



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, D.C. 20240

**APR 03 2003**

PERSONNEL BULLETIN NO. 03-1

SUBJECT: Wildland Firefighter Standardized Position Descriptions

1. **Purpose.** This bulletin establishes Department of the Interior (DOI) policy for the use of standardized position descriptions (PDs) for GS-2 through GS-5 wildland firefighter positions. The use of the standardized PDs will assist efforts to strategically address human capital management issues related to recruitment, training, development, and retention of wildland firefighter personnel.

2. **Background.** The National Wildland Fire Plan Human Resources Advisory Group (HRAG) chartered a standing Position Classification Sub-group to address position management and position classification issues related to fire positions. The sub-group is composed of:

- wildland fire managers who represent their respective bureaus;
- human resources specialists who are delegated national level position classification authority for their respective bureaus; and
- a fire manager and a human resources specialist from the U. S. Department of Agriculture's Forest Service.

The Sub-group's initial task was to develop the standardized wildland firefighter PDs for GS-2 through GS-5 positions.

3. **Policy.** Effective immediately, bureaus must use the attached standardized PDs and standardized PD numbering system for all wildland firefighting positions at the GS-2, 3, 4, and 5 grade levels. The official standardized PDs with standard PD numbers covered by this Personnel Bulletin are:

- Range/Forestry Aid (Fire), GS-0455/0462-02 (PD Number DOI002)
- Range/Forestry Aid (Fire), GS-0455/0462-03 (PD Number DOI003)
- Range/Forestry Technician (Fire), GS-0455/0462-04 (PD Number DOI004)
- Range/Forestry Technician (Fire), GS-0455/0462-05 (PD Number DOI005)

A. Organizational Titles. For the grades GS-02, 03, and 04 positions, the organizational title is *Wildland Firefighter*. For the GS-05 position, the organizational title is *Senior Wildland Firefighter*.


B. Standardized PD Numbering System. Bureaus must implement the DOI standardized PD numbering system for newly established positions and when replacing existing PDs with the standardized ones. The DOI PD number must be entered into FPPS, in accordance with bureau procedures, so it prints on the incumbent's SF-50 (Notification of Personnel Action). Because some bureaus use Block 1 of Optional Form 8 (PD cover sheet) for payroll-related purposes, users of these standardized PDs are authorized to annotate the standardized PD numbers in Block 12 of Optional Form 8.

C. Effective Date. Bureaus must replace their existing wildland firefighter PDs at these grade levels and effect the necessary personnel actions as soon as possible, but not later than August 31, 2003.

4. **Requests for Exceptions.** Requests for exceptions to this policy must be in writing, and must show conclusively why the standardized PD is not applicable to the position assignment. Requests should be forwarded through proper channels to the respective bureau Fire Director for approval or disapproval. The bureau Fire Director will then forward the request to the Director, Office of Wildland Fire Coordination, and the Director, Office of Personnel Policy, for concurrence. Bureau Fire Directors may contact their servicing personnel office or Sub-group members for advice and guidance.

5. **Firefighter Retirement Program.** Position assignments covered by these PDs have a rigorous fitness requirement. These PDs have therefore been determined to meet the definition of primary/rigorous firefighter positions under the firefighter retirement program. Therefore, when using these PDs, the maximum entry age requirements must be applied if the incumbent will be subject to retirement deductions (Note: the maximum entry age does not apply when filling a primary/rigorous position that is not subject to retirement deductions, e.g., temporary appointments). See DOI Personnel Bulletin 03-3.

The Department's point of contact for this policy is Winford Hooker, at (202) 208-7949, or E-mail: [Winford\\_Hooker@ios.doi.gov](mailto:Winford_Hooker@ios.doi.gov).

  
Carolyn Cohen  
Director, Office of Personnel Policy

4 Attachments

1. Range/Forestry Aid (Fire), GS-0455/0462-02 (PD Number DOI002)
2. Range/Forestry Aid (Fire), GS-0455/0462-03 (PD Number DOI003)
3. Range/Forestry Technician (Fire), GS-0455/0462-04 (PD Number DOI004)
4. Range/Forestry Technician (Fire), GS-0455/0462-05 (PD Number DOI005)

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

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		1. Agency Position No.	
Explanation (Show any positions replaced)		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		6. OPM Certification No.	
10. Position Status <input checked="" type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (Specify in Remarks)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		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 *DOI002	
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade	
a. Office of Personnel Management		Range/Forestry Aid (Fire)		GS		455/462		02	
b. Department, Agency or Establishment		Department of the Interior		FLERT Specialist		Jaye Lippin		8/28/02	
c. Recommended by Supervisor or Initiating Office		Firefighter		Law Enforcement		Secondary/Administrative		Sec/Supvy	
Approval Date		November 12, 2002							

18. Organizational Title of Position (if different from official title)  
**Wildland Firefighter**

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment <b>Department of the Interior</b>	c. Third Subdivision
a. First Subdivision <b>BIA BLM FWS NPS</b>	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 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. Primary 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

Typing Name and Title of Official Taking Action  
**BIA BLM FWS NPS**  
**HR Specialist**

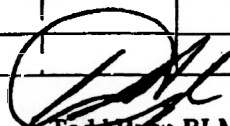

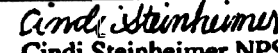

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature \_\_\_\_\_ Date \_\_\_\_\_

See Remarks \_\_\_\_\_ 8/28/02

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date

Classifier

Alison Board BIA  Todd Ryan BLM  Pearl Ince FWS  Cindi Steinheimer NPS 

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

\*Agency Use code should be entered in FPPS as last six spaces of Position Allocation Number.

