

POSITION DESCRIPTION						
1. Position Number			2. Explanation (show any positions replaced)			
3. Reason for Submission <input type="checkbox"/> New <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> Standardized PD <input type="checkbox"/> Other						
4. Service <input type="checkbox"/> HQ <input type="checkbox"/> Field	5. Subject to Identical Addition (IA) Action <input type="checkbox"/> Yes (multiple use) <input type="checkbox"/> No (single incumbent)					
6. Position Specifications Subject to Random Drug Testing <input type="checkbox"/> Yes <input type="checkbox"/> No Subject to Medical Standards/Surveillance <input type="checkbox"/> Yes <input type="checkbox"/> No Telework Suitable <input type="checkbox"/> Yes <input type="checkbox"/> No Fire Position <input type="checkbox"/> Yes <input type="checkbox"/> No Law Enforcement Position <input type="checkbox"/> Yes <input type="checkbox"/> No			7. Financial Statement Required <input type="checkbox"/> Executive Personnel-OGE-278 <input type="checkbox"/> Employment and Financial Interest-OGE-450 <input type="checkbox"/> None required		10. Position Sensitivity and Risk Designation <u>Non-Sensitive</u> <input type="checkbox"/> Non-Sensitive: Low-Risk <u>Public Trust</u> <input type="checkbox"/> Non-Sensitive: Moderate-Risk <input type="checkbox"/> Non-Sensitive: High-Risk <u>National Security</u> <input type="checkbox"/> Noncritical-Sensitive: Moderate-Risk <input type="checkbox"/> Noncritical-Sensitive: High-Risk <input type="checkbox"/> Critical-Sensitive: High-Risk <input type="checkbox"/> Special Sensitive: High-Risk	
		8. Miscellaneous Functional Code: -- BUS: --	9. Full Performance Level Pay Plan: Grade:			
11. Position is <input type="checkbox"/> 2-Supervisory <input type="checkbox"/> 4-Supervisor (CSRA) <input type="checkbox"/> 5-Management Official <input type="checkbox"/> 6-Leader: Type I <input type="checkbox"/> 7-Leader: Type II <input type="checkbox"/> 8-Non-Supervisory		12. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> SES <input type="checkbox"/> Excepted (specify in remarks) <input type="checkbox"/> SL/ST			15. Fair Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	
	13. Duty Station	14. Employing Office Location	16. Cybersecurity Code #1:                    #2: --                    #3: --	17. Competitive Area Code: Competitive Level Code:		
18. Classified/Graded by	Official Title of Position		Pay Plan	Occupational Code	Grade	Initial      Date
a. Department, Bureau, or Office						
b. Second Level Review			--		--	
19. Organizational Title of Position (if different from, or in addition to, official title)			20. Name of Employee (if vacant, specify)			
21. Department, Agency, or Establishment U.S. Department of the Interior			c. Third Subdivision			
a. Bureau/First Subdivision			d. Fourth Subdivision			
b. Second Subdivision			e. Fifth Subdivision			
22. 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, but not limited to: FLSA determinations; position sensitivity and requirements; and appointment/payment of public funds. 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	
23. 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.			24. Position Classification Standards Used in Classifying/Grading Position			
Typed Name and Title of Official Taking Action						
Signature		Date				
25. Position Review	Initials	Date	Initials	Date		
a. Supervisor				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.		
b. Classifier						
26. Remarks						

**DOI Standard PD**  
**PD# DE00100**

**Classification: Range Technician, GS-0455-05**

**INTRODUCTION**

This Range Technician position is located in an operating office within a bureau or equivalent organization within the Department of the Interior (DOI). The primary purpose of the position is to perform technical rangeland management work in support of natural resource management programs in rangeland environments.

**MAJOR DUTIES**

Typical duties include the following, or similar duties:

- Collects information from records or in the field to be used in the development and revision of a variety of planning and other documents (e.g., allotment management plans, monitoring and inventory plans, annual work plans, range improvement plans, grazing transfers, environmental assessments, environmental impact statements, etc.) Reviews data for accuracy and completeness and for meeting users' requirements. Notes circumstances that cause variances in data. Prepares portions of plans such as data tables, graphic material, and maps.
- Performs on the ground monitoring of allotments to determine compliance, range condition, and required maintenance. Collects data in the field such as available forage, stubble height, status/condition of range improvement projects, type and location of weeds, livestock trespass, and unauthorized use. Documents findings including preparing maps showing locations of weeds and unauthorized use. Investigates and prepares reports on livestock trespass. Utilizes Geographic Information Systems (GIS) to prepare reports and presentations.
- Performs administrative work associated with range administration such as grazing transfers, permit and leases renewals, and applications. Utilizes automated programs to prepare grazing bills. Maintains electronic case files. Prepares correspondence. Answers general questions pertaining to the range program in person, over the phone, or through email.
- Participates in on-the-ground projects such as construction of water systems and fencing, installation of cattle guards, planting or seeding of vegetation, and noxious weed control.
- Collects and records data in range studies such as condition and trend reasons for use, utilization, actual use, and climatological data.
- Provides assistance in identifying needed improvement projects (wells, reservoirs, fences, vegetation projects, etc.) and inspecting/inventorying condition of existing projects.

