

FF Special Retirement Coverage

Standard Position Description (SPD)# F/24

Certification of CSRS Secondary-Administrative (FF) coverage approval for the above SPD can be found in the signed OPM general coverage certification letter dated 07/29/91.

Certification of FERS Secondary-Administrative (FF) coverage approval for the above SPD can be found in the signed DOI general coverage certification sheet dated 10/02/91.

POSITION DESCRIPTION (Please Read Instructions on the Back)

(R) F 126

1. Agency Position No. F124

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input 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)				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 Interests		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 checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <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. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	Supervisory Range/Forestry Technician*	GS	455/462	07	mlh	11/21/90
d. First Level Review						
e. Recommended by Supervisor or Initiating Office	Supervisory Range/Forestry Technician*	GS	455/462	07	mlh	5/25/90

16. Organizational Title of Position (if different from official title)
Fire Station Manager ()/Crew Supervisor

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment DEPARTMENT OF THE INTERIOR		c. Third Subdivision	
a. First Subdivision Bureau of Land Management		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)

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)	
		L. BARKOW Ch Fire & Aviation	
Signature	Date	Signature	Date
		(signed) L. BARKOW	JAN 18 1991

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-455/462

Typed Name and Title of Official Taking Action
JULIET D. POWELL
Personnel Management 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
Juliet D Powell	11/21/90

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

24. Remarks
SUBJECT TO DRUG TESTING
*Interchangeable based upon primary vegetation of the unit.

Supervisory Range/Forestry Technician, GS-455/462-7
Fire Station Manager (Station)/Crew Supervisor
Position No. F124

INTRODUCTION

This position is located in a BLM fire suppression organization. The primary duties of this position include the supervision and coordination of a group of firefighting crews through subordinate crew leaders and squad/unit leaders. The crew leaders may be assigned to a variety of locations and will generally include a combination of hand crew, engine, and/or helitack crews. The crew supervisor may spend an estimated 25-40% of the time performing line firefighting duties during a normal work season.

DUTIES

- A. The primary purpose of this position is to serve as a work supervisor and coordinator for the crews assigned. The work includes analyzing fire potential and planning stand-by assignments for the crews ensuring that the firefighting support duties are given priority. The work also includes coordination with potential resource project leaders to ensure projects are within the capabilities of the crew(s) and that all standby guidelines will be met. Assigns crews to fires, coordinates project fire assignments with other units. Ensures crews are adequately trained, fire readiness drills and safety sessions are conducted, and vehicles/equipment/tools are maintained and repaired.
- B. Serves as the supervisor for the Fire Station. Participates in the selection of crew members. Assists in developing performance standards, explains standards to employees and assigns performance ratings. Discusses grievances with employees and attempts to resolve them informally. Provides information to supervisor on formal grievances. Assigns crews to projects based on capabilities. Reviews work performed and rejects work which does not meet established standards. Approves leave for short time periods. Monitors and rearranges crew schedules to ensure adequate coverage during peak periods. Recommends overtime for specific situations. Provides firefighting training and follows up to ensure it is being applied. Ensures safety gear and safety precaution guidelines are being followed. Directs the work through subordinate crew leaders.
- C. Serves as Multi-Resource Incident Commander during extended attack, directing the fire line activities and tactics of manpower, equipment, and aircraft. Coordinates with the dispatch office regarding fire behavior, fire conditions, support needs, and problems. Protects fire origin and makes preliminary fire investigation of cause. May serve as Initial Attack Incident Commander for more complex multi-crew fires. Serves on larger fires in positions qualified for and specifically assigned to. Functions in position(s) for which qualified on prescribed burns (Est. 25-40% normal fire seasons).
- D. Serves as an instructor for basic District fire training, including 100-300 level NIFQS/ICS courses.
- E. Responsible for the maintenance and minor repairs to the Station. ensures inventory checks are performed. Oversees cache maintenance activities.

F. Responsible for administrative and technical reports, time reports, equipment use reports, property inventory review forms, and equipment and supply requisitions.

G. If applicable, serves as project inspector for aircraft/helicopter contracts. Coordinates orders and schedules ensuring time standards are met for pilots and aircraft. Maintains logs of aircraft usage. Reports performance problems to the Contracting Officer.

FACTORS

Factor 1, Knowledge Required by the Position

Knowledge of fire behavior, safety in fire suppression operations, fire suppression techniques, methods and procedures sufficient to train and supervise on-the-ground multiple crews through intermediate work leaders in a variety of environmental situations. Prior line firefighting experience and training is required.

Thorough knowledge of fire engine, fire engine hydraulic systems, and air operations is required to train and direct the assigned crewmembers in fire suppression assignments.

Ability to use and train others to safely use and maintain fire suppression hand tools and power equipment.

Knowledge of administrative regulations and guidelines relating to time reports, equipment use reports, injury reports, property accountability procedures, and purchase requisitioning procedures.

Ability to supervise others.

Ability to review guidelines, note problem areas, and recommend solutions.

Must possess a valid state driver's license

Ability to communicate effectively with others in emergency situations in field locations.

Factor 2, Supervisory Controls

The supervisor provides overall guidance, direction and area of assignment. The employee independently plans and carries out routine firefighting, maintenance and repair duties within established procedures, guidelines, and firefighting practices. Work is occasionally checked in progress but, generally, results are evaluated in terms of timeliness and efficiency of actions taken as a part of fire critiques.

Factor 3, Guidelines

Guidelines consisting of Departmental and Bureau manuals, district fire plans, technical manuals, training guidelines, and equipment brochures are available. The employee must select from a number of guidelines and deviate from or adapt the guidelines to meet the emergency situations encountered. The employee recognizes the need for and recommends changes in policies and procedures. The supervisor or other fire control specialists are available if existing guidelines are not applicable or significant deviations appear necessary.

Factor 4, Complexity

The work involves various firefighting assignments using hand, helitack, and engine crews and air operations. Complex engines are assigned to the station. In some cases, subordinate leaders are assigned to detached locations increasing the need for coordination and supervisory skills. Because of the capability of multiple crews and equipment, a number of alternatives may be applicable to any one suppression action. The employee determines the efficiency and effectiveness of actions taken and takes initiative in correcting routine problems through training, readiness exercises, safety sessions, and equipment maintenance and repair activities.

Factor 5, Scope and Effect

The purpose of the position is to serve as a Fire Station Manager in planning and assigning firefighting/firefighting related duties to several subordinate crews following established guidelines and procedures. The firefighting decisions made affects the ability of the District to minimize the acreage burned and the loss of resource values, and the safety of the crews assigned.

Factor 6, Personal Contacts

Personal contacts as a crew supervisor occur with firefighting, aircraft and resource personnel throughout the organization as well as other Federal, state and public wildland firefighting organizations.

Factor 7, Purpose of Contacts

As a crew supervisor, contacts occur not only to obtain information, clarify assignments and report information but also to plan, coordinate and advise on helitack and firefighting efforts in suppression assignments. Employee also participates actively in firefighting critiques to resolve problems encountered in previous suppression actions and to improve procedures.

Factor 8, Physical Demands

This is a mixed office/field position. However, a substantial part of the firefighting duties requires strenuous physical labor on a recurring basis. The employee must meet the established step test and arduous physical requirements established for the position.

Factor 9, Work Environment

Although the primary purpose of this position is administrative in nature, the position includes recurring field assignments with exposure to various terrain, weather, smoke and fire conditions. Special safety precautions and the use of safety equipment are required during helitack, engine, and line firefighting activities and air operations.