Atch 1



**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: Any DOI Bureau Using Identical PD with Identical PD Number

Classification Title: Range /Forestry Aid (Fire)

Organization Title: Wildland Firefighter

DOI Standard PD Number: DOI002 Series and Grade: GS-455/462-02

**RECOMMENDATION FOR COVERAGE REVIEW:**

Primary-Rigorous coverage is recommended for this position. Special retirement coverage under both CSRS and FERS is requested.

The primary purpose of the position is wildland fire suppression/management/control, as a firefighter on an engine, helitack module, or hand crew. Position requires a working knowledge of fire behavior, fire hazards, fire suppression tactics, methods and procedures as well as skill in the use of wildland firefighting hand tools, pumps, hoses and chainsaws. The duties of this position are so rigorous that employment opportunities are limited to young and physically vigorous individuals who must meet established physical qualification requirements.

*J. L. Stees* 10/18/02  
 BIA Program Designee Date

*Phil Stees* 10/18/02  
 FWS Program Designee Date

*Smith M. Hays* 10/9/02  
 BLM Program Designee Date

*Sue Vap* 10/18/02  
 NPS Program Designee Date

*Marcia L. Scifres* 10/25/2002  
 DOI Fire & Law Enforcement Team Lead, Marcia L. Scifres Date

**APPROVAL:** The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement retroactive to classification date of 08/28/02. Approval is by DOI Secretary's Designee:

*[Signature]*  
 Deputy Assistant Secretary, Human Resources & Workforce Diversity

11/12/02  
 Date

### **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 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**

**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 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. 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 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 5-1, 25 points)

The purpose of the work is to receive training and perform simple, repetitive tasks under the direction of a crew leader or supervisor. The work performed as a crewmember facilitates the goals of the crew.

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.

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

Recommended Classification

Range/Forestry Aid (Fire), GS-455/462-02

Organizational Location:

Department of the Interior, Bureau of Indian Affairs, U.S. Fish and Wildlife Service, National Park Service, and Bureau of Land Management

References:

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.

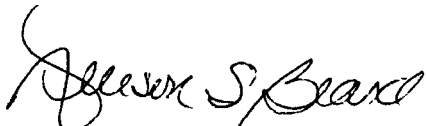
The organizational title for this position is *Wildland Firefighter*.

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	25	5-1
6. Personal Contacts	30	1A
7. Purpose of Contacts		
8. Physical Demands	50	8-3
9. Work Environment	50	9-3
<b>Total Points</b>	430	
<b>Grade Conversion</b> Range (255-450)	GS-02	

Conclusion: The proper title and series are **Range Aid (Fire), GS-455-02** or **Forestry Aid (Fire), GS-462-02** dependent upon type of terrain and vegetation. The organizational title is **Wildland Firefighter**.



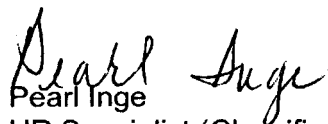
Allison Beard  
HR Specialist (Classification)  
Bureau of Indian Affairs



Todd W. Ryar  
HR Specialist (Classification)  
Bureau of Land Management



Cindi Steinheimer  
HR Specialist  
National Park Service



Pearl Inge  
HR Specialist (Classification)  
U.S. Fish & Wildlife Service

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

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other <small>Explanation (Show any positions replaced)</small>		3. Service		4. Employing Office Location		5. Duty Station		1. Agency Position No.			
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive	
13. Competitive Level Code		14. Agency Use *DOI003		15. Classified/Graded by Official Title of Position		Pay Plan		Occupational Code		Grade	
16. Organizational Title of Position (if different from official title) <b>Wildland Firefighter</b>		17. Name of Employee (if vacant, specify)		18. Department, Agency, or Establishment <b>Department of the Interior</b>		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.		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		a. Typed Name and Title of Immediate Supervisor <b>BIA BLM FWS NPS</b>		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)		Signature of Employee (optional)		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.	
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. Classification Standards Used in Classifying/Grading Position <b>Range Technician Series, GS-435 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</b>		Typed Name and Title of Official Taking Action <b>BIA BLM FWS NPS</b>		Signature <b>HR Specialist</b>		Date <b>8/28/02</b>		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

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

NSN 7540-00-834-4285 Previous Edition Usable 5008-106

DF 8 (Rev. 1-85) U.S. Office of Personnel Management FPM Chapter 295

\*Agency Use code should be entered in FPPS as last six spaces of Position Allocation Number.

Signatures and Dates:

- Allison Beard BIA
- Todd Ryan BLM
- Pearl Inge FWS
- Cindi Steinheimer NPS

Atch 2



**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: Any DOI Bureau Using Identical PD with Identical PD Number

Classification Title: Range /Forestry Aid (Fire)

Organization Title: Wildland Firefighter

DOI Standard PD Number: DOI003 Series and Grade: GS-455/462-03

**RECOMMENDATION FOR COVERAGE REVIEW:**

Primary-Rigorous coverage is recommended for this position. Special retirement coverage under both CSRS and FERS is requested.

