

POSITION DESCRIPTION (Please Read Instructions on the Back)

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"/>		4. Employing Office Location		5. Duty Station		1. Agency Position No.	
<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		7. Fair Labor Standards Act		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		6. OPM Certification No.	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks)		11. Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 4-Special Sensitive <input type="checkbox"/>		13. Competitive Level Code * 421		14. Agency Use Code	

**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		LEAD FORESTRY TECHNICIAN		GS		0462		06					
d. First Level Review													
e. Recommended by Supervisor or Initiating Office													

16. Organizational Title of Position (if different from official title)
ASSISTANT PRESCRIBED FIRE MODULE LEADER

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	

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 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 Manger (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; General Schedule Leader Grade Evaluation Guide, dated April 1998	
Typed Name and Title of Official Taking Action J. LYNN SMITH HUMAN RESOURCES PROGRAM MANAGER		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.	
Signature <i>J. Lynn Smith</i> Date NOV 24 1998			

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

24. Remarks
 This PD has been approved as follows under 5USC 8336(c) and 8412(d):
 Firefighter _____ Law Enforcement _____
 Primary _____ Secondary/Administrative _____ Secondary/Supvy _____
 Approval Date **December 17, 1998**

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

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



**U.S. DEPARTMENT OF THE INTERIOR
 Certification of Position Approval
 for Retirement
 Under 5 USC 8336(c) and 8412(d)**



Approved under the Civil Service Retirement System, 5 USC 8336(c)

Approved under the Federal Employees Retirement System, 5 USC 8412(d)

Category of Coverage: Primary (Firefighter)

Bureau: National Park Service

Classification Title: LEAD FORESTRY TECHNICIAN

Organization Title: Assistant Prescribed Fire Module Leader

Series and Grade: GS-0462-06

Fire Management Program Standard Position Description number: 421

RECOMMENDATION FOR COVERAGE REVIEW:

Primary coverage is recommended under both CSRS and FERS.

This is a rigorous position as the assistant leader of 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 includes preparation, ignition, monitoring, holding, mop-up, and rehabilitation. Serves as Ignition Specialist, Field Observer, Squad Boss, or as a holding or ignition crewmember on wildland and prescribed fires. Operates four-wheel drive pickup trucks and fire engines, portable pumps, chain saws, and other common fire equipment. The rigorous duties of this position require the incumbent to meet physical fitness requirements for arduous positions. This is a rigorous position with incumbent performing duties, which are directly connected with the control and extinguishment of fires for over 50% of the time.

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

12/4/98
 Date

Richard T. Gale
 RICHARD T. GALE, Deputy Chief Ranger, NPS

12-04-98
 Date

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

12/9/98
 Date

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

12/11/98
 Date

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

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

12/17/98
 Date

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

CLASSIFICATION TITLE: LEAD FORESTRY TECHNICIAN

SERIES AND GRADE: GS-0462-06

NOTE: This position description is appropriate for an Assistant Module Leader position on a 7 person National Prescribed Fire Module (PFM). This module is a national resource and implements wildland fire management plans throughout the National Park system, however the positions are assigned to a home park/unit. These modules are comprised of 1 Supervisory Forestry Technician (i.e., Module Leader), this Lead Forestry Technician (i.e., Assistant Module Leader) position, and 5 crewmembers, the majority of which are GS-5's.

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 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%)

The incumbent serves as the leader/assistant supervisor of a PFM crew of 3 to 5 forestry technicians and additional technicians and detailers from the host/requesting unit. Leads crew members 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, maps 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 crewmember on wildland and prescribed fires, as qualified and assigned.

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

Personally performs tasks to control and extinguish wildfires as needed.

Preparation of Burn Plans (5%)

Assists in the preparation of burn plans based on predicted fire behavior and potential problems. Drafts fire maps and reports fire progress, smoke dispersal, and fire potential. Recommends management strategies based on fire analysis. Prepares Wildland Fire Situation Analysis (WFSA) as requested.

Fire Effects Monitoring (15%)

May research fire literature and provide applicable information for fire management programs. Implements NPS fire effects monitoring system in various parks 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, and 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.

Additional Duties (5%)

May assist in park emergency operations.

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

Leader Duties

While performing all of the above duties, provides daily leadership and training for the prescribed fire module crew. Serves as a working leader over 3 or more module crewmembers, the majority of which are GS-05's. May also lead additional technicians and detailers from the host/requesting unit. Instructs module 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. Is responsible for supervision of the module in the absence of the module leader.

Assists Module Leader in organizing and maintaining equipment, supplies, and vehicles, preparing administrative reports, hiring and conducting training of crewmembers.

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 strategies, tactics, and suppression methods used in containment and control of wildfires and wildland fires to be able 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 locations.

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

Knowledge of equipment maintenance and minor repair in order to maintain equipment in working order and prevent downtime when equipment is critically needed.

Ability to lead or direct the execution of wildland and prescribed fire burn plans.

Ability to provide on-the-job training in proper and safe techniques, applications, methods, procedures and principles. This knowledge is used to effectively deal with the wide variety of conditions and situations encountered during wildland and prescribed burning situations.

Ability to meet requirements as an NPS Prescribed Fire Monitor (RXFM), Prescribed Fire Specialist (RXFS), and single resource boss or trainee.

Knowledge of fire behavior prediction systems at the S-390 level or higher, NFFL and NFDRS fuel models, fire weather monitoring procedures and accuracy requirements. Knowledge of collection and recording procedures for fire behavior, fire effects, and weather data.

