



**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: Prescribed Fire/Fuels Technician

Standard Position Number: FDI220B/A Series and Grade: GS-0462-08/09

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

The employee serves in a key fire management position in a field fire management organization as a Prescribed Fire/Fuels Technician. Primary responsibilities of the position involve participating in the preparation and implementation of prescribed fire plans, fire effects monitoring plans, manual and mechanical hazardous fuels treatments, and smoke and wildland fire monitoring plans in order to reduce wildfire risk and meet land use plan objectives. This position will supervise a fuels module that ranges in size and duration (generally four to six module/crew members during a fire season). **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: 2019.02.15 09:48:06 -07'00'

WILLIAM (ALAN) SIZEMORE, Human Resources Specialist, DOI

Date

19 February 2019

JOHN F. RUHS, Assistant Director, Fire and Aviation, BLM

Date

2/19/19

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

Date

2/19/19

LEON W. BEN, JR., Director, Branch of Wildland Fire Management, BIA

Date

2/19/19

CHRISTOPHER WILCOX, Chief, Branch of Fire Management, FWS

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: 2019.02.21 15:57:41 -05'00'

For: Deputy Assistant Secretary, Human Capital and Diversity

Date

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
FDI220B

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> Other		3. Service	4. Employing Office Location	5. Duty Station	6. OPM Certification No.
Explanation (Show any positions replaced) New DOI Fire Standard PD Replaces legacy SPD# DOI120		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		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) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 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	8	rl	02/13/2019
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) Prescribed Fire/Fuels Technician	17. Name of Employee (if vacant, specify)
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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)
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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. Typed Name and Title of Official Taking Action Rena Lockwood, Classification Program Manager	22. Position Classification Standards Used in Classifying/Grading Position Grade Level Guide for Aid and Technical Work in the Biological Sciences Series, GS-0400, TS-111, dated December 1991; and Position Classification Flysheet for Forestry Technician. 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: 2019.02.13 07:57:05 -05'00'	Date 02/13/2019

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

24. Remarks
This position has a full performance level of GS9. Supervisory code 4.

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
Prescribed Fire/Fuels Technician
GS-0462-08**

LEGACY SPD#: DOI120

I. INTRODUCTION

This is a standard wildland fire management position description intended for use in the Department of the Interior (DOI). As a developmental position, the incumbent is provided appropriate training and developmental assignments to assume the full performance position which is identified as a key fire management position in a field fire management organization as a Prescribed Fire/Fuels Technician. This position has a full performance level of GS-09.

Primary responsibilities of the position involve participating in the preparation and implementation of prescribed fire plans, fire effects monitoring plans, manual and mechanical hazardous fuels treatments, and smoke and wildland fire monitoring plans in order to reduce wildfire risk and meet land use plan objectives. The employee considers prescribed fire/fuels management, smoke management, fuels modification principles and procedures, fire effects knowledge, and knowledge of scientific data collection and analysis principles into the development and implementation of procedures and practices. As required, this position will assist a Module Leader or other senior staff in supervising a varied size module.

II. MAJOR DUTIES

Program Management (25%)

Participates in the planning, implementing and coordination of all aspects of the prescribed fire and fuels management program. Provides technical assistance in program direction, short- and long-range planning; budgeting; and, managing wildfire suppression, fuels management, and prescribed fire programs.

Researches the effects and behavior of prescribed fire to assist in the development of short-term fire management objectives and strategies. Evaluates prescription treatments, monitoring methods, and new technologies and, as appropriate, makes refinements to improve the organization's effectiveness.

Reviews and comments on all sections of the Fire Management Plan pertaining to prescribed fire and fuels treatments when necessary.

Planning (25%)

Participates in the development of new and/or recommendation for modifications of existing plans and schedules for prescribed fire, wildfire response, and fuels treatment projects. Uses input from the interdisciplinary team, annual objectives, and management direction to develop and recommend schedule of treatment.

Plans, conducts surveys and evaluates data to develop prescriptions for prescribed fire and wildfire response.

Reviews project plans and makes recommendations on appropriate levels of monitoring. Establishes study plots to assess fire and fire suppression impacts on the ecosystem. Develops and refines plot characteristics, frequency of visits, subjects to be measured, and data storage and analysis techniques.