The primary purpose of the position is wildland fire suppression/management/control, as a firefighter on an engine, helitack module, or hand crew. Position requires a working knowledge of fire behavior, fire hazards, fire suppression tactics, methods and procedures as well as skill in the use of wildland firefighting hand tools, pumps, hoses and chainsaws. **The duties of this position are so rigorous that employment opportunities are limited to young and physically vigorous individuals who must meet established physical qualification requirements.**

<u>JL Stiles</u>	<u>10/18/02</u>	<u>Emily M. Murphy</u>	<u>10-09-02</u>
BLA Program Designee	Date	BLM Program Designee	Date

<u>Phil Stiles</u>	<u>10/18/02</u>	<u>Sue Vap</u>	<u>10/18/02</u>
FWS Program Designee	Date	NPS Program Designee	Date

<u>Marcia L. Scifres</u>	<u>10/25/2002</u>
DOI Fire & Law Enforcement Team Lead, Marcia L. Scifres	Date

**APPROVAL:** The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement retroactive to classification date of 08/28/02. Approval is by DOI Secretary's Designee:

<u>[Signature]</u>	<u>11/12/02</u>
Deputy Assistant Secretary, Human Resources & Workforce Diversity	Date

### **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

Recommended Classification

Range/Forestry Aid (Fire), GS-455/462-03

Organizational Location:

Department of the Interior, Bureau of Indian Affairs, U.S. Fish and Wildlife Service, National Park Service, and Bureau of Land Management

References:

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**

<b>Evaluation Factors</b>	<b>Points</b>	<b>Level</b>
<b>1. Knowledge Required by the Position</b>	200	1-2
<b>2. Supervisory Controls</b>	25	2-1
<b>3. Guidelines</b>	25	3-1
<b>4. Complexity</b>	25	4-1
<b>5. Scope and Effect</b>	75	5-2
<b>6. Personal Contacts</b>	30	1A
<b>7. Purpose of Contacts</b>		
<b>8. Physical Demands</b>	50	8-3
<b>9. Work Environment</b>	50	9-3
<b>Total Points</b>	480	
<b>Grade Conversion</b> 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**.



Allison Beard  
HR Specialist (Classification)  
Bureau of Indian Affairs



Todd W. Ryan  
HR Specialist (Classification)  
Bureau of Land Management



Cindi Steinheimer  
HR Specialist  
National Park Service



Pearl Inge  
HR Specialist (Classification)  
U.S. Fish & Wildlife Service

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

1. Agency Position No. \_\_\_\_\_  
 2. Reason for Submission:  Redescription  New  Reestablishment  Other  
 3. Service:  Hdqtrs  Field  
 4. Employing Office Location: \_\_\_\_\_  
 5. Duty Station: \_\_\_\_\_  
 6. OPM Certification No. \_\_\_\_\_  
 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) \_\_\_\_\_  
 11. Position Is:  Supervisory  Managerial  Neither  
 12. Sensitivity:  1-Non-Sensitive  2-Noncritical Sensitive  3-Critical  4-Special Sensitive  
 13. Competitive Level Code: \_\_\_\_\_  
 14. Agency Use: \*DOI004  
 15. Classified/Graded by: \_\_\_\_\_  
 Official Title of Position: Range/Forestry Technician (Fire)  
 Pay Plan: GS Occupational Code: 455/462 Grade: 04  
 Initials: \_\_\_\_\_ Date: 8/28/02  
 a. Office of Personnel Management: \_\_\_\_\_  
 b. Department, Agency or Establishment: \_\_\_\_\_  
 c. Second Level Review: \_\_\_\_\_  
 d. First Level Review: Department of the Interior, FLEET Specialist Jay Larkin  
 This PD has been approved as follows under 5 USC 833(c) and 8412(d)  
 Firefighter  Law Enforcement  
 Primary  Secondary/Administrative  Sec/Supry  
 Approval Date: November 12, 2002  
 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: \_\_\_\_\_  
 Signature of Employee (optional): \_\_\_\_\_

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: 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: 8/28/02  
 See Remarks

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date

24. Remarks: Allison Beard BIA Todd Ryan BLM Pearl Ince FWS Cindi Steinheimer NPS

25. Description of Major Duties and Responsibilities (See Attached)  
 NSN 7540-00-634-4265 Previous Edition Usable 5008-106  
 U.S. Office of Personnel Management FPM Chapter 295

\*Agency Use code should be entered in FPPS as last six spaces of Position Allocation Number.

Atch 3



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

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

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

Category of Coverage: Primary-Rigorous (FF)

Bureau: Any DOI Bureau Using Identical PD with Identical PD Number

Classification Title: Range /Forestry Technician (Fire)

Organization Title: Wildland Firefighter

DOI Standard PD Number: DOI004 Series and Grade: GS-455/462-03/04

**RECOMMENDATION FOR COVERAGE REVIEW:**

Primary-Rigorous coverage is recommended for this position. Special retirement coverage under both CSRS and FERS is requested.