Knowledge of NPS Fire Management Policies, cultural resource management practices, NPS fire management plans, fire monitoring procedures, ignition techniques, and components of burn plans for prescribed and wildland fires, and fire effects.

Ability to use and maintain hand tools, chainsaws, drip torches, pumps, and fire shelters. Ability to apply Fire Orders and Watch Out situations to various fire situations. Ability to operate four wheel drive pickup trucks and fire engines.

Skill in oral and written communication to relay instructions and information, and to prepare reports.

Ability to provide basic first aid and use CPR in the field.

Ability to use computers and telecommunications equipment for data entry, word processing, communicating and reporting.

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

Knowledge of plant classification techniques.

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

Ability to work within the full range of fuel types found throughout the NPS system to perform duties assigned. This national PFM travels from park to park to implement burn plans in a variety of fuel types, e.g., grass, brush, timber, slash.

Factor 2. Supervisory Controls

Level 2-3, 275 points

The incumbent is supervised by the Supervisory Forestry Technician (i.e., Module Leader), who assigns work, provides training and outlines objectives. The incumbent is relied upon to independently carry out assignments. Work of a non-routine nature is discussed with the supervisor, who is usually available for consultation and advice on deviation from standards and practices. Completed work is periodically reviewed for quality, technical accuracy, and thoroughness.

Factor 3. Guidelines

Level 3-2, 125 points

Guidelines are typically in the form of oral and written instructions and training prior to wildland fire, prescribed fire or suppression activities. Established guidelines and techniques (in-park, service-wide, or in scientific literature) for fire and other resource monitoring are used to conduct work. When existing written instructions do not apply, the problem is referred to the supervisor.

Specific guidelines to be used include the home and requesting parks' Natural Resources Management Plans, Fire Management Plans, PFM Operations Guide, National Wildfire Coordinating Group (NWCG) Fireline Handbook, and an adapted version of the NPS Western Region's Wildland Fire Monitoring Handbook. It is necessary to consult a variety of subject matter references (scientific publications, manuals, and guidelines) for conducting resource management, research, and monitoring investigations according to accepted protocols and standards.

Since every possible situation cannot be anticipated and covered in training, the employee must use judgment in selecting the appropriate guidelines and applying methods, techniques, and procedures due to the changing conditions in relation to the prescribed or wildland fire. 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 and wildland fires, fire weather data collection and fire management. The work involves leading others in the skillful application of a variety of fire monitoring and prescribed fire ignitions and holding techniques, and equipment and tool use. The sequence of most tasks is readily apparent and requires few choices to be made; more complex tasks, such as ignition and holding tasks, may require consultation with supervisor as to decision-making and sequencing. 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. Suggestions for improving practices, standard, and policies are expected.

Factor 5. Scope and Effect

Level 5-2, 75 points

The work involves leadership in the skill 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 to exchange information, gather and clarify information, distribute and balance the workload among crewmembers, resolve problems and answer technical questions, report to supervisor on performance, progress, and training needs of crewmembers.

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 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°F and fall below freezing. Risks include smoke inhalation, fire entrapment, snake or insect bites and stings, exposure to excessive machinery noise, and falling and rolling material. Personnel must adjust and cope with exposure to weather elements, dust and smoke, poor bivouac and eating situations under an unpredictable set of circumstances. Incumbent may be required to live in backcountry camps for extended periods of time. The hazardous nature of the job requires that protective clothing be worn (hard hats, gloves, boots, flame resistant clothing and other personal protective equipment). Work requires travel by light fixed-wing or rotor-wing aircraft.

Processing and analysis of data are done primarily in an office setting, involving extended hours of computer work; this is done less than 20% of the time.

CLASSIFICATION EVALUATION

Classification Allocation: Lead Forestry Technician, GS-0462-06

Position Classification Standards Used: Forestry Technician, GS-462, TS-111, 12/91; Fire Protection and Prevention Series, GS-081, 09/91; Grade Level Guide for Aid and Technical Work in the Biological Sciences, GS-400, TS-11, 12/91; 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, which serve as a Lead Forestry Technician of a National Prescribed Fire Module (PFM). This module is a national resource and implements wildland fire management plan 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. 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.

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 to 5 forestry technicians, the majority of which are GS-5's, 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.

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

Incumbent applies knowledge of the technical methods and procedures of wildland fire control. Leads crewmembers as well as personally carries 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 **2-3, 275 points**

Supervisor provides training and outlines objectives. The incumbent is relied upon to independently lead others in carrying out assignments. Supervisor provides advice for non-routine work. Completed work is periodically reviewed for quality, technical accuracy, and thoroughness.

3. Guidelines **3-2, 125 points**

Incumbent must choose the most appropriate from several guidelines; uses judgment to handle aspects of work not completely covered by guidelines.

4. Complexity **4-2, 75 points**

Work involves perforating and leading others in 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 vary, requiring the incumbent to choose the correct technique, guideline, or procedure that applies to the situation.

5. Scope and Effect **5-2, 75 points**

Work involves the execution of specific procedures, and techniques which differ with each project's fuel type, weather conditions, and topography; execution of bum 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**

Personal 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 **A, 45 points**

Coordinate work efforts, distribute and balance of workload, report to supervisor on performance, progress, and training needs of crewmembers, resolve problems, clarifies and gathers information.

8. Physical Demands **8-3, 50 points**

This is a rigorous field position. The work requires regular and recurring protracted period of considerable and strenuous physical exertion.

9. Work Environment **9-3, 50 points**

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.

TOTAL POINTS: 1245

Grade: GS-06 (GS-6 range is 1105-1150)

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-0462-06.