

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

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment	3. Service New <input type="checkbox"/> Hdqtrs. <input type="checkbox"/> Field <input checked="" type="checkbox"/> Other <input checked="" type="checkbox"/>	4. Employing Office Location	5. Duty Station	6. OPM Certification No.
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		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)		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 Sensitive <input type="checkbox"/> 4-Special Sensitive	13. Competitive Level Code  14. Agency Use  <b>#418</b>

**Standard Position Description  
Fire Management Program**

15. Classified/Graded	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	<b>FORESTRY AID</b>	<b>GS</b>	<b>0462</b>	<b>03</b>		
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title) \_\_\_\_\_

17. Name of Employee (if vacant, specify) \_\_\_\_\_

18. Department, Agency, or Establishment

**DEPARTMENT OF THE INTERIOR**

a. First Subdivision  
**NATIONAL PARK SERVICE**

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

Employee Review - This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional) \_\_\_\_\_

**Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manger (optional)

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

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

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

Forestry Technician, GS-462, dated December 1991; Fire Protection and Prevention Series, GS-081, dated September 1991; Grade Level Guide for Aid and Technical Work in the Biological Sciences, GS-400, dated December 1991

Typed Name and Title of Official Taking Action

**J. LYNN SMITH  
HUMAN RESOURCES PROGRAM MANAGER**

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

Signature *J. Lynn Smith* Date **NOV 24 1998**

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier	Department of Interior, FF/LE Retirement Team Specialist <i>M. Magallana</i> This PD has been approved as follows under <b>SUSC 8336(c) and 8412(d)</b> :									

24. Remarks

TDR  Firefighter  Law Enforcement  
 Primary  Secondary/Administrative  Secondary/Supvy  
 Approval Date December 17, 1998

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

25. Description of Major Duties and Responsibilities (See Attached) \*Agency Use Code should be entered in FPPS as last



**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: Firefighter-Primary

Bureau: National Park Service

Classification Title: Forestry Aid

Organization Title: \_\_\_\_\_

Series and Grade: GS-0462-03

Fire Management Program Standard Position Description Number: 418

**RECOMMENDATION FOR COVERAGE REVIEW:**

Primary coverage is recommended under both CSRS and FERS.

This is a rigorous/arduous position located on a fire crew within the fire management organization. The purpose of this position is to serve as a firefighting crewmember on an engine, helitack, or hand crew. Performs assignments at the trainee firefighter level to develop a working knowledge of fire suppression and fuels management techniques and practices. 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; basic fire behavior; and fire and fuels terminology. The rigorous duties of this position require the incumbent to meet the physical fitness test for arduous positions.

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

12/4/98  
 Date

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

12-04-98  
 Date

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

12/9/98  
 Date

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

12/11/98  
 Date

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

Mary R. Barr  
 MARY R. BARR, Secretary's Designee

12/17/98  
 Date

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

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**CLASSIFICATION TITLE:** FORESTRY AID

**SERIES AND GRADE:** GS-462-03

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**Introduction**

This position is located on a fire crew within the fire management organization. The purpose of this position is to serve as a firefighting crewmember on an engine, helitack, or hand crew. Other duties generally involve the maintenance and repair of firefighting tools, receiving firefighting training, or other similar work.

**Major Duties (60-100%)**

Serves as a member of a fire crew assigned to suppress the full range of wildland fires. Performs assignments at the trainee firefighter level in developing a working knowledge of fire suppression and fuels management techniques and practices. 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, basic fire behavior, and fire and fuels terminology.

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 axe, shovel, Pulaski, McLeod, and power tools including chain saw and portable pumps to control spreading of wildland fire and/or to prepare control lines prior to burning.

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

Cleans, reconditions, and stores fire tools and equipment.

May assist other 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**

When not performing fire suppression duties, and for less than 40% of the time:

May be assigned to a 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 fire officials informed of current conditions.

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

May be assigned to other management activities which may include but is not limited to cleaning outdoor recreational facilities; mows and trims shrubs; performs trail maintenance and building maintenance; completes resource management projects; removes and disposes of hazard trees; and so forth.

### **Other Significant Facts**

This is a Testing designated Position (TDP) under the Department of the Interior Drug-free Workplace Program.

This position is for physically vigorous individuals. Incumbent is subject to physical fitness test for arduous positions.

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

Skill in the use of basic hand tools such as axe, shovel, Pulaski, McLeod, portable pumps and chain saws to perform repetitive tasks of fireline construction and extinguishing burning materials, while learning how to perform the full range of firefighting tasks.

Working knowledge of fire behavior and accepted fire safety practices and procedures to prevent injury and loss of life.