The primary purpose of the position is wildland fire suppression/management/control, as a skilled firefighter on an engine, helitack module, or hand crew. Position requires a working knowledge of fire behavior, causes of fire, fire suppression tactics, methods and procedures as well as skill in the use of wildland firefighting hand tools, pumps, hoses and chainsaws. The duties of this position are so rigorous that employment opportunities are limited to young and physically vigorous individuals who must meet established physical qualification requirements.

<u>J L Stues</u>	<u>10-18-02</u>	<u>Smith M. Bligh</u>	<u>10-09-02</u>
BIA Program Designee	Date	BLM Program Designee	Date
<u>Phil Stues</u>	<u>10/18/02</u>	<u>Sue Vap</u>	<u>10/18/02</u>
FWS Program Designee	Date	NPS Program Designee	Date
<u>Marcia L. Scifres</u>			<u>10/25/2002</u>
DOI Fire & Law Enforcement Team Lead, Marcia L. Scifres			Date

APPROVAL: The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement retroactive to classification date of 08/28/02. Approval is by DOI Secretary's Designee:

<u>[Signature]</u>	<u>12/12/02</u>
Deputy Assistant Secretary, Human Resources & Workforce Diversity	Date

POSITION CLASSIFICATION AMENDMENT

OFFICIAL HEADQUARTERS	2. NAME OF INCUMBENT						
ORGANIZATIONAL LOCATION <input checked="" type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION <input type="checkbox"/> AS HEREBY AMENDED							
IIa. _____	d. _____						
b. _____	e. _____						
CSC TITLE AND BUREAU POSITION NO. DOI004							
Range/Forestry Technician (Fire)	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%; padding: 2px;">SCHEDULE</td> <td style="width:25%; padding: 2px;">SERIES</td> <td style="width:25%; padding: 2px;">GRADE</td> </tr> <tr> <td style="text-align:center; padding: 2px;">GS</td> <td style="text-align:center; padding: 2px;">455/462</td> <td style="text-align:center; padding: 2px;">03</td> </tr> </table>	SCHEDULE	SERIES	GRADE	GS	455/462	03
SCHEDULE	SERIES	GRADE					
GS	455/462	03					
<input checked="" type="checkbox"/> SAME AS PRESENT: AMENDED FOR <input type="checkbox"/> CSC TITLE <input type="checkbox"/> POS. NO. <input type="checkbox"/> SCHEDULE <input type="checkbox"/> SERIES <input checked="" type="checkbox"/> GRADE							

CERTIFICATIONS

<p>4. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED.</p>  <p>_____ (Signature of Supervisor)</p> <p>_____ (Date)</p> <p>TITLE _____</p>	<p>5. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.</p>  <p style="text-align:right;">BIA BLM FWS NPS (See block 7)      8/28/02</p> <p style="text-align:right;">(Official Exercising Classification Authority)      (Date)</p> <p>TITLE <u>HR Specialist</u></p>
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DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE AND THE ADDITIONS, DELETIONS, OR REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.

The duties and responsibilities of this position are essentially the same as those described at the GS-04 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-04 level.

*Allison Beard*  
 Allison Beard  
 HR Specialist (Classification)  
 Bureau of Indian Affairs

*Todd W. Ryan*  
 Todd W. Ryan  
 HR Specialist (Classification)  
 Bureau of Land Management

*Cindi Steinheimer*  
 Cindi Steinheimer  
 HR Specialist  
 National Park Service

*Pearl Inge*  
 Pearl Inge  
 HR Specialist (Classification)  
 U.S. Fish & Wildlife Service

**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 a false or misleading statement may constitute violations of such statutes or their implementing regulations.

\_\_\_\_\_  
 Name Signature and Title of Supervisor

\_\_\_\_\_  
 Date

### **Introduction**

This is a standard wildland fire management position description intended for use in the Department of the Interior (DOI). The position is located on a fire crew as an experienced crewmember within the fire management organization. The purpose of the position is wildland fire suppression/management /control as a skilled firefighter on an engine, helitack module, or hand crew. Other wildland fire related duties may 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, will receive firefighting training.

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

### **Major Duties (70%)**

Serves as a skilled crewmember on an engine, helitack, or hand crew. Utilizes a variety of specialized tools, equipment, and techniques while actively suppressing wildfires, such as a pulaski, shovel, McLeod, ax and chainsaw to control the spread of wildfire.

As an assistant on a wildland fire engine, works as a trainee engine operator driving the engine, operating the pump and making hose lays under the direction of the engine foreman.

As a helitack crewmember, loads helicopters, determines weight calculations, completes crew manifests, and may rappel from a hovering helicopter near ground level in remote areas to construct helispots, or to attack small fires, hot spots, and spot fires.

Performs basic fireline activities such as line construction, hose layout, operations of pumps and accessories, lopping and scattering of fuels using hand tools and holding, patrolling, monitoring, and mop-up operations. Moves dirt, chops brush, small trees, etc. to construct fire line. Is responsible for observing the rules of wildland firefighting safety. Applies practices and techniques to minimize resource damage.

Independently or with one or two other crewmembers may be assigned to carry out specialized assignments such as tree falling, backfire and burnout, mobile and stationary engine attack, construction of helispots, specialized helitack operations, and hover hookups.

Serves as a skilled wildland firefighter on an organized crew during prescribed burns, monitoring and controlling the fire, and collecting data on fire weather and fire behavior. Also performs project work such as fuel inventory and hazard fuel reduction projects.

