

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: --			
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# DE01100

Classification: Forestry Technician, GS-462-4

INTRODUCTION

This 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 forestry work in support of forestry programs and activities.

MAJOR DUTIES

Works in strict adherence to established practices and prescribed procedures referring problems not covered by instructions or guides to the supervisor or a more senior employee for help or a decision. Completed work is reviewed closely to verify accuracy and for conformance to required procedures. The incumbent may perform any or all of the following, or similar duties:

Typical duties include the following, or similar duties:

Assists in collecting forest inventory data, timber cruises, timber sales, timber markings in forest development projects, road layout projects, and other work.

Assists in inspecting cutover areas on current sales for compliance with the terms of timber sales contracts.

Marks timber in accordance with simple merchantability specifications and marking rules. Computes tree summaries, applies applicable volume tables, and computes the net volumes.

Compiles maps of forest and woodland areas, cutover areas, burned areas, and special use areas.

Assists in investigating suspected timber trespass cases including locating and identifying trespass sites, quantities.

Examines timber stands to determine need for, or thoroughness of, insect and disease control work.

Provides assistance in identifying needed improvement projects (and inspecting/inventorying condition of existing projects).

Uses instruments to take measurements. Locates conservation projects in relation to established markers.

Performs emergency fire suppression and other duties as qualified and assigned.

Performs other related duties as assigned.

Factor Levels:

Factor 1 - Knowledge Required by the Position

FL1-3 - 350 points

Knowledge of standardized forestry technician regulations, procedures, and operations sufficient to perform routine and recurring forestry support duties.

Knowledge of operational functions, practices, and procedures sufficient to understand organizational objectives, forestry technician principles, regulations, standards, and work processes.

Knowledge and ability to utilize various types of computer programs and software applications related to the forestry program sufficient to enter, maintain, and retrieve information from various automated systems and databases.

Knowledge of standard forest mensuration equipment and techniques,

Knowledge of field data logging equipment and data collection software platforms.

Ability to recognize forest hazards and communicate mitigation measures.

Ability to communicate effectively with a variety of individuals to explain routine procedures and processes and to respond to general inquiries.

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 global positioning systems (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

FL3-1 - 25 points

The incumbent receives specific, detailed guidance from a higher-level employee, who is readily available to answer questions. The incumbent strictly follows guidelines and refers any deviations to a higher-level employee for assistance or 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 forestry 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 forestry work and performing clearly defined assignments. The work performed by the incumbent affects the accuracy, reliability, and acceptability of the work of foresters and/or senior specialists, as well as the operation of the forestry program in the area administered by the office.

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

FL6-2a - 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).

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. Field work may occasionally require the incumbent to climb ladders and trees.

Factor 9 - Work Environment

FL 9-2 - 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 work may occasionally require working at heights. The incumbent carefully adheres to all safety procedures to mitigate hazards encountered.

OTHER SIGNIFICANT FACTS

May be required to have one or more of the following certifications or other necessary certifications to perform the work of the position:

- Pesticide License or certification
- Chainsaw operator certification
- Logger Certification

Total Points and Grade Conversion

Total Points = 735

Point Range = 655-850

Grade = GS-4