter on a hand crew or prescribed fire crew. Performance of rigorous duties which are directly connected with the control and extinguishment of fires constituted over 50 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 L. 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:

Wesley K. Sutton  
Deputy Assistant Secretary, Human Resources

4/2/01  
Date

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

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**CLASSIFICATION TITLE: LEAD FORESTRY TECHNICIAN**

**SERIES AND GRADE: GS-0462-06**

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**Introduction**

The primary purpose of this rigorous position is to perform wildland fire fighting work and to lead crews performing such work. These may be engine crews, hand crews, or prescribed fire crews. Serves as a working leader of 3 or more crewmembers, at least one of which is at the GS-05 level. These crews perform work directly related to wildland fire suppression and control activities including suppression, preparedness, prevention, monitoring, hazard fuel reduction, and prescribed burning.

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

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

Operates a wildland fire engine, positioning the engine for proper use and operating the engine and hoselays. Directs others in operation and use of engine equipment and provides on the job instruction to other technicians. Inspects, services and adjusts the pump, water lines, tank and reel. Keeps the engine in-full state of readiness for emergency fire dispatch.

Serves as a working leader of an engine crew, hand crew or prescribed fire crew of 3 or more firefighters. At least one of the crewmembers is a GS-05 senior firefighter. Trains by demonstrating skills in use of hand and power tools, hoses, chemicals, and hydraulic systems. Observes, corrects, and evaluates crew skills. Explains fire behavior characteristics, safety regulations, and work procedures.

Directs and performs wildland fire suppression efforts in initial attack to safely and effectively control wildland fires in accordance with the identified appropriate management response. Insures 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 recommends equipment and personnel funding requests. Serves on wildfire suppression assignments both within and outside of the park. Coordinates follow-up actions with supervisor.

Instructs and directs technicians in wildfire fighting and fire program support operations. Makes work assignments; schedules personnel; provides instructions or training; monitors work in progress; insures equipment and materials are available; resolves problems encountered; and reports to the supervisor about the work, personnel, and problems encountered.

Serves as a fully trained helitack squad boss. Calculates helicopter weight loadings and oversees loading of cargo and personnel. Directs others and gives on the job instruction to subordinates. Serves as Helispot Manager on incidents requiring the establishment and use of a helispot.

Conducts field reconnaissance of proposed prescribed burn units. Make 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 cost, 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. Recommends alternative strategies using technical knowledge of the impact of various types of strategies and tactics on social, economic, biological, and other considerations.

Identifies areas of wildland fire management requiring monitoring or research and communicates those needs to the Fire Management Officer. Incorporates the data and information obtained into wildland fire suppression and prescribed fire operations.

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

May serve as driver, which requires a commercial driver's license. This license must be obtained prior to being assigned driver duties.

**Additional Duties (less than 40% of the time)**

May research fire literature and provide applicable information for fire management programs. Implements NPS fire effects monitoring system by establishing and monitoring index plots in a variety of fuel/vegetation types, and training others to do the same. Enters and trains others in entry of data into computer analysis programs.

Assists resource professionals in field survey efforts such as archeology, vegetation surveys resource inventories and data analysis.

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. May assist in park emergency operations as trained and qualified.

May perform hazard fuel reduction projects, which entail thinning and cutting vegetation through use of mechanical means, e.g., chainsaw, etc.

May perform project work and lead other workers in the same type of work which may include, cleaning outdoor recreational facilities; mowing grass and trimming shrubs; and performing trail maintenance and building maintenance duties, etc.

### **Leader Duties**

While performing all of the above duties, provides daily leadership and training for the crewmembers. Serves as a working leader over 3 or more crewmembers, at least one of which is a GS-05. May also lead additional technicians and detailers. Instructs crew members in specific tasks and techniques; conducts on-the-job training; distributes and controls work assignments among employees; assures timely accomplishment of assigned tasks; maintains work notes and records; makes reports on work accomplishments; ensures that the work is carried out safely; reports on performance problems and issues. Responsible for supervision of the crew in the absence of the supervisor.

### **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. Must meet the physical fitness requirements of this position.