Depending on experience level, may be assigned to structure fire protection.

### **Additional Duties (30%)**

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 fire line activities, with emphasis on those used in the particular function to which assigned.

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.

Cleans, maintains, reconditions, and stores fire fighting tools and equipment. Inventories fire supplies and equipment.

Services and makes minor repairs to engine; inspects, checks and services accessories such as pump, water lines, tank, reels, or pump power plant; and keeps in fire readiness. Inspects, cleans and stows hose. Makes emergency repairs and adjustments of pump while in use.

May be assigned to fire lookout to provide detection and reporting of wildfires. Reports smoke and fire to a dispatcher giving location, estimated size and other pertinent information. Reports weather and fire behavior information keeping the dispatcher and/or other officials informed of current conditions.

May drive and operate a fire engine or apparatus. Responsible for positioning the fire engine or apparatus for safe and efficient operation.

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.

Must possess a valid state driver's license and have the ability to operate light vehicles and 4X4s.

May require the incumbent to obtain and maintain a Commercial Drivers License (CDL) to operate motor vehicles.

### **Factors**

#### **Knowledge Required by the Position**

Level 1-3, 350 points

Knowledge of standard fire program requirements, suppression tactics, methods and procedures and skill in the use of wildland firefighting hand tools, radios, pumps and hoses, and chainsaws sufficient to perform routinely assigned fire suppression and prescribed fire assignment in various types of fuels and under a variety of weather and terrain conditions.

Knowledge of wildland fire behavior; causes of fire; influence of local wind, slope, and moisture; and methods of extinguishing fire.

Knowledge of wildland fire hazards, and accepted ground and aviation wildland fire safety practices and procedures to prevent injury and loss of life.

Knowledge of fire apparatus operation and pumping mechanisms to ensure equipment is operated in a safe, efficient manner.

Skill in the use of hand tools such as axes, shovels, Pulaskis, McLeods, and power tools including chainsaws, to build fireline and extinguish burning materials as well as to maintain firefighting tools and equipment.

Ability to operate four wheel drive pickup trucks and may require the ability to operate a fire engine.

Knowledge of fire terminology sufficient to communicate with other crewmembers.

Ability to perform duties under stressful and adverse operating conditions, such as long work hours, heavy workloads, emergency situations, adverse working and environmental conditions.

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.

Must possess the ability to verbally communicate sufficiently to work as a member of the team.

Knowledge and skill of standard first aid procedures sufficient to perform preliminary first aid and triage as necessary.

Knowledge of basic air operational policies and procedures, including load balance and capabilities, basic mathematics, and manifesting of personnel and equipment in order to make load calculations and provide for safe transport of personnel to the fire.

May require the ability to rappel from a hovering helicopter near ground level.

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 2-2, 125 points

Works under general supervision. Performs the majority of the work independently as a member of an established work crew, according to established procedures. Assignments primarily involve fireline work to suppress wildland fires, and other duties within the framework of established practices and with limited instruction or guidance. Additional instructions are provided for new or unusual assignments. Work is subject to periodic observation and inspection for acceptability and compliance with operating procedures and 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 4-2, 75 points

The work of this position requires the employee to recognize which of several techniques and procedures is best suited to the specific situation encountered. Actions taken vary dependent upon the fire terrain, intensity of fire, fuels availability, wind velocity, and resource values. Specific tasks, use of tools and methods, and the sequence in which tasks are to be done are determined by evaluation of the situation and issues involved. Consideration must also be given to slope, weather conditions, fuels and other fire behavior factors while performing wildland fire activities.

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 Technician (Fire), GS-455/462-04
<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 a 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-1 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 Technician (Fire), GS-455** or **Forestry Technician (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-1 1, 12/91), which is in the FES format, is used to evaluate this position.

**FACTOR EVALUATION SYSTEM  
POINTS RATINGS**

<b>Evaluation Factors</b>	<b>Points</b>	<b>Level</b>
<b>1. Knowledge Required by the Position</b>	350	1-3
<b>2. Supervisory Controls</b>	125	2-2
<b>3. Guidelines</b>	25	3-1
<b>4. Complexity</b>	75	4-2
<b>5. Scope and Effect</b>	75	5-2
<b>6. Personal Contacts</b>	30	1A
<b>7. Purpose of Contacts</b>		
<b>8. Physical Demands</b>	50	8-3
<b>9. Work Environment</b>	50	9-3
<b>Total Points</b>	780	
<b>Grade Conversion</b> Range (655-850)	GS-04	

Conclusion: The proper title and series are **Range Technician (Fire), GS-455-04** or **Forestry Technician (Fire), GS-462-04** dependent upon type of terrain and vegetation. The organizational title is *Wildland Firefighter*.