Plans and conducts project assessments which determine the presence or absence of hazardous wildland fuels. Information on fuel conditions and predictions of fire behavior are collected through a variety of methods, including field surveys, computer modeling, and specific literature searches. Results are used in the determination and prioritization of prescribed fire and mechanical treatment projects.

Reviews alternatives and prepares a wide variety of prescribed fire/fuels management plans following the interagency template.

Utilizes fire model applications to analyze fire behavior and fire effects observation data.

Operations (30%)

Participates in the implementation and participates in the technical aspects of the prescribed fire operations, ensuring that preparation, ignition, holding, mop-up, and rehabilitation are completed to the standards specified and in accordance with regulations, policies, and guidelines. Monitors fire behavior, evaluates fire effects, identifies potential problems and makes recommendations.

Conducts fuels management inventories and monitoring to document presence, amount, and types of hazardous fuels. Utilizes this information to participate in prioritizing prescribed fire and fuels management projects.

Conducts field reconnaissance of prescribed fire/fuels treatment units, summarizes field findings and makes recommendations on appropriate prescriptive criteria for meeting land management objectives. Responsible for record keeping associated with fuels management.

Identifies and recommends options for addressing training needs to support prescribed fire and fuels management programs.

Participates in wildland 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 fire suppression activities, with emphasis on those used for the particular function assigned.

Participates in preparedness reviews, proficiency checks and drills, safety sessions, and after action reviews. Ensures own and other's welfare and safety in all aspects of the assignment.

Supports wildfire response activities.

Supervision and Safety (20%)

Assists the Module Leader or other senior staff in the technical and administrative supervision of a fuels module that ranges in size and duration (generally four to six module/crew members during a fire season). Participates in the establishment, definition, and planning of work assignments for the module. Coordinates project/work schedules with Fire/Field or District (or equivalent) Office staff. Reports changes in the module status for daily situation updates as required/requested.

Provides leadership and implements activities to accomplish DOI's multicultural organization direction and Equal Opportunity requirements, goals, policies, and objectives. Develops and delivers communication (written, oral, visual, signed) in a non-discriminatory manner that is sensitive to all employees and the public. Assists in creating a work environment that respects, appreciates, and accepts the contributions and perspectives of all employees.

Assists in the development and implementation of a training program to ensure crew safety and welfare is compliant with applicable requirements. Ensures work conditions conform to Department/bureau safety programs. Identifies and recommends corrective actions for job safety and health hazards, instructs employees on safety requirements of assignments, reviews and reports loss incidents in accordance with Department/bureau and OWCP regulations. Identifies corrective measures for violations of the Occupational Safety and Health Act standards in the workplace.

OTHER SIGNIFICANT FACTS

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.

This position requires a valid state driver's license to operate a variety of motor vehicles to transport equipment, supplies, crewmembers, and others (as required).

May require certification to use/operate specialized firing equipment.

This is a Testing Designated Position (TDP) under the Department of the Interior Drug-Free and Alcohol-free Workplace Program.

This position may involve performing strenuous activities under rigorous fieldwork conditions during emergency situations requiring above average physical performance, endurance and superior conditioning. Operation of some specialized fire equipment can place extended physical stress on employee during fire activities.

Performs other similar duties as assigned.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position

(Level 1-6, 950 points)

Knowledge of and the ability to apply bureau and Departmental policies, directives, guidelines and practices regarding wildfire suppression, and prescribed fire and fuels treatment operations to participate in the technical aspect of planning, implementation, coordination and management of a prescribed fire and fuels management program.

General knowledge of natural resource management principles and practices and an understanding of the interrelatedness or applicability to fuels and wildfire management to participate in the technical aspect of preparing prescribed fire plans, fire effects monitoring plans, manual and mechanical hazardous fuels treatments, and smoke and wildland fire monitoring plans in order to reduce wildfire risk and meet land use plan objectives.

General knowledge of fire ecology principles and the effects of fire on natural resources as they apply to local fuel and vegetation types, weather, fire behavior and the methods used to monitor, analyze, and predict fire behavior.

Knowledge of prescribed fire and fuels management principles, techniques, and tactics sufficient to participate in the technical aspect of planning, implementing, and participating in fuels projects.

Knowledge of the requirements imposed by environmental laws, regulations, and policies to support treatments and planning documents and activities.