### **Factor 2. Supervisory Controls** (Level 2-2, 125 points)

The supervisor or higher graded employee makes continuing assignments and explains procedures and any unusual instructions. The incumbent carries out standard work practices without specific instructions. The supervisor or higher graded employee provides instruction for resolving problems involving unfamiliar or unusual situations. The supervisor insures that finished work is completed according to instructions.

### **Factor 3. Guidelines** (Level 3-1, 25 points)

The employee works as a member of an organized crew performing duties in a hazardous work environment. 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 Code, Fire Line Handbook, Field Operations Guide, 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.

**Factor 4. Complexity**

**(Level 4-2, 75 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 evaluation of the situation and issues involved. This work 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.

**Factor 5. Scope and Effect**

**(Level 5-2, 75 points)**

The scope of work varies from that of smaller fire suppression activities to participating as a member of a fire organization, which involves several hundred people. The effect of the work performed is to minimize total loss. The performance of the crew contributes to the overall effectiveness of the wildland fire management effort.

**Factors 6.and 7 (combined). Personal and Purpose of Contacts** **(Level 1/A, 30 points)**

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

**Factor 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.

The rigorous duties of this position require the incumbent to meet the physical fitness test for arduous positions.

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

The work is primarily performed 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.

## CLASSIFICATION EVALUATION

**Classification Allocation:**

Forestry Aid, GS-462-03

**Position Classification**

**Standards Used:**

Forestry Technician, GS-462, TS-111, 12/91; Fire Protection and Prevention Series, TS-108, 9/91; Grade Level Guide for Aid and Technical Work in the Biological Sciences, GS-400, TS-111, 12/91

**Background**

This is a standard position description for a trainee firefighter. The incumbent of this position spends more than 50% 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. Therefore, the primary purpose of this position is to perform duties directly connected with the control and extinguishment of fires.

**Title and Series Determination**

The Forestry Technician, GS-462 series (TS-111, 12/91) covers positions that primarily require a practical knowledge of the methods and techniques of forestry and other biologically based resource management fields. Forestry technicians provide practical technical support in the scientific management, protection, and development of forest resources. Forestry Technicians are most commonly found in first level units and are principally concerned with performing work supporting the implementation of projects and program goals. Since the majority of wildland and prescribed fire projects are carried out in forested areas, the GS-462 is the most appropriate series for this position. Furthermore, GS-0081, Fire Protection and Prevention Series (TS-108, 9/91), states that positions that include fire control, suppression, and related duties incident to forestry management work should be classified to the Forestry Technician Series.

In accordance with the titling instructions of the Forestry Technician standard (GS-462), Forestry Aid is the authorized title for this position. Therefore, the proper title and series are Forestry Aid, GS-462.

<b>FACTORS</b>	<b>POINTS</b>	<b>LEVEL</b>	<b>COMMENTS</b>
1. Knowledge Required by the Position	200	1-2	As a member of an organized crew, the incumbent uses basic knowledge of the use of hand and power tools to perform repetitive tasks while learning to perform the full range of firefighting duties. This meets the definition of Level 1-2.
2. Supervisory Controls	125	2-2	Supervisor or higher graded employee provides instructions on recurring assignments, and provides additional specific guidance and reference sources for new or difficult assignments; employee performs recurring

			assignments independently, and refers situations not covered by instructions or precedents to supervisor; work and methods evaluated for accuracy and adequacy.
3. Guidelines	25	3-1	Many guidelines exist such as standing oral instructions, standard operating procedures, training, fireline handbook, etc. Working along side other crewmembers, the incumbent works in strict adherence to these guidelines, deviating only when instructed by supervisor or higher graded employee.
4. Complexity	75	4-2	Work involves performing a variety of routine procedural firefighting tasks directly related to controlling and extinguishing fires. However, the firefighting techniques vary depending on weather, terrain, slope, fuel type, etc.
5. Scope and Effect	75	5-2	Work involves the execution of specific procedures, and techniques, which differ with each fire's fuel type, weather conditions, and topography. The purpose of the work is perform duties directly related to controlling and extinguishing fires to minimize loss and to contribute to the overall effectiveness of the wildland fire management effort.
6. Personal Contacts	--	1	Contacts are with co-workers and personnel from other fire and resource management organizations.
7. Purpose of Contacts	30	A	The purpose of the contact is to exchange information.
8. Physical Demands	50	8-3	This is a rigorous field position. The work requires regular and recurring protracted period of considerable and strenuous physical exertion.
9. Work Environment	50	9-3	Work primarily performed outdoors in steep terrain; surfaces are extremely uneven, rocky, and protective clothing must be worn. Encounters risks that require safety precautions.
<b>TOTAL POINTS</b>	<b>630</b>		
<b>Grade</b>	<b>GS-3</b>		

(GS-3 range is 455-650)

**Conclusion**

The total points of 630 equate to GS-3 grade level, which has a point range of 455 – 650. The appropriate classification of this position is Forestry Aid, GS-462-03.