  
Allison Beard  
HR Specialist

  
Todd W. Ryan  
HR Specialist (Classification)  
Bureau of Land Management

  
Cindi Steinheimer  
HR Specialist  
National Park Service

  
Pearl Inge  
HR Specialist (Classification)  
U.S. Fish & Wildlife Service

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

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)				3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		1. Agency Position No.	
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt				8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		10. Position Status <input checked="" type="checkbox"/> Competitive <input checked="" 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"/> Neither	
15. Classified/Graded by				Official Title of Position		Pay Plan		Occupational Code		Grade	
a. Office of Personnel Management				Range/Forestry Technician (Fire)		GS		455/462		05	
b. Department, Agency or Establishment				Department of the Interior, FLERT Specialist		Law Enforcement		455/462		05	
e. Recommended by Supervisor or Initiating Office				This PD has been approved as follows under 5 USC 8338(c) and 8412(d) <input checked="" type="checkbox"/> Firefighter <input type="checkbox"/> Law Enforcement <input checked="" type="checkbox"/> Primary <input type="checkbox"/> Secondary/Administrative		Approval Date		November 13, 2002		*DOI005	
16. Organizational Title of Position (if different from official title)				Senior Wildland Firefighter		17. Name of Employee (if vacant, specify)		Jaye Loppin		8/28/02	

18. Department, Agency, or Establishment Department of the Interior				c. Third Subdivision	
a. First Subdivision BIA BLM FWS NPS				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 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
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21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position  
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

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

c. Classifier

24. Remarks

Signature: Alison Beard (BIA), Todd Ryan (BLM), Pearl Inge (FWS), Cindi Steinheimer (NPS)

Date: 8/28/02

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

Atch 4



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

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

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

Category of Coverage: Primary-Rigorous (FF)

Bureau: Any DOI Bureau Using Identical PD with Identical PD Number

Classification Title: Range /Forestry Technician (Fire)

Organization Title: Senior Wildland Firefighter

DOI Standard PD Number: DOI005 Series and Grade: GS-455/462-03/04/05

**RECOMMENDATION FOR COVERAGE REVIEW:**

Primary-Rigorous coverage is recommended for this position. Special retirement coverage under both CSRS and FERS is requested.

The primary purpose of the position is wildland fire suppression/management/control, as a specialized firefighter on an engine, helitack module, or hand crew. Position requires a working knowledge of fire behavior, including causes of wildland fire, fire management techniques, technical knowledge of firefighting tactics, methods and procedures as well as skill in the use of wildland firefighting equipment. The duties of this position are so rigorous that employment opportunities are limited to young and physically vigorous individuals who must meet established physical qualification requirements.

G L Stues 10-18-02  
 BIA Program Designee Date

Samatha M. Murphy 10-09-02  
 BLM Program Designee Date

Phil Stues 10/18/02  
 FWS Program Designee Date

Sue Tap 10/18/02  
 NPS Program Designee Date

Marcia L. Scifres 10/25/2002  
 DOI Fire & Law Enforcement Team Lead, Marcia L. Scifres Date

APPROVAL: The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement retroactive to classification date of 08/28/02. Approval is by DOI Secretary's Designee:

[Signature]  
 Deputy Assistant Secretary, Human Resources & Workforce Diversity

11/12/02  
 Date

POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS	2. NAME OF INCUMBENT		
ORGANIZATIONAL LOCATION <input checked="" type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION <input type="checkbox"/> AS HEREBY AMENDED			
IIa. _____	d. _____		
b. _____	e. _____		
c. _____			
CSC TITLE AND BUREAU POSITION NO. DOI005 Range/Forestry Technician (Fire)	SCHEDULE GS	SERIES 455/462	GRADE 04
<input checked="" type="checkbox"/> SAME AS PRESENT: AMENDED FOR <input type="checkbox"/> CSC TITLE <input type="checkbox"/> POS. NO. <input type="checkbox"/> SCHEDULE <input type="checkbox"/> SERIES <input checked="" type="checkbox"/> GRADE			

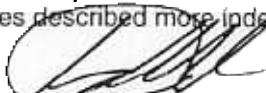
CERTIFICATIONS

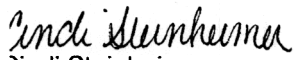
<p>4. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED.</p>  <p>_____ (Signature of Supervisor)</p> <p>_____ (Date)</p> <p>TITLE _____</p>	<p>5. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.</p>  <p>BIA BLM FWS NPS (See block 7)      8/28/02 (Official Exercising Classification Authority)      (Date)</p> <p>TITLE HR Specialist</p>
---	---

DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE AND THE ADDITIONS, DELETIONS, OR REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.

The duties and responsibilities of this position are essentially the same as those described at the GS-05 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.

  
Allison Beard  
HR Specialist (Classification)  
Bureau of Indian Affairs

  
Todd W. Ryan  
HR Specialist (Classification)  
Bureau of Land Management

  
Cindi Steinheimer  
HR Specialist  
National Park Service

  
Pearl Inge  
HR Specialist (Classification)  
U.S. Fish & Wildlife Service

**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 a false or misleading statement may constitute violations of such statutes or their implementing regulations.

\_\_\_\_\_  
Name Signature and Title of Supervisor

\_\_\_\_\_  
Date

## POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS		2. NAME OF INCUMBENT	
ORGANIZATIONAL LOCATION <input checked="" type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION <input type="checkbox"/> AS HEREBY AMENDED			
IIa. _____		d. _____	
b. _____		e. _____	
c. _____			
3. CSC TITLE AND BUREAU POSITION NO. DOI005 Range/Forestry Aid (Fire)		SCHEDULE GS	SERIES 455/462
			GRADE 03
4. <input type="checkbox"/> SAME AS PRESENT: AMENDED FOR <input checked="" type="checkbox"/> CSC TITLE <input type="checkbox"/> POS. NO. <input type="checkbox"/> SCHEDULE <input type="checkbox"/> SERIES <input checked="" type="checkbox"/> GRADE			

## CERTIFICATIONS

<p>1. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED.</p> <p>_____ (Signature of Supervisor)</p> <p>_____ (Date)</p> <p>TITLE _____</p>	<p>5. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.</p> <p>BIA BLM FWS NPS (See block 7)      8/28/02 (Official Exercising Classification Authority)      (Date)</p> <p>TITLE HR Specialist</p>
--	--

DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE AND THE ADDITIONS, DELETIONS, OR REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.