Knowledge of and skill in utilizing methods for the collection, storage, retrieval and analysis of results from fuels monitoring activities to improve the efficiency and effectiveness of wildfire prevention and response.

Basic knowledge of budget policies, procedures, and techniques sufficient to prepare and track budgets.

Knowledge of Department and bureau reporting requirements and procedures to ensure accurate and timely responses and/or submissions.

Knowledge of accepted fire safety practices and procedures to ensure the welfare and safety in all aspects of the work for self and others.

Oral and written communication skills sufficient to prepare reports, present training, coordinate work efforts.

Knowledge of administrative supervisory procedures and methods in order to assist in the management of a fuels module that consists of four to six crewmembers.

Factor 2 - Supervisory Controls

(Level 2-2, 125 points)

In a developmental training capacity, works under the direction of the supervisor and/or appropriate fire management staff who provides instructions and explanations on assignments and provides guidance on work in progress, moving from simple to more complex in nature assignments as the employee gains experience. The employee is responsible for independently carrying out recurring work assignments. Completed work is reviewed by the supervisor/senior fire management staff for accuracy, adequacy, and compliance with instructions and procedures.

Factor 3 - Guidelines

(Level 3-3, 275 points)

General guidance can be found in Department and bureau published directives such as: wildland fire/fuels operations manuals, safety regulations, handbooks, and guides.

Specific guidance is also contained in the fire management plan, natural and cultural resource plans, interagency agreements, and memoranda of understanding. Adaptation and extension of these guidelines is necessary in situations not specifically covered. There are a considerable number of variables that are unique to each project, requiring the employee to develop new approaches and exercise judgment.

Resourcefulness and experienced judgment are used in interpreting guidelines and references to solve operational problems or assist with the planning process.

Factor 4 - Complexity

(Level 4-2, 75 points)

In a developmental training capacity and working closely with the supervisor and/or appropriate senior fire management staff, the employee works on routine assignments or projects that are developmental in nature that will increase in complexity as the employee develops the competencies required to perform the duties and responsibilities of the full performance SPD which serves as a key position in the assigned fire management unit, providing assistance in a variety of complex administrative and technical prescribed fire, wildfire response, and fuels management support functions, each involving numerous procedures and operating requirements.

The employee must consider and evaluate a wide array of factors ranging in complexity, such as environmental influences (weather and terrain) and fire behavior, fuels (type and condition), management objectives and resource protection concerns, strategies and tactics, resource availability and capability, employee and public safety, fuels treatment projects, resource and property values at risk, smoke management requirements, multiple jurisdictions, frequent use of aviation operations or support; and intra-/inter-agency coordination requirements before determining, selecting and applying appropriate courses of action within established and standard practices.

Due to the nature of fire management work, the employee will have to react quickly and perform multiple, unrelated simultaneous assignments along with other competing demands in the work environment. At times, decisions may need to be made under time-critical conditions.

Factor 5 - Scope and Effect

(Level 5-2, 75 points)

In a developmental training capacity and works independently on routine assignments involving the application of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope.

As the employee gains experience assignments will moving from simple to more complex in order to assume the full responsibilities described in the full performance SPD where the work involves performing complex fire management support work and to assist in the development of wildfire response, prescribed fire, and fuels treatment plans; to assist others in the implementation of these plans; and to collect information for scientifically based management of prescribed fire operations. The effect of the work performed is to minimize loss of natural resources, improvements, property or life as well as contributes to the design and execution of projects, the accuracy and acceptability of findings and recommendations, and provides an essential basis for management conclusions and plans.

Factors 6 & 7 - Personal Contacts & Purpose of Contacts

(Level 2b, 75 points)

Primary contacts are with wildland fire, prescribed fire, and fuels treatment project personnel, and others in non-fire functions. Additional contacts involve personnel from other local, state, federal, and tribal agencies; as well as contractors, news media, local community leaders, cooperators, and the general public.

The primary purpose of contacts is to provide information, plan and conduct wildfire suppression, prescribed fire, and fuels treatment projects. Contacts also involve coordinating activities, ensuring compliance with established safe practices, solving operational problems, resolving conflicts, and conducting training.

Factor 8 - Physical Demands

(Level 8-3, 50 points)

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.