- Collects, compiles, and records water sources data (wells, pipelines, reservoirs, etc.) and boundary lines (allotments, fences, natural barriers, etc.) for range inventory mapping efforts.
- Utilizes instruments needed to take measurements in locating conservation projects in relation to established markers, and computes yardage of simple earth dams and dikes or similar projects.
- Performs routine and recurring weed management activities for the respective organization in accordance with all applicable established procedures and guidelines. Under the direction of a higher-level technician or specialist, works with cooperators to complete weed projects with user groups, recreationists, volunteers, etc. Operates, maintains, and inventories weed management equipment (tools, monitoring/mapping equipment, pesticide applicators, etc.). Under the direction of a higher-level technician or specialist, safely mixes, maintains, and calibrates herbicides and pesticides for use in rangeland environments. Ensure all activities comply with existing protocols and policies as they relate to weed management.
- Makes vegetation counts on small plots to determine such information as survival of seedlings, species, distribution of plants, and volume of growth. Provides impressions of range conditions, and similar observations.
- Makes observations of wildlife use.
- Participates in the wild horse and burro program by locating, counting, and determining survival rates. Performs pre-inspection of facilities and compliance inspections. Records results and makes recommendations on adequacy of facilities and care of animals.
- Performs other related duties as assigned.

**Factor Levels:**

**Factor 1 - Knowledge Required by the Position**

**FL1-4 - 550 points**

Practical and technical knowledge of the methods, techniques, and procedures of rangeland management sufficient to accomplish a variety of technical projects/assignments in support of rangeland management programs; carry out standard procedures; interpret plans and specifications; extract data from a variety of sources; apply and use data with consideration of the source characteristics; recognize and report errors, inconsistencies, and other deficiencies in technical data; keep records and prepare reports; and review findings and make recommendations.

Knowledge of livestock and livestock practices sufficient to identify grazing patterns and impact on rangelands.

Knowledge of the major plant species of the area by use of plant keys to perform range inventories and/or map weed locations.

Knowledge of GIS and GPS technologies sufficient to utilize geospatial equipment for field data collection and transfer of accurate data to automated systems and databases for analysis. Ability to read maps.

Knowledge and ability to utilize various types of computer programs and software applications related to the range program sufficient to enter, maintain, and retrieve information from various automated systems and databases; and develop reports and content for planning documents.

Ability to communicate effectively orally and in writing in order to present information in easy to understand formats that increase understanding of Bureau programs, policies, and objectives.

Ability to safely operate two- and four-wheel drive vehicles and all-terrain vehicles (ATVs).

Ability to use common hand tools and equipment such as chain saws, power sprayers, and GPS.

**Factor 2 - Supervisory Controls**

**FL2-2 - 125 points**

The supervisor or designated specialist instructs the incumbent on the purpose of the assignment and its scope, limitations, expected deadlines, and priorities; and advises on the peculiarities of new assignments. The incumbent works independently, but within the framework of established practices and prescribed procedures; and refers problems not covered by the supervisor's instructions or guides to the supervisor/designated specialist for help or a decision.

The supervisor/designated specialist reviews completed work to verify accuracy and conformance to required procedures, including special instructions; reviews findings and conclusions to ensure they are supported by facts; and typically reviews in detail the more difficult work the employee has not previously performed.

**Factor 3 - Guidelines**

**FL3-2 - 125 points**

The incumbent uses a variety of established procedures and guidelines directly applicable to assignments. These guides include departmental and bureau rules and regulations, memorandums, manuals, maps, office policies and procedures, standing operating instructions, oral instructions, and scientific or technical texts. The incumbent is especially resourceful in searching procedures, locating the criteria, and applying it as specified, though the process of locating and selecting the applicable guideline may be challenging and time consuming. Situations requiring significant deviations or when guidelines are not appropriate are referred to the supervisor or higher graded specialist for resolution.

**Factor 4 - Complexity**

**FL4-2 - 75 points**

Work consists of related steps, processes, and methods in completing assignments. The incumbent selects the appropriate approach method among established processes and procedures to complete recurring range assignments. The incumbent follows prescribed processes and

methods as assignments increase in difficulty and recognizes the different actions to be taken depending on the source of information or any factual differences.

**Factor 5 - Scope and Effect**

**FL5-2 - 75 points**

Work involves applying specific rules, regulations, and procedures related to range work and performing clearly defined assignments. The work performed by the incumbent affects the accuracy, reliability, and acceptability of the work of rangeland management specialists, as well as the operation of the range program in the area administered by the office.

**Factors 6 - Personal Contacts and Factor 7 - Purpose of Contacts**

**FL-6/7 2a - 45 points**

Individuals contacted include employees in the bureau, inside and outside of the immediate organization (e.g., personnel from higher level organizational units, or, occasionally, resource persons from State or local government units, or other Federal agencies). Personal contacts also include permittees, the general public, contractor personnel, or special users (e.g., private landowners, cooperators, etc.).

Contacts are to provide information, receive and clarify instructions, and to report on work results or any problems encountered. Information exchanged or acquired is typically basic or related to general policy. Contacts are typically related to recurring functions.

**Factor 8 - Physical Demands**

**FL 8-2 - 20 points**

The work ranges from sedentary when completing duties in the office to frequent field work requiring a considerable amount of walking, riding, stooping, bending, and lifting.

**Factor 9 - Work Environment**

**FL9-2 - 20 points**

Office work is performed in adequately lighted, heated, and air-conditioned offices. Much of the time is spent in the field where exposure to extremes of heat and cold, rough terrain, insects, snakes, and other hazards are common. The incumbent carefully adheres to all safety procedures to mitigate hazards encountered.

**Total Points and Grade Conversion**

Total Points = 1035

Point Range = 855-1100

Grade = GS-5