



**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: Secondary/Administrative (Firefighter)

Bureau: Any DOI Bureau may use this Standard PD and must use the Standard PD Number

Classification Title: Forestry Technician

Organization Title: Interagency Hotshot Crew Superintendent

Standard Position Number: FDI0216 Series and Grade: GS-0462-09

RECOMMENDATION FOR COVERAGE: Secondary/Administrative Firefighter coverage is recommended under both CSRS and FERS.

The incumbent serves in a field fire management organization as the Superintendent of an Interagency Hotshot Crew (IHC). The primary responsibility of the incumbent is the leadership of an effective fire management and all-risk resource. This resource is available for national and international wildland fire suppression, prescribed fire, and other emergency all-risk assignments with cooperating agencies. **This position is in the firefighting field and is in an organization having a firefighting mission. Prior firefighting experience, as gained by substantial service in a primary firefighter position or equivalent experience outside the Federal government is a MANDATORY PREREQUISITE for incumbents of this position.**

**WILLIAM SIZEMORE**

Digitally signed by WILLIAM SIZEMORE  
 DN: c=US, o=U.S. Government, ou=Department of the Interior, ou=Office of the Secretary of the Interior, cn=WILLIAM SIZEMORE, 0.9.2342.19200300.100.1.1=14001000976882  
 Date: 2018.10.23 11:52:08 -06'00'

WILLIAM (ALAN) SIZEMORE, Human Resources Specialist, DOI

Date

10/24/18  
Date

JOHN F. ROHS, Assistant Director, Fire and Aviation (Acting), BLM

WILLIAM (BILL) KAAGE, Chief, Division of Fire and Aviation, NPS

10/24/18  
Date

JAMES JACKSON, Director, Branch of Wildland Fire Management (Acting), BIA

10/24/18  
Date

CHRIS WILCOX, Chief, Branch of Fire Management, FWS

10/24/18  
Date

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

**AYANNA SEARS**

Digitally signed by AYANNA SEARS  
 Date: 2018.10.30 13:38:58 -04'00'

For: Deputy Assistant Secretary, Human Capital and Diversity

Date

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

1. Agency Position No.

FDI0216

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

Explanation (Show any positions replaced)

New DOI Fire Standard PD  
 Replaces legacy SPD# DOI116

10. Position Status

- Competitive  
 Excepted (Specify in Remarks)  
 SES (Gen.)  SES (CR)

11. Position Is

- Supervisory  
 Managerial  
 Neither

12. Sensitivity

- 1-Non-Sensitive  3-Critical  
 2-Noncritical Sensitive  4-Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment	Forestry Technician	GS	0462	9	rl	10/22/2018
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

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

IHC Superintendent

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

Department of the Interior

c. Third Subdivision

a. First Subdivision

BIA BLM NPS FWS

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. Position Classification Standards Used in Classifying/Grading Position

Flysheet for Forestry Technician, GS-0462, TS-111 Dec 1991, Aid & Technical Work in the Biological Sciences Series, GS-0400, TS-111 Dec. 1991.

Typed Name and Title of Official Taking Action

Renae Lockwood,  
 Classification 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

RENAE  
 LOCKWOOD

Digitally signed by  
 RENAE LOCKWOOD  
 Date: 2018.10.22  
 07:37:07 -04'00'

Date

10/22/2018

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

This position is at the full performance level. Code 4/Supervisory.

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

## Instructions for Completing Optional Form 8

### POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 295, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

- \*1. Enter position number used by the agency for control purposes. See FPM Chapter 312, Subchapter 3.
- \*2. Check one.
  - "Redescription" means the duties and/or responsibilities of an existing position are being changed.
  - "New" means the position has not previously existed.
  - "Reestablishment" means the position previously existed, but had been cancelled.
  - "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
  - The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.
3. Check one.
- \*4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).
- \*5. Enter geographical location if different from that of #4.
6. To be completed by OPM when certifying positions. (See Item 15 for date of OPM certification.) For SES and GS-16/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).
- \*7. Check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Chapter 551.
8. Check box if statement is required. See FPM Chapter 734 for the Executive Personnel Financial Disclosure Report, SF 278. See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interests Statement.
9. Check one to show whether Identical Additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.
10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position.
11. Check one.
  - A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory."
  - A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.
12. Check one to show whether the position is non-sensitive, noncritical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.
13. Enter competitive level code for use in reduction-in-force actions. See FPM Chapter 351.
14. Agencies may use this block for any additional coding requirement.
- \*15. Enter classification/job grading action.
  - For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.
  - For "Pay Plan code, see FPM Supplement 292-1, "Personnel Data Standards," Book III.
  - For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. **For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)."** The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.
16. Enter the organizational, functional, or working title if it differs from the official title.
17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."
- \*18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.
19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.
- \*20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.
- \*21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.
22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."
23. Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Letter 536-1 (to be incorporated into FPM Chapter 536). This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in items #20 and #21 respectively.
24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.
- \*25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e. g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

