



U.S. DEPARTMENT OF THE INTERIOR

Certification of Approval for Special Retirement Coverage

Under the Civil Service Retirement System (5 U.S.C. 8336(c))

Under the Federal Employees Retirement System (5 U.S.C. 8412(d))

Bureau: of Land Management, Bureau-wide standard p.d.

Classification Title: Range/Forestry Technician

Organization Title: Engine Crew Supervisor

Series and Grade: GS-0455/0462-04/05/06

Position Number: F043

Category: Primary - rigorous - FF

RECOMMEND:

Marcia L. Scipres
Bureau Special Retirement Coordinator

03/13/96
Date

* [Signature]
Delegated Official

3/18/96
Date

APPROVAL:

The position described above is approved for special retirement coverage for law enforcement officers and firefighters under the retirement system indicated.

[Signature]
Secretary's Designee - Special Retirement Program

5/8/96
Date

POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS BUREAU OF LAND MANAGEMENT, ISO		2. NAME OF INCUMBENT DARRON WILLIAMS	
3. ORGANIZATIONAL LOCATION <input type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION; <input type="checkbox"/> AS HEREBY AMENDED			
11a. DEPARTMENT OF THE INTERIOR _____		d. IDAHO FALLS DISTRICT _____	
b. BUREAU OF LAND MANAGEMENT _____		e. _____	
c. IDAHO STATE OFFICE _____			
4. CSC TITLE AND BUREAU POSITION NO. SUPERVISORY RANGE TECHNICIAN (F043Q)	SCHEDULE GS	SERIES 455	GRADE 04
_ SAME AS PRESENT; AMENDED FOR: _ CSC TITLE, _ POS. NO., _ SERIES, <input checked="" type="checkbox"/> GRADE			

CERTIFICATIONS

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED IN THIS AMENDMENT.

Anna L. Steele 02-09-96
(Signature of Supervisor) (Date)

for Title ASSOCIATE STATE DIRECTOR

6. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.

John Stewart February 9, 1996
(Signature of Official Exercising Classification Authority) (Date)

Title POSITION CLASSIFICATION SPECIALIST

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

Incumbent must possess a working knowledge of the basic and commonly used rules, and procedures to perform a variety of tasks. The supervisor provides general supervision, offering assistance with new or complex problems.

The work consists of duties involving related steps, processes, or methods. The employee must make a choice among a few easily recognizable differences or situations. The work involves the execution of specific rules, regulations, or procedures and comprises a complete segment of an assignment or project of broader scope.

This position is for young and physically vigorous individuals and is subject to the maximum entry age restrictions.

Special Retirement Coverage:	
<input checked="" type="checkbox"/> Firefighter	OSRS: date approved 5/8/96
<input checked="" type="checkbox"/> Law Enforcement	FERS: date approved 5/8/96
<input checked="" type="checkbox"/> Primary/rigorous	secondary/administrative
	secondary/supervisory

POSITION DESCRIPTION (Please Read Instructions on the Back)

Agency Position No. F043 e
6. OPM Certification No.

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation (Show any positions replaced)	3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location	5. Duty Station	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 HDA 14. Agency Use ID03227

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	ocm: 04					
c. Second Level Review	Supervisory Range/Forestry Technician*	GS	455/462	06	JP	11/21/90
d. First Level Review						
e. Recommended by Supervisor or Initiating Office	Supervisory Range/Forestry Technician*	GS	455/462	06	mlh	05-25-90

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

17. Name of Employee (if vacant, specify)
Darron Williams

18. Department, Agency, or Establishment DEPARTMENT OF THE INTERIOR	c. Third Subdivision Idaho Falls District
a. First Subdivision Bureau of Land Management	d. Fourth Subdivision Field Operations Support Team
b. Second Subdivision Idaho State Office	e. Fifth Subdivision

19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

1. 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 related 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 Cn Fire & Aviation
Signature _____ Date _____	Signature (signed) L. BARKOW Date JAN 18 199

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 revised 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 Juliet D Powell Date 11/21/90

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

Special Retirement Coverage:
 Firefighter GSRS: date approved 5/18/96
 Law Enforcement FEBS: date approved 5/18/96
 primary/rigorous secondary/administrative secondary/supervisory

24. Remarks
 SUBJECT TO DRUG TESTING
 FPL: GS-6
 BUS: 8888
 HC: 400
 *Interchangeable based upon primary vegetation of the unit.
 This position is for young and physically vigorous individuals and is subject to the maximum entry age restrictions.

Supervisory Range/Forestry Technician, GS-455/462-6
Engine Crew Supervisor
Position No. F043

INTRODUCTION

This position is located in a District fire suppression organization. The employee is assigned to a medium or heavy-weight engine crew and serves on a recurring basis as the working crew supervisor for multiple engine initial attack fire suppression efforts. May serve as an engine operator also. The duties include participating in engine operations on the fireline and in the minor repair and maintenance of fire fighting vehicles, equipment, and tools. The employee supervises a small force of 3-4 employees on a regular basis with additional employees being supervised for short periods of time as back-up crews are assigned during fire emergencies. Incidental duties relating to the fire suppression program or other resource programs may be assigned during stand-by periods.