This position is part of the GS-05 full performance position description attached. The incumbent of this position may be non-competitively promoted toward the intermediate grade level (GS-04) after satisfactorily completing higher graded duties and upon completion of time-in-grade and qualification requirements.

Continued on separate page.

**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 a false or misleading statement may constitute violations of such statutes or their implementing regulations.

\_\_\_\_\_  
Name Signature and Title of Supervisor

\_\_\_\_\_  
Date



Statement of Difference to the GS-03 level (DOI005) continued

Knowledge Required by the Position is amended to read (1-4 to 1-2)

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.

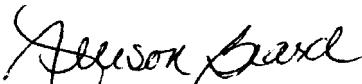
Knowledge of agency and interagency qualification, position task book requirements, and certification standards and procedures adopted by the National Wildfire Coordinating Group (NWCG).

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.

Supervisory Controls is amended to read (2-2 to 2-1)

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.



Allison Beard  
HR Specialist (Classification)  
Bureau of Indian Affairs



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Bureau of Land Management



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HR Specialist  
National Park Service



Pearl Inge  
HR Specialist (Classification)  
U.S. Fish & Wildlife Service

## **Introduction**

This is a standard wildland fire management position description intended for use in the Department of the Interior (DOI). The position is located on a wildland fire crew as a senior crewmember within the wildland fire management organization. The purpose of the position is wildland fire suppression/management/control as a specialized firefighter on an engine, helitack module, or hand crew with responsibility for the operation and maintenance of specialized tools or equipment. Other wildland fire related duties may involve fire prevention, patrol, detection, or prescribed burning. The incumbent may be assigned for varying periods of time into one or more types of positions within the wildfire program where the individual's specialized skills are required.

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

## **Major Duties (60%)**

Performs one or more of the following major blocks of duties:

Serves as a senior wildland firefighter on a handcrew or prescribed fire crew. Performs the duties of a fully qualified chain saw operator and chainsaw repair technician. Certified in the use of helicopter long lines. Performs all aspects of wildland and prescribed fire operations including preparation, ignition, monitoring, holding, and mop-up. Collects fire weather data, fuel and/or soil moisture samples, maps projects, and maintains records. May on occasion serve as driver of a crew carrier.

Serves as a senior wildland firefighter on a wildland fire engine. Drives engine to fire locations, frequently over unimproved roads. Positions engine in appropriate locations in consideration of safety of crew and equipment, and how the equipment can best be used in control and mop-up operations. Personally performs and may direct others in starting pump engine, priming pump, adjusting engine speed and pump valves, laying hose, and using appropriate nozzles and nozzle adjustment in effective use of water and additives. Has specialized duties such as water handling specialist, fully qualified chain saw operator, or responsible for maintenance of specialized equipment used to respond to wildland urban interface/intermix situations.

Serves as a senior wildland firefighter on a helitack crew. Loads helicopter personnel and cargo considering methods, weight distribution, necessity for securing, total weight, etc. and completes manifests of personnel and equipment being transported to the fire or other work site. Inventories and inspects helicopter accessories, fire tools, and equipment. Assures that needed tools and equipment are available for fire fighting tasks. May exit helicopter in remote areas to construct helispots, or to attack small fires, hot spots and spot fires. Certified in the use of long line external loads and the operation and maintenance of accessory equipment. May serve as a certified rappeller.

Gathers and considers information on weather data, topography, fuel types, and fire behavior in responding to wildland fire incidents. When positioning and deploying personnel and equipment, recommends best approaches and practices to use in protection of the values at risk

Responsible for operation and maintenance of specialized equipment used to respond to wildland and prescribed fire situations. Accomplishes emergency repairs as necessary to permit continued use of equipment. In those instances when the apparatus cannot be used effectively in suppressing the fire, the incumbent takes aggressive control action in attacking the fire, using other means.

Participates in wildland 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, with emphasis on those used in the particular function assigned. Participates in crew proficiency checks and drills, safety sessions, and fire critiques. Ensures own and other's welfare and safety in all aspects of the assignment.

### **Additional Duties (40%)**

May inventory fuel beds, prepare associated reports, perform hazard fuel reduction projects, monitor burning conditions, pile vegetation debris and act in assigned positions such as ignition or holding specialist or other designated positions during actual fuel reduction efforts by prescribed fire.

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.

May be required to fill-in for other work leaders on established crews.

### **Other Significant Facts**

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

Must possess a valid state driver's license and have the ability to operate light vehicles and 4X4s.

May require the incumbent to obtain and maintain a Commercial Drivers License (CDL) to operate motor vehicles.

### **Factors**

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

Knowledge of fire behavior including causes of wildland 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, where to be positioned to manage a wildland fire, and to identify hazards.