**Forestry Technician  
Interagency Hotshot Crew Superintendent  
(IHC Superintendent)  
GS-0462-09**

**LEGACY SPD#: DOI116**

**I. INTRODUCTION**

This is a standard wildland fire management position description intended for use in the Department of the Interior (DOI). The employee serves in a field fire management organization as the Superintendent of an Interagency Hotshot Crew (IHC). This position is at the full performance level.

An IHC is composed of a minimum of 18 personnel with a mission of wildland fire suppression. The primary responsibility of the incumbent is the leadership of an effective fire management and all-risk resource. The IHCs are a highly skilled component of the national wildland fire management program. This resource is available for national and international wildland fire suppression, prescribed fire, and other emergency all-risk assignments with cooperating agencies.

This position is in an organization having a firefighting mission, and is in an established career path. Prior firefighting experience, as gained by substantial service in a primary firefighter position or equivalent experience outside the Federal government is a MANDATORY PREREQUISITE for incumbents of this position.

**II. MAJOR DUTIES**

**Program Management (40%)**

In consultation with the Unit Fire Program Manager or Fire Management Officer, participates in the planning, development and implementation of one or several fire management programs including the drafting and implementing of wildland fire projects (either prescribed fire, or wildfire), hazardous fuel mitigation plans, and other land management projects. Independently implements other land management and natural resource projects as assigned.

Participates in the interdisciplinary planning process (e.g., Environmental Assessment, Environmental Impact Statements).

Responsible for providing necessary information for unit fire management budget allocation and priorities. Develops action items and provides recommendations on fire management issues.

Determines preparedness and suppression needs, facilitates procurement, and formulates and prepares project plans for the IHC. Formulates annual IHC budget and maintains a system of accounts to track program expenditures. This includes managing the budget from out-year planning to year-end closure. Approves material and supply orders submitted by subordinates.

Procures capital equipment, provides property management oversight and is accountable for IHC property.

Conducts analyses and identifies alternatives in developing fuels management projects; prepares work plans (e.g., facilities and equipment maintenance, burn plan segments, mechanical fuel reduction); collects data and completes fuels inventories; assesses fire risks and hazards; and performs pre-attack planning.

Supervises the collection of fire data such as fuel loading, tree canopy density, fuel moisture and weather. Analyzes data for input into fire management plans or to ensure that prescribed fires are managed within prescription. Monitors fire behavior, fire effects, and fire weather on prescribed fires and wildfires.

Prepares fire prescriptions using fire behavior and smoke dispersal mathematical models.

Evaluates organizational training needs, develops, and implements both technical and agency specific training program for the IHC (e.g., Incident Command System IHC) fire suppression principles, general fire suppression procedures, fire line construction, fire mop-up techniques, small and large fire suppression, communications, use of water, physical conditioning, operation of power saws and portable pumps, safety procedures, and first aid training.)

Ensures and certifies annually that all training requirements of the unit are completed prior to initial assignment.

Represents the bureau as a representative at interagency meetings and public meetings to express the unit, regional, state, or national position and/or to explain the unit fire management program.

Applies appropriate incident business and resource management practices and policies to meet objectives.

### **Operations (40%)**

Serves as Superintendent of an IHC which primarily responds to wildland fire emergencies. Crew may function as an intact crew or in multiple modules. The employee is responsible for making on-site evaluations of incident conditions, making tactical decisions, and determining appropriate responses to include directing subordinate supervisors. Recognizes, reacts to and communicates changes in weather and fire behavior; topography and fuel types; and adapts planned strategies and tactics to identify and relocate fire lines, escape routes and safety zones. Leads the IHC in responding to wildland urban interface/intermix situations.

May be assigned to other fire line supervisory positions for which qualified, or other incident management or prescribed fire positions. Identifies and analyzes suppression tactics and strategies employed on the fires, and revises and/or develops alternatives in view of such factors as fuels, weather, topography and identified values at risk.