Factor 9 - Work Environment

(Level 9-3, 50 points)

Work is perform both in-doors (office) and out-of-doors (field work). Office conditions require long periods of sitting, working with computers and general lifting, and bending and reaching. Field conditions are performed in various conditions and often involve steep terrain where surfaces may be extremely uneven, rocky, covered with vegetation, and in smoky conditions.

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. Personnel must adjust and cope with exposure to adverse weather elements, dust and smoke, poor sleeping and eating conditions and unpredictable sets of circumstances. The 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.

Evaluation Summary	Final Level	Points
Knowledge Required by the Position	1-6	950
Supervisory Controls	2-2	125
Guidelines	3-3	275
Complexity	4-2	75
Scope and Effect	5-2	75
Personal Contacts & Purpose of Contacts	2b	75
Physical Demands	8-3	50
Work Environment	9-3	50
Total Points:		1675
Final Grade:		GS-08
Official Title: Forestry Technician	SPD#: FDI220B	
Standard(s) used to evaluate the position	Grade Level Guide for Aid and Technical Work in the Biological Sciences Series, GS-0400, TS-111, dated December 1991; and Position Classification Flysheet for Forestry Technician, GS-0462, TS-111, dated December 1991	
Comments: Major duties account for 100% of time. This position has a full performance level of GS-09.		

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
FDI220A

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
Explanation (Show any positions replaced) New DOI Fire Standard PD Replaces legacy SPD# DOI120		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		13. Competitive Level Code	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		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	02/13/2019
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)
Prescribed Fire/Fuels Technician

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment
Department of the Interior

a. First Subdivision
BIA BLM NPS FWS

b. Second Subdivision

c. Third Subdivision

d. Fourth 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
Grade Level Guide for Aid and Technical Work in the Biological Sciences Series, GS-0400, TS-111, dated December 1991; and Position Classification Flysheet for Forestry Technician.

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.

Typed Name and Title of Official Taking Action
Rena Lockwood,
Classification Program Manager

Signature: RENAE LOCKWOOD
Digitally signed by RENAE LOCKWOOD
Date: 2019.02.13 07:57:05 -05'00'

Date: 02/13/2019

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. Supervisory code 4.

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

Instructions for Completing Optional Form 8 POSITION DESCRIPTION

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 - "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).
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- *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.
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- 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
Prescribed Fire/Fuels Technician
GS-0462-09**

LEGACY SPD#: DOI120

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 key fire management position in a field fire management organization as a Prescribed Fire/Fuels Technician. This position is at the full performance level.

Primary responsibilities of the position involve participating in the preparation and implementation of prescribed fire plans, fire effects monitoring plans, manual and mechanical hazardous fuels treatments, and smoke and wildland fire monitoring plans in order to reduce wildfire risk and meet land use plan objectives. The employee considers prescribed fire/fuels management, smoke management, fuels modification principles and procedures, fire effects knowledge, and knowledge of scientific data collection and analysis principles into the development and implementation of procedures and practices. This position will supervise a fuels module that ranges in size and duration (generally four to six module/crew members during a fire season).

II. MAJOR DUTIES

Program Management (25%)

Participates in planning, implementing and coordinating all aspects of the prescribed fire and fuels management program. Provides technical assistance in program direction, short- and long-range planning; budgeting; and, managing wildfire suppression, fuels management, and prescribed fire programs.

Researches the effects and behavior of prescribed fire to assist in the development of short-term fire management objectives and strategies. Evaluates prescription treatments, monitoring methods, and new technologies and, as appropriate, makes refinements to improve the organization's effectiveness.

Reviews and comments on all sections of the Fire Management Plan pertaining to prescribed fire and fuels treatments when necessary.

Planning (25%)

Develops and recommends plans and schedules for prescribed fire, wildfire response, and fuels treatment projects. Uses input from the interdisciplinary team, annual objectives, and management direction to develop and recommend schedule of treatment.

Plans, conducts surveys and evaluates data to develop prescriptions for prescribed fire and wildfire response.

Reviews project plans and makes recommendations on appropriate levels of monitoring. Establishes study plots to assess fire and fire suppression impacts on the ecosystem. Develops and refines plot characteristics, frequency of visits, subjects to be measured, and data storage and analysis techniques.

