

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	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.	
a. Supervisor						
b. Classifier						
26. Remarks						

DOI Standard PD
PD# DE00400

Classification: Range Technician, GS-0455-08

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

Allotment Management Plans (AMPs): Develops AMPs in consultation with rangeland management specialists. Ensures all grazing permits and leases are compliant with the AMP. Contacts permittee/lease on sensitive issues such as project maintenance and condition. Prepares grazing leases and permits. Conducts other range administration matters such as preparing cooperative agreements. Makes authoritative recommendations on intensity of range supervision needed on grazing allotments.

Monitoring: Works with rangeland management specialists to conduct related monitoring studies and determine the need for range and watershed improvements. Inspects grazing allotments for compliance with the management plan in accordance with current authorization through rangeland health evaluations or similar evaluations. Makes detailed recommendations to improve efficiency of application of the management plan with respect to use of the forage resource, needs of other uses and resources, and requirements of the livestock. Works closely with permittees/lessees in obtaining understanding and acceptance of plan.

Range Improvements: Identifies and initiates needed range improvements. Checks projects for conformance and ensures no range improvements are constructed without authorization. Identifies and recommends improvement projects which include locations, methods to be used, etc. with the assistance of rangeland management specialists and engineers, if required. Independently conducts monitoring of smaller on-going rangeland construction and development projects. Works on the implementation of new projects within the assigned office. Independently provides basic input into interdisciplinary reports, environmental assessments, and protective stipulations for rangeland and grass-like ecosystems.

Integrated Weed Management (IWM):

- **Planning and Technical Support:** Provides technical expertise and leadership to staff to ensure IWM program is managed in compliance with relevant laws, regulations, policies, standards, guidelines, and best management practices. Ensures personnel know how to apply the bureau's/organization's technical standards, instructions, and guidelines in carrying out the IWM program. Recommends changes in standards and criteria where local resource conditions or needs are not satisfied by applying existing standards. Operates and maintains weed treatment equipment and supplies (UTVs, Herbicide sprayers, hand tools, chainsaws, and herbicides.) Prepares Pesticide Use Reports, Integrated Weed Management Reports,

Environmental Assessments, Pesticide Application Records, and biological control proposals, and provides data for use in state, regional, and/or national program packages. Independently prepares and serves as a team member on a variety of land use management and planning documents in weed control and pesticide use.

- **Partnerships:** Serves as the primary contact for the office in coordinating the IWM Program with other internal bureau organizations and external bureaus, agencies, and partners. Coordinates with local groups, individuals and/or volunteers to ensure that IWM program is responsive to bureau and public needs. Informs users, the general public and other bureau personnel of actions or proposals within the IWM program.
- **Budget/Annual Work Plan (AWP)/Targets:** Coordinates information and develops IWM program portion of the AWP budget submittal. Assists supervisor in tracking and monitoring workload unit accomplishments and recommends adjustments in the IWM program, as appropriate. Works with procurement staff on the development and implementation of IWM cooperative agreements.

Grazing Administration: Prepares automated billing and other automated system input documents. Provides assistance in updating case file and allotment file information. Prepares range transfer documents after securing appropriate data.

Range Inventory: Coordinates pre-inventory mapping (soils, vegetation, etc.) by preliminary delineation in geographic information systems (GIS). Initiates and conducts range inventory surveys according to accepted standards and techniques. Reviews data for technical accuracy. Summarizes and evaluates data and makes recommendations on specific areas for resource planners.

Contracting Officer's Representative (COR)/Project Inspector (PI): Maintains qualifications for COR or PI in order to manage project construction, monitor contract compliance, and/or approve project completion. Maintains Program Officer (PO) training to administer assistance agreements with cooperators.

Crew Leader: Serves as a crew leader for various range projects. Organizes, schedules, and executes work crew assignments; documents work progress; and ensures each project is properly completed and recorded. Reports on status of work to supervisor and ensures all record keeping is complete and accurate. Reports to supervisor on the performance and progress of crew members. Provides advice, assistance, and training to lower graded technicians involved in various projects, as necessary.

Performs other related duties as assigned.

Factor Levels:

Factor 1 - Knowledge Required by the Position

FL1-5 - 750 points

Knowledge of technical concepts, principles, methods, processes, and procedures associated with rangeland management sufficient to perform conventional rangeland management duties that have well-established boundaries or expectations; plan, manage, monitor, and implement limited rangeland projects involving specialized or complex procedures; identify and correct deficiencies; resolve operational problems not fully covered by precedents; recommend improved procedures; take actions or make recommendations based on preliminary data interpretation or analysis; and develop and

initiate changes in prescribed procedures to expedite corrective action, and provide continuous operation.

Practical knowledge of rangeland management and pertinent guidelines gained through extensive training and experience sufficient to evaluate data collected for accuracy, determine causes of variances, and applicability of data to the overall rangeland program/project.

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 global positioning systems (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; prepare analyses, 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 analyze problems, consider several possible courses of action, and select the most appropriate alternative

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

FL2-3 - 275 points

The supervisor or designated specialist outlines or discusses possible problem areas and defines objectives, plans, priorities, and deadlines. The supervisor or designated specialist provides assistance on controversial or unusual situations without clear precedents.

The incumbent independently plans and carries out the assignments in conformance with accepted policies and practices; adheres to instructions, policies, precedents, and guidelines in exercising judgment to resolve commonly encountered work problems and deviations; and brings controversial information or unusual findings to the supervisor's/specialist's attention for direction.

Completed work is reviewed for conformity with policy, technical soundness, adherence to deadlines, and accomplishment of objectives.

Factor 3 - Guidelines**FL3-3 - 275 points**

The incumbent uses a variety of guidelines, manuals, standard operating procedures, established methods, published standards, DOI and bureau polices/regulations, and standard reference materials; however, the guidelines are not completely applicable to the work and/or have gaps in specificity. The incumbent uses judgment and initiative in interpreting and adapting guidelines, such as agency policies, regulations, precedents, and work directions for application to specific situations and/or problems. The incumbent analyzes results and recommends changes.

Factor 4 - Complexity**FL4-3 - 150 points**

The work involves performing various technical duties which include differing and unrelated processes and methods in completing assignments or projects. The incumbent analyzes the subject, phase, or issues involved in each assignment to adjust or deviate from standard work methods based on situations and conditions at field or work sites; and coordinates and plans phases of projects/assignments. The incumbent has ongoing or long-term responsibility for limited technical and administrative concerns in a limited program or operating function. Precedented technical and procedural problems encountered in planning the work, as well as those encountered in the course of executing assignments are independently resolved. The incumbent exercises independent judgment and skill to interpret and analyze considerable data, plan work, and/or refine methods and techniques to determine the best course of action for problem resolution.

Factor 5 - Scope and Effect**FL5-3 - 150 points**

The work involves applying a considerable number of conventional but established technical and administrative rangeland management methods, procedures, practices, and solutions to a variety of rangeland management conditions involving multiple-use rangeland resources.

Work results affect the efficient use, development, and protection of natural resources of public rangelands; the cultural and economic activities of land users and the interested public; and achieving objectives of segments of natural resource program for the organization.

Factors 6 - Personal Contacts and Factor 7 - Purpose of Contacts **FL6/7 -2b - 75 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 may range from easily understood to highly technical. Contacts are also to plan and coordinate work efforts, explain pertinent laws, rules, regulations, contract, and lease provisions, and to monitor the activity of contractors, lease holders, and others. Persons contacted may have questions but are generally reasonable and cooperative.

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 = 1715

Point Range = 1605-1850

Grade = GS-8