Executes prescribed burn plans for complex burn projects in a wide variety of fuel types and implements complex firing operations on wildfire incidents.

Responsible for the maintenance of crew fleet equipment (e.g., crew carriers, fire engines, command vehicles, pickups, and stake bed trucks). Coordinates repairs and schedules maintenance with approved maintenance facilities, securing temporary replacement of vehicles as needed.

**Supervisory Duties (20%)**

Exercises delegated supervisory authorities and responsibilities 20% of the time. The duties of this position are as a first-level supervisor of firefighters in primary/rigorous positions. These authorities exceed those typical of work leaders and include assigning and reviewing work daily, weekly, or monthly; assuring that production and accuracy requirements are met. Plans work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules for completion of work, and approves leave.

Assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees. Coordinates within the unit to ensure that timeliness, form, procedure, accuracy, quality and quantity standards are met. Engages or participates in hiring process for subordinate employees. Evaluates work performance of subordinates, setting standards, monitoring, and final evaluating of subordinate performance. Effects minor disciplinary measures, such as verbal warnings, cautions, and reprimands. May certify time and attendance, and approve travel authorizations and vouchers.

Responsible for the on-the-job safety and health of all employees supervised. Provides leadership, allocates resources, and implements activities to accomplish DOI's multicultural organization direction and Equal Opportunity requirements, goals, policies, and objectives. Ensures all communication - written, oral, visual, signed, and is sensitive to all employees and the public. Creates a work environment that respects the contributions and perspectives of all employees.

**OTHER SIGNIFICANT FACTS**

The qualification requirements specified in the Standards for Interagency Hotshot Crew Operations must be met prior to entrance into this position.

This position is subject to the qualifications and additional required training specified in the Interagency Fire Program Management (IFPM) Qualifications Standards and Guide.

Prior wildland firefighting experience on the fireline is a mandatory requirement.

Incumbent is subject to medical examination and must pass the work capacity test for arduous positions.

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

Position requires a valid state driver's license.

Performs other similar duties as assigned.

### III. FACTOR LEVELS

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

(Level 1-6, 950 points)

Comprehensive knowledge of interagency (federal, state, and local cooperators) wildland fire suppression tactics and procedures, fuel types and fire behavior, fire management objectives and policies, fire preparedness, and firefighting strategies and tactics pertinent to initial attack, large wildfire management actions. Additionally the position requires an extensive familiarity with wildland fire urban interface/intermix situations and an in-depth knowledge of wildland firefighting methods and practices as performed on the fire line.

Excellent knowledge of land use and resource management practices and policies, to include fuels management practices and policies sufficient to independently gather, analyze, and interpret data used in the development of fuels treatment and burn plans; and to execute prescribed burn projects.

Knowledgeable in the areas of program management, budget, procurement, and property/fleet management policies, procedures, regulations, and guidelines.

Thorough knowledge and understanding of supervisory policies, procedures and methods in order to manage a diverse workforce. Knowledge of processes and sources of training, agency/interagency qualifications and certification standards and procedures.

Knowledgeable of incident business management regulations and procedures (e.g., reporting unsafe conditions, reporting on-the-job injuries, work/rest guidelines) and incident command system organization.

Skill in coordinating, facilitating, and instructing wildland fire suppression and prescribed fire training.

Knowledge of fire safety and risk management practices and procedures to prevent injury, property damage, and loss of life.

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

#### Factor 2 - Supervisory Controls

(Level 2-3, 275 points)

The supervisor initially provides direction on the priorities, objectives, and/or deadline for types of work covered by precedent. New or unusual assignments may be accompanied with a general background discussion

The employee identifies the work to be done to fulfill project requirements and objectives, plans and carries out the procedural and technical steps required, seeks assistance as needed, and independently coordinates work efforts with outside parties.

The employee's work is evaluated for judgement and methods used in solving problems, and meeting project objectives and deadlines. During fire or incident assignments review is provided by a variety of supervisory personnel from the incident to which the employee's unit has been assigned.

**Factor 3 - Guidelines**

**(Level 3-3, 275 points)**

Assignments are undertaken within the framework of new or changing guidelines which are general in nature and not always directly applicable to assignments to be performed. Guidelines can include federal regulations, policies, and directives with an understanding of the agencies' missions. Employee uses judgment in application of guidance found in manuals, publications, fire management plans, cooperative agreements, technical publications, and operations and mobilization guides.