Plans and conducts project assessments which determine the presence or absence of hazardous wildland fuels. Information on fuel conditions and predictions of fire behavior are collected through a variety of methods, including field surveys, computer modeling, and specific literature searches. Results are used in the determination and prioritization of prescribed fire and mechanical treatment projects.

Reviews alternatives and prepares a wide variety of prescribed fire/fuels management plans following the interagency template.

Utilizes fire model applications to analyze fire behavior and fire effects observation data.

Operations (30%)

Implements and participates in the technical aspects of the prescribed fire operations, ensuring that preparation, ignition, holding, mop-up, and rehabilitation are completed to the standards specified and in accordance with regulations, policies, and guidelines. Monitors fire behavior, evaluates fire effects, identifies potential problems and makes recommendations.

Conducts fuels management inventories and monitoring to document presence, amount, and types of hazardous fuels. Utilizes this information to prioritize prescribed fire and fuels management projects.

Conducts field reconnaissance of prescribed fire/fuels treatment units, summarizes field findings and makes recommendations on appropriate prescriptive criteria for meeting land management objectives. Responsible for record keeping associated with fuels management.

Identifies and provides for training needs to support prescribed fire and fuels management programs.

Participates in wildland 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 fire suppression activities, with emphasis on those used for the particular function assigned.

Participates in preparedness reviews, proficiency checks and drills, safety sessions, and after action reviews. Ensures own and other's welfare and safety in all aspects of the assignment.

Supports wildfire response activities.

Supervision and Safety (20%)

Exercises the minimum supervisory authorities and responsibilities 20% or less of duty time to a fuels module that range in size and duration (generally four to six module/crew members during a fire season).

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. Evaluates work performance of subordinates. Effects minor disciplinary measures, such as verbal warnings and cautions. 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) is non-discriminatory and is sensitive to all employees and the public. Creates a work environment that respects, appreciates, and accepts the contributions and perspectives of all employees.

Provides for crew safety and welfare and implements a training program in compliance with applicable requirements. Ensures work conditions conform to Department and bureau safety programs. Identifies and correct job safety and health hazards, instructs employees on safety requirements of assignments, reviews and reports loss incidents in accordance with agency and OWCP regulations. Identifies corrective measures for violations of the Occupational Safety and Health Act standards in the workplace.

OTHER SIGNIFICANT FACTS

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.

This position requires a valid state driver's license to operate a variety of motor vehicles to transport equipment, supplies, crewmembers, and others (as required).

May require certification to use/operate specialized firing equipment.

This is a Testing Designated Position (TDP) under the Department of the Interior Drug-Free and Alcohol-free Workplace Program.

This position may involve performing strenuous activities under rigorous fieldwork conditions during emergency situations requiring above average physical performance, endurance and superior conditioning. Operation of some specialized fire equipment can place extended physical stress on employee during fire activities.

Performs other similar duties as assigned.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position

(Level 1-6, 950 points)

Knowledge of and the skill in applying bureau and Departmental policies, directives, guidelines and practices regarding wildfire suppression, and prescribed fire and fuels treatment operations to participate in the planning, implementation, coordination and management of a prescribed fire and fuels management program.

General knowledge of natural resource management principles and practices and the interrelatedness or applicability to fuels and wildfire management to participate in preparation of prescribed fire plans, fire effects monitoring plans, manual and mechanical hazardous fuels treatments, and smoke and wildland fire monitoring plans in order to reduce wildfire risk and meet land use plan objectives.

General knowledge of fire ecology principles and the effects of fire on natural resources as they apply to local fuel and vegetation types, weather, fire behavior and the methods used to monitor, analyze, and predict fire behavior.

Knowledge of prescribed fire and fuels management principles, techniques, and tactics sufficient to plan, implement, and participate in fuels projects.

Knowledge of the requirements imposed by environmental laws, regulations, and policies to support treatments and planning documents and activities.

Knowledge of and skill in utilizing methods for the collection, storage, retrieval and analysis of results from fuels monitoring activities to improve the efficiency and effectiveness of wildfire prevention and response.

Basic knowledge of budget policies, procedures, and techniques sufficient to prepare and track budgets.

Knowledge of Department and bureau reporting requirements and procedures to ensure accurate and timely responses and/or submissions.