Knowledge of accepted fire safety practices and procedures to prevent injury and loss of life.

Knowledge of wildland fire management techniques, methods and conditions to accurately analyze fire circumstances, determine when additional forces may be needed, or determine when circumstances warrant disengagement.

Specific technical firefighting knowledge such as, but not limited to, fire engine and pump operations, hose lays, 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 such as, chain saw operation and repair, long line certification, rappelling, pump operation and water handling, use of specialized equipment used in response to wildland urban interface situations, and helicopter accessory equipment used in wildland fire management and prescribed burns.

Knowledge of air operations, rappelling, helicopter capabilities and limitations, helicopter contracts, load balance and capacity, load calculating, and manifesting of personnel and equipment. Knowledge of work procedures and practices in working with helicopters and aircraft.

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

Ability to operate four wheel drive pickup trucks and may require the ability to operate a fire engine.

Skill in use of hand tools such as Pulaskis, shovel, McLeod; and power tools including chainsaw, portable pumps to build fireline, control wildland fire, and to perform other non-fire related duties.

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 and skill of standard first aid procedures sufficient to perform preliminary first aid and triage as necessary.

Knowledge of the organization and the function of cooperative interagency fire organizations such as DOI, USDA, NWCG, NICC, GACC, state and local governments to facilitate wildland fire operations in a multi-jurisdictional setting.

Knowledge of related fields such as forestry, range, wildlife, botany, soils and water, cultural and historical resources in order to make informed fire operational decisions.

Knowledge of general range/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, and in the general facility of vehicle and equipment maintenance and upkeep.

Oral and written communication skills sufficient to effectively interact with people at all levels, internal and external to the organization, including the public.

Knowledge of fire terminology to communicate with other crewmembers.

Ability to perform basic computer technology skills such as word processing, electronic mail, internet use, and specialized fire information databases and programs.

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 2-2, 125 points)

The supervisor provides instructions for new assignments. The employee uses initiative in carrying out standard assignments and independently works out solutions to complex problems related to specific skills. Tactical problems or unfamiliar situations that would require modifying established strategies are referred to supervisor for guidance.

Work is reviewed on the basis of overall effectiveness. New assignments are checked in more detail to insure accuracy and to make sure that instructions were followed.

3.      Guidelines      (Level 3-2, 125 points)

Most guidelines are in the form of oral instructions and training prior to actual wildland fire suppression activities. General guidelines can be found in agency and bureau published directives such as: wildland fire operations manuals, handbooks, and guides.

Some guidelines are also contained in the prescribed burning and hazard fuel reduction plan, emergency medical services plan, safety plan, 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 use judgment in applying knowledge, especially in situations where the supervisor is not available for consultation.

Guides such as safety regulations must be applied.

4. Complexity (Level 4-2, 75 points)

Practices and leads fire suppression under the most adverse conditions of climate, fuels, and terrain. As an experienced specialized firefighter is expected to have the technical knowledge to perform in specific fire assignments, (i.e., chain saw operator, faller, water handling specialist, rappeller, etc.) safely and efficiently. Decisions as to what must be done depend, to a considerable degree, on the employee's analysis of the situation and issues involved, and the selected course of action. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

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 1/A, 30 points)

Contacts are with coworkers and other members of wildland fire management suppression organizations. Contacts are made to exchange information about wildland fire suppression activities and needs. Contacts may also be required to coordinate these needs with other land managing agencies.

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 Technician (Fire), GS-455/462-05
<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 a standard position description for a Senior Wildland Firefighter. The incumbent of this position spends more than 60% 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 Technician (Fire), GS-455** or **Forestry Technician (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 *Senior Wildland Firefighter*.

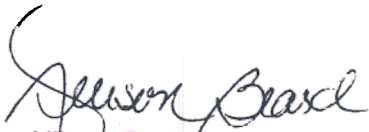
Determination of Grade: The Grade Level Guide for Aid and Technical Work in the Biological Sciences, GS-400, (TS-111, 12/91), which is in the FES format, is used to evaluate this position.




**FACTOR EVALUATION SYSTEM  
POINTS RATINGS**

<b>Evaluation Factors</b>	<b>Points</b>	<b>Level</b>
<b>1. Knowledge Required by the Position</b>	550	1-4
<b>2. Supervisory Controls</b>	125	2-2
<b>3. Guidelines</b>	125	3-2
<b>4. Complexity</b>	75	4-2
<b>5. Scope and Effect</b>	75	5-2
<b>6. Personal Contacts</b>	30	1A
<b>7. Purpose of Contacts</b>		
<b>8. Physical Demands</b>	50	8-3
<b>9. Work Environment</b>	50	9-3
<b>Total Points</b>	1080	
<b>Grade Conversion Range (855-1100)</b>	GS-05	

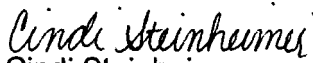
Conclusion: The proper title and series are Range Technician (Fire), GS-455-05 or Forestry Technician (Fire), GS-462-05 dependent upon type of terrain and vegetation. The organizational title is *Senior Wildland Firefighter*.



Allison Beard  
HR Specialist (Classification)  
Bureau of Indian Affairs



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HR Specialist (Classification)  
Bureau of Land Management



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