The employee uses personal judgement in selecting and applying guidelines, adapting guidelines to situations not specifically addressed, and solving daily problems without assistance.

**Factor 4 - Complexity**

**(Level 4-3, 150 points)**

Program management duties require different and unrelated processes and methods such as coordinating the work of the crew with the fire and fuels management program; property, procurement and fleet management; training and instruction; the development of fuels management projects; the preparation of work plans, and the preparation of prescribed burn plan segments. Programs have well established administrative requirements, procedures, methods, and timeframes. Employee is responsible for the leadership of an IHC that is subject to dispatch to any part of the United States or foreign countries following mobilization standards. Incident Management Teams typically use IHCs in the most critical portion of the fireline and expect crews to operate successfully in variable conditions.

The primary responsibility of the employee on incidents and prescribed fire projects is to be aware of environmental influences and fire behavior and make judgements and adjust tactics as conditions change. Complex variables such as weather, fuels (type and condition), topography, fire behavior, management objectives and resource protection concerns, strategies and tactics, resource availability and capability, employee and public safety, etc., must be considered in making critical decisions under pressure during emergency situations.

The complexity of the work is reflected in the interagency coordination required, the number of people involved at all levels of the fire organization, and the intricacies of managing a balanced program.

**Factor 5 - Scope and Effect**

**(Level 5-3, 150 points)**

The employee has an ongoing responsibility for oversight and maintenance of the 18 person IHC program. This includes supervising subordinate staffs performing highly specialized fire suppression and fire management support work, including coordination with others outside the immediate unit in the development, implementation and execution of wildfire suppression response plans.



In addition to minimizing the loss of natural resources, property or life, the work affects the adequacy of existing staffing and programs, equipment systems, and both current and future long range operational work plans of the wildland fire management program.

**Factors 6 & 7 - Personal and Purpose of Contacts (Level 2b, 75 points)**

Personal contacts are with wildfire response agency employees, and others inside and outside the fire organization. Contacts frequently involve personnel from outside the immediate organization such as representatives of State or local government or other federal agencies. Other contacts include visitors, private landowners, tribal representatives, and emergency coordinators.

The primary purpose is to plan and conduct wildfire response or projects, exchange necessary information, explain the need to adhere to laws or rules, resolve problems or the needs of the organizational unit. The employee also coordinates projects, ensures compliance with established safe firefighting practices, solves operational problems, resolves conflicts, and conducts training.

Contacts can occur under stressful and emotionally demanding situations such as with property owners in emergency situations where all involved are usually working toward a common goal and generally are reasonably cooperative. Contacts with the general public during incident operations may be with landowners to resolve operational tactics, encourage and/or require evacuation, or to ensure the safety of others including the public.

**Factor 8 - Physical Demands (Level 8-3, 50 points)**

Essential functions require arduous exertion for protracted periods of time such as, but not limited to, extensive running, walking, climbing, kneeling, stooping, pulling hoses, jumping and twisting.

Duties involve 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 activities performed in emergencies under adverse environmental conditions and over extended periods of time. Operation of some specialized fire equipment can place extended physical stress on the employee during fire activities.

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

The work is primarily performed in forest, desert, and range environments in steep terrain where surfaces may be extremely uneven, rocky, covered with vegetation, and in smoky conditions, etc. Temperatures vary from above 100 degrees F to below freezing. Risks include smoke inhalation, fire entrapment, snake or insect bites and stings, exposure to excessive machinery noise, and falling and rolling material. Employee must adjust and cope with exposure to adverse weather

elements, dust and smoke, poor sleeping and eating conditions and unpredictable sets of circumstances.

Employee 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 fixed-wing or rotor-wing aircraft.

<b>Evaluation Summary</b>	<b>Final Level</b>	<b>Points</b>
Knowledge Required by the Position	1- 6	950
Supervisory Controls	2- 3	275
Guidelines	3- 3	275
Complexity	4- 3	150
Scope and Effect	5- 3	150
Personal Contacts	2	
Purpose of Contacts	b	75
Physical Demands	8- 3	50
Work Environment	9- 3	50
Total points		1975
Point range		1855-2100
<b>Final Grade:</b>		<b>GS-9</b>
<b>Official Title: Forestry Technician (Fire)</b>		<b>SPD # FDI0216</b>
Standard(s) used to evaluate the position: Flysheet for Forestry Technician, GS-0462, TS-111 Aid & Technical Work in the Biological Sciences Series, GS-0400,TS-111 Dec 1991		
Comments: This position is at the full performance level.		