Knowledge of accepted fire safety practices and procedures to ensure the welfare and safety in all aspects of the work for self and others.

Oral and written communication skills sufficient to prepare reports, present training, coordinate work efforts.

Knowledge of administrative supervisory procedures and methods in order to manage a fuels module that consists of four to six crewmembers.

Factor 2 - Supervisory Controls

(Level 2-3, 275 points)

Supervisor defines objectives and sets priorities and deadlines. The employee works independently to carry assignments through to completion. Work plans for non-routine activities and controversial aspects of assignments are typically discussed with supervisor or the Fire Management Specialist. The supervisor is usually available for consultation and advice on new practices or significantly modified principles and practices. Completed work is reviewed for appropriateness and technical soundness. Methods are not typically reviewed in detail.

Factor 3 - Guidelines

(Level 3-3, 275 points)

General guidance can be found in Department and bureau published directives such as: wildland fire/fuels operations manuals, safety regulations, handbooks, and guides. Specific guidance is also contained in the fire management plan, natural and cultural resource plans, interagency agreements, and memoranda of understanding. Adaptation and extension of these guidelines is necessary in situations not specifically covered. There are a considerable number of variables that are unique to each project, requiring the employee to develop new approaches and exercise judgment.

Resourcefulness and experienced judgment are used in interpreting guidelines and references to solve operational problems or assist with the planning process.

Factor 4 - Complexity

(Level 4-3, 150 points)

The work entails a variety of complex administrative and technical prescribed fire, wildfire response, and fuels management support functions, each involving numerous procedures and operating requirements. The employee must interpret and analyze environmental influences and fire behavior, 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, and employee and public safety must be considered by the employee in making critical decisions under pressure. Additional complexity factors involve conditions such as different types of treatment; higher complexity fuels treatment projects; resource and property values at risk; smoke management requirements; multiple jurisdictions, frequent use of aviation operations or support; and intra-/inter-agency coordination requirements.

Due to the nature of fire management work, the employee will have to react quickly and perform multiple, unrelated simultaneous assignments along with other competing demands in the work environment.

Factor 5 - Scope and Effect

(Level 5-3, 150 points)

The purpose of the work is to perform complex fire management support work and to assist in the development of wildfire response, prescribed fire, and fuels treatment plans; to assist others in the implementation of these plans; and to collect information for scientifically based management of prescribed fire operations. The work directly affects the design and execution of projects, the accuracy and acceptability of findings and recommendations, and provides an essential basis for management conclusions and plans.

Factors 6 & 7 - Personal Contacts & Purpose of Contacts

(Level 2b, 75 Points)

Primary contacts are with wildland fire, prescribed fire, and fuels treatment project personnel, and others in non-fire functions. Additional contacts involve personnel from other local, state, federal, and tribal agencies; as well as contractors, news media, local community leaders, cooperators, and the general public.

The primary purpose of contacts is to provide information, plan and conduct wildfire suppression, prescribed fire, and fuels treatment projects. Contacts also involve coordinating activities, ensuring compliance with established safe practices, solving operational problems, resolving conflicts, and conducting training.

Factor 8 - Physical Demands

(Level 8-3, 50 points)

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.

Factor 9 - Work Environment

(Level 9-3, 50 points)

Work is performed both in-doors (office) and out-of-doors (field work). Office conditions require long periods of sitting, working with computers and general lifting, and bending and reaching. Field conditions are performed in various conditions and often involve steep terrain where surfaces may be extremely uneven, rocky, covered with vegetation, and in smoky conditions.

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. Personnel must adjust and cope with exposure to adverse weather elements, dust and smoke, poor sleeping and eating conditions and unpredictable sets of circumstances. The 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.

Evaluation Summary	Final Level	Points
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 & Purpose of Contacts	2b	75
Physical Demands	8-3	50
Work Environment	9-3	50
Total Points:		1975
Final Grade:		GS-09
Official Title: Forestry Technician	SPD#: FDI220A	
Standard(s) used to evaluate the position	Grade Level Guide for Aid and Technical Work in the Biological Sciences Series, GS-0400, TS-111, dated December 1991; and Position Classification Flysheet for Forestry Technician, GS-0462, TS-111, dated December 1991	
Comments: Major duties account for 100% of time. This position is at the full performance level.		