### **Factor 1. Knowledge Required by the Position                      Level 1-4, 550 points**

Knowledge of strategies, tactics, and suppression methods used in containment and control of wildfires and wildland fires in order to relay assignments to crew members, accurately evaluate rapidly changing fire circumstances, determine when/if additional forces may be needed, or determine when circumstances warrant withdrawal of crew to safe location.

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

Detailed knowledge of the methods and procedures associated with wildland fire suppression and management to resolve a full range of irregular or problem situations when suppressing wildland fires. Skill and ability to minimally perform as a Type IV Incident Commander.

Specific technical firefighting knowledge such as, but not limited to, fire engine and pump operations, handcrew operations and/or helicopter operations to enable the incumbent to function in assigned capacities and to instruct or lead others in those duties if necessary.

Specialized knowledge and necessary certifications in areas of falling, saw repair, long line certification, rappelling, pump operation and water handling. Ability to use specialized equipment to respond to emergency medical services and urban interface/intermix situations. Ability to use helicopter accessory equipment used in wildland fire management and prescribed burns.

Ability to operate fire engine hydraulic systems, foam and chemical application systems, taking into consideration effect of elevation, friction loss, pressure, pumping mechanisms, hose thread and apparatus differences, and operating procedures to lay hose and to operate equipment for peak utilization.

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

Skill in the use of hand tools such as pulaski, shovel, and McLeod; and power tools including chainsaw and portable pumps to build fireline and control wildland fire and to perform other non-fire related duties engaged in firefighting or preparation for such assignments.

Knowledge of fire terminology to communicate with other crewmembers, including use of radio.

Knowledge of fire behavior at the S-290/390 (Intermediate Fire Behavior/Fire Behavior Calculations) level. Knowledge of fire behavior prediction methods. Knowledge of wildland fire management planning, strategies, and tactics.

Ability to lead a fire suppression crew and to provide on-the-job training in proper and safe techniques, applications, methods, procedures and principles. This ability is used to effectively deal with the wide variety of conditions and situations encountered during wildfire suppression actions, prescribed burning, and project work.

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

## **Factor 2 Supervisory Controls**

**Level 2-3, 275 points**

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.

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**

**Level 3-2, 125 points**

Most guidelines are in the form of oral instructions and training prior to actual fire suppression activities. Some guidelines are also contained in the Directors Orders 18, Reference Manual, prescribed burning and hazard fuel reduction plan, emergency medical services plan, safety plan, the Fireline Handbook, Health and Safety Handbook, and other specific local guides pertinent to the local unit or specific to the type of work being performed.

Since every possible situation cannot be anticipated and covered in training, the employee must exercise independent judgment in selecting the appropriate methods, techniques, and procedures, especially in situations where the supervisor is not available for consultation. Guides such as safety regulations must be applied.

**Factor 4. Complexity**

**Level 4-2, 75 points**

The work involves performing a variety of fire management tasks and leading the work of other employees in fire management activities.. The technician must consider personnel capabilities, priorities, weather, terrain; guidelines, and established procedures to determine the appropriate action. Must make frequent critical decisions under time pressures and emergency conditions concerning fire suppression methods and crew safety when choices are limited, and conditions are hazardous.

**Factor 5. Scope and Effect**

**Level 5-2, 75 points**

The purpose of the position is to perform fire suppression duties and lead a highly skilled organized crew, capable of managing wildland and prescribed fires and performing in other emergency incident management situations associated with the dynamic work environment encountered throughout various geographical locations. The work affects the management and protection of valuable natural resources, government facilities, life and private property from destruction by natural or human caused incidents. The nature of the work places personnel and equipment in hazardous situations. Decisions and actions by the incumbent are critical.

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

Primary contacts are with the crew and others in the fire organization. Frequently has contact with comparable Federal, State, and local government agency personnel. Other contacts include visitors to the national park areas, private landowners, and local residents.

Contacts are made to exchange information, gather and clarify information, distribute and balance workload among crewmembers, resolve problems and answer technical questions, and report to supervisor on performance, progress, and training needs of crewmembers. Provides orientation, training, leadership, and coordination for the accomplishment of fire suppression activities with fire agencies.

**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 rigorous duties of this position require 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 hat, gloves, boots, flame resistant clothing and other personal protective equipment). Work requires travel by light fixed-wing or rotor-wing aircraft.



