



**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

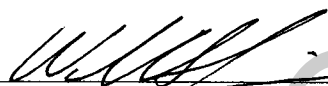
Classification Title: Range/Forestry Technician (Fire)

Organization Title: Prescribed Fire/Fuels Technician

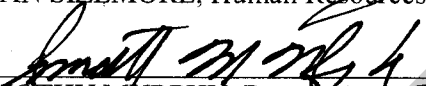
Standard Position Number: DOI120 Series and Grade: GS-0455/0462-08/09

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


The incumbent serves in a key fire management position as a Prescribed Fire/Fuels Technician. Primary responsibilities of this position involve implementation and assisting in the preparation of prescribed fire plans, fire effects monitoring plans, manual and mechanical hazardous fuels treatments, and smoke and wildland fire monitoring plans. The incumbent 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 implementation procedures and practices. **This is an administrative position in an organization having a firefighting mission, and is clearly 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.**


 ALAN SIZEMORE, Human Resources Specialist, DOI

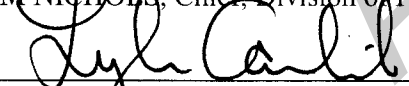
05-28-2010
 Date


 TIMOTHY MURPHY, Deputy Assistant Director (NIFC)


6-3-10
 Date


 TOM NICHOLS, Chief, Division of Fire and Aviation, NPS

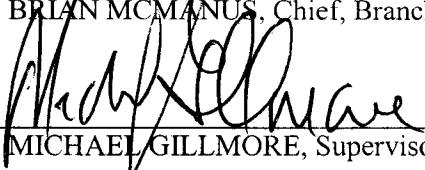
6/2/10
 Date


 LYLE CARILLE, Chief, Branch of Wildland Fire Management, BIA

6/4/10
 Date

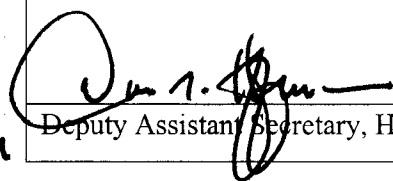

 BRIAN MCMANUS, Chief, Branch of Fire Management, FWS

6/3/2010
 Date


 MICHAEL GILLMORE, Supervisory Program Analyst, DOI

6/7/10
 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:


 Deputy Assistant Secretary, Human Capital and Diversity

6/8/10
 Date

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
DOI120

| | | | | |
|---|--|--|---|---|
| 2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment | 3. Service <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Other | 4. Employing Office Location | 5. Duty Station | 6. OPM Certification No. |
| Explanation (Show any positions replaced) Replaces DOI020 | | 7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" 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 checked="" type="checkbox"/> Neither | 12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical <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 | Range/Forestry Technician (Fire) | GS | 0455/0462 | 09 | TS | 5/18/10 |
| b. Department, Agency or Establishment | | | | | | |
| 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 | c. Third Subdivision |
| a. First Subdivision BIA BLM FWS NPS | 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
GS-0455, GS-0462, Aid and Technical Work in the Biological Sciences Series, GS-0400 TS-111 (12/91)

Typed Name and Title of Official Taking Action
LINDA F. ERWIN, DOI HR
Human Resources Specialist

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 _____ Date 5/18/10


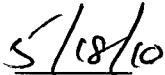
| 23. Position Review | Initials | Date | Initials | Date | Initials | Date | Initials | Date | Initials | Date | |
|--|----------|--|----------|---------------|----------|-----------------|----------|---------|----------|----------------------------|--|
| a. Employee (optional) | | | | | | | | | | | |
| b. Supervisor | | | | | | | | | | | |
| c. Classifier | | | | | | | | | | | |
| Department of the Interior, FLERT Specialist | | This PD has been approved as follows under 5 USC 8336(c) and 8412(d) | | X Firefighter | | Law Enforcement | | Primary | | X Secondary/Administrative | |
| 24. Remarks | | Approval Date | | June 8, 2010 | | | | | | | |

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

POSITION CLASSIFICATION AMENDMENT

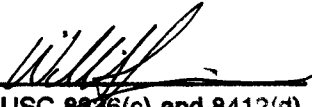
| | | | |
|--|----------------------|---------------------|-------------|
| 1. OFFICIAL HEADQUARTERS | 2. NAME OF INCUMBENT | | |
| 3. ORGANIZATIONAL LOCATION <input checked="" type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION <input type="checkbox"/> AS HEREBY AMENDED | | | |
| IIa. _____ | d. _____ | | |
| b. _____ | e. _____ | | |
| c. _____ | | | |
| 4. CSC TITLE AND BUREAU POSITION NO. DOI120 Range/Forestry Technician (Fire) | SCHEDULE GS | SERIES 0455/0462 | GRADE 08 |
| <input type="checkbox"/> SAME AS PRESENT: AMENDED FOR <input type="checkbox"/> CSC TITLE <input type="checkbox"/> POS. NO. <input type="checkbox"/> SCHEDULE <input type="checkbox"/> SERIES <input checked="" type="checkbox"/> GRADE | | | |

CERTIFICATIONS

| | |
|--|---|
| 5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED. _____ (Signature of Supervisor) _____ (Date) TITLE _____ | 5. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED. <div style="text-align: center;">  Linda F. Erwin, DOI HR (Official Exercising Classification Authority) TITLE HR Specialist </div> <div style="text-align: right; margin-top: 20px;">  (Date) 5/18/10 </div> |
|--|---|

7. DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE AND THE ADDITIONS, DELETIONS, OR REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.