DUTIES

A. The primary purpose of this position is to serve as an working engine crew supervisor coordinating the work of a fire engine and crew. Accompanies crew to the fire line and serves as an Initial Attack Incident Commander. Determines probable cause of fires, protects origin, and completes fire reports. Analyzes fire conditions and determines attack methods. Serves as a supervisor of additional engines and crews on larger fires. Assigns engines/crews to specific fire fighting operations commensurate with their training and experience. Operates or directs the operation of engines and oversees the use of pumps and hoses as well as a variety of specialized tools, equipment, and techniques while actively suppressing wild fires. Directs the use of a variety of specialized tools, equipment and techniques in actively suppressing fires. Scouts and locates lines. Directs line construction, back fire and burn out, hose layout and pumping, tree falling, mobile and stationary engine attack, and holding/patrol/mop up operations.

B. Functions in the positions for which qualified during prescribed burns. May serve during fire emergencies in other SOF or Incident Command System (ICS) positions for which trained and qualified.

C. Directs the maintenance and repair of vehicle(s), equipment and tools. Participates in the spring activation and fall winterizing of equipment. Assists the crew(s) in more difficult maintenance tasks. Ensures adequate supplies are available. Participates in fire readiness drills. Assists with crew training, especially in conducting on-the-job follow up to formal training, crew readiness exercises, and tail-gate safety sessions. Receives specialized training under the ICS.

D. Spends from 10-20% of the time in administrative related activities such as timekeeping, requisition of supplies, equipment use reports, etc. As assigned, serves as acting engine crew foreman or station manager.

E. Spends from 10-15% of the time in supervisory duties such as assigning work projects, coordinating resource projects with resource personnel to ensure supplies and equipment are available to complete the projects, reviewing work to ensure it meets established standards, approving leave, selecting or participating in the selection of employees, determining need for and recommending employees for formal training, conducting informal training,

providing procedures and guidelines for administrative functions, completing end-of-season performance ratings, recommending employees for reassignment/promotion, and resolving informal grievances.

FACTORS

Factor 1, Knowledge Required by the Position

Knowledge of fire suppression tactics, methods, and procedures to be used in various types of fuels and under a variety of weather and terrain conditions often involving multiple engines/crews is required. Prior wildland firefighting experience is required, including experience on an engine crew.

Knowledge of fire behavior including causes of fire; and the influence of wind, slope, topography, and fuel moisture on fire is required.

Ability to plan effective and economical fire suppression tactics for initial attack actions adapting the plans to meet the fire situations and resource values encountered.

Skill in the use, maintenance and recurrent repairs for hoses, pumps, chain saws, and other power and hand tools to (1) operate and maintain equipment, and (2) train and supervise crewmembers in the operation and maintenance of equipment.

Knowledge of the personnel and administrative functions pertaining to the crew in often detached locations (time reports, overtime and fire standby procedures, travel authorizations, travel vouchers, equipment use reports, emergency requisitions, reporting lost or damaged property, injury reporting procedures, and property inventories).

Must have the ability to supervise and coordinate the work of others.

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

Must have a valid state drivers license for operating assigned vehicles.

Factor 2, Supervisory Controls

The employee receives assignments from the supervisor in terms of what is to be done and the resources available to accomplish the assignments. The employee serves as a Crew supervisor/Incident Commander responsible for analyzing situations and determining methods and procedures to be used in carrying out the assignments, within the established instructions, policies and previous training and accepted fire suppression practices. Additional assistance is available in larger, more complex fire situations and in coordinating more involved projects. Dependent upon the project, work is reviewed in progress or upon completion in terms of meeting objectives in a safe and efficient manner within the established guidelines.

Factor 3, Guidelines

Procedures for performing the fire fighting duties have been established, were included in training sessions, and for some parts of the work are available in printed materials (equipment operation and maintenance guides, etc.). The

employee works independently on a small fire occurrence unit with limited choices due to equipment and personnel assigned. The employee must select and adapt procedures to meet the specific emergency situations encountered. The supervisor or other fire suppression personnel are available for assistance in situations where routine methods and procedures are insufficient. The employee recognizes the need for and recommends changes to operating guidelines and procedures.

Factor 4, Complexity

The work consists primarily of supervising and working with crews on the fireline, operating fire engines, and in maintaining fire equipment and tools, but some administrative duties are also assigned. The single crew and/or capability of one extremely complex large all-terrain fire engine limits the alternatives available in taking initial attack actions. Fires normally encountered in these positions vary little in size, intensity and potential scope. The employee on a recurrent basis may be assigned to larger fires to coordinate a number of activities simultaneously (several tank trucks or a tank truck with hand crew(s)) in carrying out suppression assignments. The actions taken on larger fires vary with the capabilities of crew(s) and engines, fuel types, fire weather conditions, and the resource values concerned as outlined by higher level suppression supervisors.

Factor 5, Scope and Effect

The primary purpose of the work is to serve as a working crew supervisor (1) to operate a fire engine during fire fighting efforts, and (2) to maintain and repair fire fighting vehicles, equipment, and tools. The work performed by the employee and crew contributes to the effectiveness of the fire fighting organization in suppressing wild fires and protecting resource values. The fire fighting decisions made also affects the safety and welfare of the assigned crew members.

Factor 6, Personal Contacts

Personal contacts as a crew leader on small fires within the assigned area or individual crew member on larger fires responsible for a major segment of the fire fighting operations occur with other fire fighting personnel throughout the organization as well as other Federal, State and public wild land fire fighting organizations in the suppression of wild fires.

Factor 7, Purpose of Contacts

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

Factor 8, Physical Demands

This fire fighting position requires strenuous physical labor on a recurring basis. The employee must meet the established step test and arduous physical requirements for the position.

Factor 9, Work Environment

This 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. An estimated 30% of the time may be spent in an administrative environment.