## CLASSIFICATION EVALUATION

**Classification Allocation:** Lead Forestry Technician, GS-462-06

**Position Classification Standards Used:**

Forestry Technician, GS-462, TS-111, 12/91; Grade Level Guide for Aid and Technical Work in the Biological Sciences, GS-400, TS-1111, 12/91; Fire Protection and Prevention, GS-081, TS-108, 9/91; General Schedule Leader Grade Evaluation 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 a crew leader, leading a minimum of three other crewmembers; at least one of which is a GS-5. The primary purpose of the position is to lead a crew performing wildland firefighting work. The crew may be an engine crew, hand crew, or prescribed fire crew.

**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 "Lead" is added to the title to reflect the responsibilities of leading three or more crewmembers in accomplishing forestry technician duties. Therefore, the proper title and series are Lead Forestry Technician, GS-462.

**Grade Level Determination**

As defined by the General Schedule Leader Grade Evaluation Guide, leader positions are classified one grade above the highest level of nonsupervisory work led. Since this position leads 3 or more forestry technicians, at least one of which is a GS-5, the grade of the leader duties is classified at the GS-6 level.

The forestry technician duties are evaluated by 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 and provided below.

<b>Evaluation Factors</b>	<b>Level Assigned</b>	<b>Points Assigned</b>
<b>1. Knowledge Required by the Position</b>	1-4	550
<b>Comments:</b> This position requires knowledge of the practices, methods, and techniques of forestry and fire management. This includes fire behavior, fire organizations, fire equipment, fire line construction and thorough knowledge of an ability to operate fire engine hydraulic systems, foam and chemical application systems, etc.		
<b>2. Supervisory Controls</b>	2-3	275
<b>Comments:</b> Supervisor provides overall objectives and resources available. They 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.		
<b>3. Guidelines</b>	3-2	125
<b>Comments:</b> Incumbent must choose the most appropriate from several guidelines. Not every solution in a fire can be anticipated and covered in training, so the employee must use judgment in applying guidelines, especially in situations where the supervisor is not available for consultation.		
<b>4. Complexity</b>	4-2	75
<b>Comments:</b> The incumbent works under the most adverse conditions of climate, fuels and terrain. Decisions as to what must be done depend on the employee's analysis of the situation and issues involved with the selected course of action chosen from many operations. Level 4-2 assignments consist of performing a variety of routine procedural tasks. Performance of the assignments requires making choices when executing a number of tasks.		
<b>5. Scope and Effect</b>	5-2	75
<b>Comments:</b> Work involves the execution of specific procedures and techniques, which differ with each fire's fuel type, weather conditions, and topography. The incumbent operates fire engines, performs suppression activities, and is the leader of a fire crew. The effect of the work is to minimize the loss due to wildland fires. The incumbent's performance contributes to the overall effectiveness of the fire suppression effort and affects the accuracy, reliability, or acceptability of the NPS's fire restoration component of the fire management program.		
<b>6. Personal Contacts</b>	2	--
<b>Comments:</b> Contacts are with crew and other members of wildland fire management suppression resources.		
<b>7. Purpose of Contacts</b>	A	45
<b>Comments:</b> Contacts are made to gather, exchange and clarify information, distribute and balance workload, report to supervisor on performance, progress, and training needs of crewmembers, resolve problems and answer technical questions about wildland fire suppression activities and needs. Contacts may also be required to coordinate these needs with other land managing agencies.		
<b>8. Physical Demands</b>	8-3	50
<b>Comments:</b> This is a rigorous field position. The work requires regular and recurring protracted period of considerable and strenuous physical exertion.		
<b>9. Work Environment</b>	9-1	5
<b>Comments:</b> Work is performed in steep terrain, uneven surfaces, in extreme weather conditions with exposure to heat, smoke, snakes and insects. The work requires protective clothing.		
<b>TOTAL POINTS: 1245</b>		

**Final Grade Allocation: GS-06**

GS-06 (GS-6 range is 1105 - 1350)

**Conclusion**

This position classifies at the GS-06 level using both the General Schedule Leader Grade Evaluation Guide as well as the Grade Level Guide for Aid and Technical Work in the Biological Sciences. The appropriate classification of this position is Lead Forestry Technician, GS-462-06.