The duties and responsibilities of this position are essentially the same as those described at the GS-09 level except the incumbent functions under closer supervision and controls. When the incumbent of this position becomes fully proficient and is able to perform the duties described more independently, he/she may be noncompetitively promoted to the GS-09 level.

Department of the Interior, FLERT Specialist 

This PD has been approved as follows under 5 USC 8336(c) and 8412(d)

Firefighter _____ Law Enforcement _____
 Primary _____ Secondary/Administrative _____ Sec/Supvy _____
 Approval Date June 8, 2010

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 a false or misleading statement may constitute violations of such statutes or their implementing regulations.

Name Signature and Title of Supervisor

Date

INTRODUCTION

This is a standard wildland fire management position description intended for use in the Department of the Interior (DOI). The incumbent 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 implementation and assisting in the preparation of prescribed fire plans, fire effects monitoring plans, manual and mechanical hazardous fuels treatments, and smoke and wildland fire monitoring plans. The incumbent 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 implementation procedures and practices.

Beginning October 1, 2010, the National Wildfire Coordinating Group (NWCG) incident management qualifications and additional required training specified in the Interagency Fire Program Management (IFPM) Qualifications Standards and Guide apply to all grade levels of this position description.

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

This position requires a valid state driver's license.

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

MAJOR DUTIES:

Program Management (25%)

Assists in planning, implementing and coordinating all aspects of the prescribed fire and fuels management program. Provides assistance in program direction, short- and long-range planning; budgeting; and, managing wildland fire, 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 makes refinements as appropriate to improve the organization's effectiveness.

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

Planning (35%)

Develops and recommends plans and schedules for prescribed fire, wildland fire, 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 wildland fire.

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.

Creates, updates, and uses a database to model and analyze fire behavior and fire effects observation data. Ensures data quality. Ensures proper data storage and archival procedures are followed.

Operations and Safety (40%)

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 wildland fire suppression activities.

Operates a variety of motor vehicles to transport equipment, supplies, crew members, etc.

Uses specialized firing equipment.

FACTORS

Factor 1. Knowledge Required by the Position (Level 1-6, 950 points)

Knowledge of the policies, techniques and practices of wildland firefighting as obtained through substantial service as a primary firefighter of the Federal government or in a similar firefighting position outside the Federal government. This is a mandatory requirement of this position.

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

General knowledge of natural resource management, where the knowledge is directly applicable to fuels management and wildland fire.

General knowledge of the effects of fire on natural resources and fire ecology principles 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 techniques and tactics sufficient to plan, implement, and participate in fuels projects.

Knowledge of methods for the collection, storage, retrieval and analysis of results from fuels monitoring activities.

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

Knowledge of reporting requirements and procedures.

Knowledge of accepted fire safety practices and procedures.

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

Factor 2. Supervisory Controls (Level 2-3, 275 points)

Supervisor defines objectives and sets priorities and deadlines. Incumbent is relied upon to independently 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 agency 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 incumbent 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, wildland fire, and fuels management support functions, each involving numerous procedures and operating requirements. The incumbent 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, employee and public safety, must be considered by the incumbent in making critical decisions under pressure. Adding an additional layer to the complexity are factors 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 incumbent 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 incumbent's work is to perform complex fire management support work and to assist in the development of wildland fire, 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.

Factor 6, Personal Contacts (Level 6-2, 25 points)

Primary contacts are with wildland fire, prescribed fire, and fuels treatment project personnel, and others in non-fire functions. Contacts are also frequently made with personnel from other local, state, federal, and tribal agencies. Other significant contacts include contractors, news media, local community leaders, cooperators, and the general public.

Factor 7, Purpose of Contacts (Level 7-2, 50 points)

The primary purpose of contacts is to provide information, plan and conduct wildland fire, prescribed fire, and fuels treatment projects. Contacts are also made to coordinate activities, ensure compliance with established safe practices, solve operational problems, resolve conflicts, and conduct training.

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

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

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

Office conditions require long periods of sitting, working with computers and general lifting, bending and reaching. Field conditions involve the employee being exposed to noise, dust, heat, weather, aircraft turbulence and the hazards of firefighting such as heat, smoke, and fire behavior. Protective clothing and equipment is required in hazardous environments.

1975 points, GS-9 (1855 – 2100)