

INTRODUCTION

This is a professional recreation advanced trainee position located in the Bureau of Land Management (BLM) at any organizational level with a district recreation program. Work assignments are designed to give advanced training and experience in applying relevant principles and knowledge to a variety of tasks using the methodology, techniques, and practices accepted in recreation, visitor services and wilderness management. Advanced trainees carry out duties which help them to develop an increasingly better understanding of the dimensions of recreation management work.

MAJOR DUTIES

Performs specific portions or minor phases of assignments in support of broad functional activities for which professionals of a higher grade level have overall responsibility. Assignments are typically screened to eliminate difficult or unusual problems.

An advanced trainee performs a variety of assignments such as the following:

Oversees the planning and operation of a recreation program, visitor information services, national monuments, national recreation areas, river programs, wilderness study area or wilderness. May include administration of the fee collection and/or reservation programs.

Inspects recreation area facilities, including trails, and monitors activities of visitors, to assure compliance with BLM standards such as those for health and safety, campsite use, concessions, etc. Notes deficiencies and recommends action to be taken.

Administers assigned recreation permits, including concessionaire operations.

Observes visitor use in order to identify significant patterns. Gathers visitor use data using approved sampling techniques. Collects, assembles and analyzes data for a variety of reports such as environmental analysis and impact statements.

Performs compliance checks for the recreation fee program and general recreation regulations. Reports to supervisor and law enforcement of any non-compliance.

Serves as a contract inspector for recreation oriented service and construction contracts such as toilet pumping, garbage collection and trails construction.

Participates as a member of an interdisciplinary team for a variety of projects, some involving the National Environment Policy Act (NEPA) assessment process.

Plans, conducts and oversees recreation programs including interpretive, environmental education and special events.

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Performs routine facility maintenance, updates visitor site information, and records site condition.

Performs routine visitor contact in the field. Explains site use requirements. Collects recreation use permits in accordance with established procedures. Reports to supervisor and law enforcement of any non-compliance.

Performs visitor contact in the office, on the telephone or on the internet.

As assigned, supervises lower graded employees and Human Resource Program enrollees, such as volunteers. Assigns tasks, facilitates employee development and safety training, and may evaluate performance and recommend employees for recognition and accolades. Resolves minor disciplinary problems and refers more serious disciplinary problems to the supervisor.

Prepares annual project work plans for specific projects indicating job priorities and cost estimates.

Participates in fire suppression activities, as qualified. Makes fire inspections and instructs permittees and recreation users in proper fire prevention methods.

FACTORS

Factor 1, Knowledge Required

FLD¹ 1-6, 950 points

- Professional knowledge of principles, concepts and methodology of recreation, and wilderness management which is typically acquired through a bachelor's degree program in natural resource recreation management, plus skill and knowledge gained through additional work experience that provides the ability to perform recurring assignments independently.
- Knowledge of Department of the Interior (DOI) and BLM programs and governing laws and regulations such as Executive Orders, CFR 2930 and 8300, Solicitor's opinions, case law, manuals, policies, NEPA regulations, Departmental and Bureau manuals, instruction memoranda, administrative procedures, and information bulletins, and policy directives.
- Knowledge of social recreation theory in areas such as visitor behavior, communication styles, and ethnic/cultural differences in visitors.
- Knowledge of recreation visitor needs, including persons with disabilities.
- Ability to express thoughts both orally and in writing.
- Knowledge of the principles of interpretation and environmental education, including knowledge of audio-visual resources and media presentations, sufficient to plan and implement programs.

¹ Factor Level Description.

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- Familiarity with trends in amount and kind of outdoor recreation use and user groups.
- Familiarity with health and safety standards and recreation facility standards sufficient to recognize situations which need corrective action.

Factor 2, Supervisory Controls

FLD 2-2, 125 points

The supervisor provides assignments with general instructions as to the objectives and procedures to be used along with quality, quantity, and timeliness expected. The supervisor provides specific instruction on new assignments.

Work of a repetitive nature is performed independently without specific instructions and/or established procedures using established practices and procedures. Problems not addressed in instruction or guides are discussed with the supervisor for help or a decision.

Work is reviewed on completion for technical accuracy, conformance to instructions, and to ensure that objectives are met or findings and conclusions are supported by fact.

Factor 3, Guidelines

FLD 3-2, 125 points

Guidelines include pertinent laws, regulations, DOI/BLM Manuals and Directives, Land Use and Resource Management Plans, and approved work plans which are detailed and usually are directly applicable to the assigned work.

The employee exercises judgment in locating and selecting appropriate guidelines and making minor deviations to adapt guidelines in specific cases. Situations where existing guidelines are inadequate, or which propose significant deviations, are referred to the supervisor.

Factor 4, Complexity

FLD 4-3, 150 points

Assignments consist of varied continuing and special assignments which are designed to provide diversified experience and a foundation for future responsibility.

Different and unrelated processes and methods are involved. Work requires familiarity with and judgment in selecting alternatives from among a number of standard recreation management principles, methods, and practices to solve relatively limited problems.

Work involves identifying and analyzing various factors and conditions to discern interrelationships and deviations.

Factor 5, Scope and Effect

FLD 5-2, 75 points

The purpose of the work is to provide advanced training to the incumbent in the application of recreation and wilderness management principles and practices, and to assist higher graded employees with routine parts of their assignments.

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Work results affect the overall accuracy, reliability, acceptability, and timeliness of the final work products or services developed or completed by higher graded coworkers.

Factor 6, Personal Contacts & Factor 7, Purpose of Contacts

FLD 2a, 45 points

Personal contacts are with the BLM employees, landowners, permittees and the general public.

Contacts with other BLM employees are for the purpose of giving or obtaining information, advice and direction, requesting comments, or reporting on findings.

Contacts with visitors and recreational users are for the purpose of providing information and obtaining feedback to determine the quality level of customer service.

Factor 8, Physical Demands

FLD 8-2, 20 points

The work requires physical exertion such as walking over rough or mountainous terrain, horseback and off-highway vehicle riding, recurring bending, crouching, or stooping, or similar activities.

Factor 9, Work Environment

FLD 9-2, 20 points

Work will be performed in an office and field environment. Field work hazards include risk of injury from falls, strains, striking against brush and over hanging branches, bites and stings. Work includes occasional exposure to inclement weather such as rain, cold, and heat.