U.S. DEPARTMENT OF THE INTERIOR
Certification of Position Approval for Retirement Under 5 USC 8336(c) and 8412(d)

[X] Approved under the Civil Service Retirement System, 5 USC 8336(c)

[X] Approved under the Federal Employees Retirement System, 5 USC 8412(d)

Category of Coverage: Primary - Rigorous

Bureau: of Land Management - Bureau-wide ~~(ANY DOI BUREAU USING IDENTICAL PD WITH THIS NUMBER)~~

Classification Title: Supervisory Range/Forestry Technician (Fire)

Organization Title: Fire Operations Supervisor

Position Number: F126 Series and Grade: GS-0455/0462-06/07

RECOMMENDATION FOR COVERAGE REVIEW:

Primary rigorous coverage is recommended for this position. Special retirement coverage under both CSRS and FERS is requested.

Primary duties are directly connected with the control and extinguishment of fires. Duties are rigorous and employment is limited to young and physically vigorous individuals.

Directs and performs wildland fire suppression efforts in initial attack and in follow-up. Serves as Burn Boss, Ignition Specialist or other designated position to insure the safe and effective conduct of the prescribed burn. Ensures readiness of wildland fire equipment and personnel. Agency or Interagency crews perform work directly related to wildland fire suppression and control activities including suppression, preparedness, prevention, prescribed burning, monitoring and hazardous fuel reduction.

Bureau Program Designee, Ronald L. Dunton — Date: 2-23-00

DOI Fire & Law Enforcement Team Lead, Marcia L. Scifres — Date: 02/22/2000

Director, Office of Fire and Aviation (BLM), Lester K. Rosenkrance — Date: 2/23/00

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:

Mari Barr, Secretary's Designee — Date: 2-28-2000

DI-625

POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS	2. NAME OF INCUMBENT

3. ORGANIZATIONAL LOCATION ☐ AS SHOWN ON CURRENT DESCRIPTION ☐ AS HEREBY AMENDED

11a _____ d. _____

b. _____ e. _____

c. _____

4. CSC TITLE AND BUREAU POSITION NO.	SCHEDULE	SERIES	GRADE
F126 Supervisory Range/Forestry Technician (Fire)	GS	455/462	06

[X] SAME AS PRESENT, AMENDED FOR: ☐ CSC TITLE ☐ POS. NO. ☐ SCHEDULE ☐ SERIES [X] GRADE [X] SEE ITEM 7 BELOW

CERTIFICATION

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

(Signature of Supervisor) (Date)

TITLE _____

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

Mark W. Whitesell 1-28-2000

(Signature of Official Exercising Classification Authority) (Date)

Mark W. Whitesell

TITLE Supvy. Personnel Management Spec.

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

This position is part of the GS-07 full performance position description attached. The incumbent of this position may be non-competitively promoted toward the full performance position description after satisfactorily completing higher graded duties and upon completion of time-in-grade and qualification requirements.

The supervisory duties in this position description are graded at the GS-07 level; However, the incumbent lacks the experience necessary for certification at the full performance level.

The work is reviewed in closer detail by supervisor. The supervisor gives closer guidance and instruction on assignments.

Department of Interior, FF/LE Retirement Team Specialist [illegible]
The [illegible] approved as follows under 5USC 8336(c) and [illegible]:
✓ Firefighter ____ Law Enforcement
✓ Primary ____ Secondary/Administrative ____ Secondary/[illegible]
Approved Date February 28, 2000

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.

Signature & Title of Immediate Supervisor, and Date

POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No.: F126

2. Reason for Submission: [X] Redescription [ ] New [ ] Reestablishment [ ] Other

3. Service: [ ] Hdqtrs. [X] Field

4. Employing Office Location:

5. Duty Station:

6. OPM Certification No.:

7. Fair Labor Standards Act: [ ] Exempt [X] Nonexempt

8. Financial Statements Required: [ ] Executive Personnel Financial Disclosure [ ] Employment and Financial Interests

9. Subject to 1A Action: [X] Yes [ ] No

Explanation *(Show any positions replaced)*
Replaces PDs F044 F123 F125 F143 F144 F164 Range Technician (Fire) GS-455/462-07 contined in remarks

10. Position Status: [X] Competitive [ ] Excepted *(Specify in Remarks)* [ ] SES (Gen.) [ ] SES (CR)

11. Position Is: [X] Supervisory [ ] Managerial [ ] Neither

12. Sensitivity: [X] 1- Non-Sensitive [ ] 3-Critical Sensitve [ ] 2- Noncritical Sensitive [ ] 4-Special Sensitve

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 (Fire)	GS	455/462	07	mww	01/28/00
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position *(if different from official title)*: Fire Operations Supervisor

17. Name of Employee *(if vacant, specify)*:

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

a. First Subdivision: Bureau of Land Management

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 statement may constitute violations of such statutes or their implementing reg- ulations.*

a. Typed Name and Title of Immediate Supervisor

Signature: Date:

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

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 most applicable published standards.*

a. Typed Name and Title of Official Taking Action: Mark W. Whitesell, Supv Personnel Management Specialist

Signature: Mark W Whitesell

Date: 1-28-2000

22. Position Classification Standards Used in Classifying/Grading Position: Range Tech Series, GS-455 Dec 91 TS-111. Forestry Tech Series, GS-462 Dec 91 TS-111. GEG for Aid and Technician Work in the Biological Sciences, GS-400 Dec 91 TS-111. GSSG Jun 98.

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.*

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

Department of Interior, FF/LE Retirement Team Specialist [illegible] Burch
[illegible] 5USC [illegible] 12(d):
[illegible]
[illegible] February 28, 2000

24. Remarks
Item # 2 continued: and F121 F122 Range/Forestry Tech (Fire) GS-455/462-06

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

Introduction

This position description is appropriate for positions supervising 6 to 11 employees. At least 25% of the employees supervised must be at the GS4 or above. These employees may be separated into two or more crews, e.g., engine crew, helitack crew, hand crew, and/or prescribed fire crew. These agency or interagency crews perform work directly related to wildland fire suppression and control activities including suppression, preparedness, prevention, prescribed burning, monitoring, and hazardous fuel reduction. This position also assists in writing and executing fire management plans and burn plans and is responsible for longterm planning for use of crews.

Major Duties (60% or more of the time)

Performs and supervises employees in fire prevention, preparedness, detection, wildland fire suppression, resource rehabilitation, mobilization (stepup), prescribed fire, aviation operations and training programs.

Ensures readiness of wildland fire suppression equipment and personnel. Organizes fire caches, maintains inventory and accountable property, positions equipment and personnel for the most efficient response, evaluates equipment and personnel needs and develops and prioritizes equipment and personnel funding requests.

Directs and performs wildland fire suppression efforts in initial attack and in followup actions to safely and effectively control wildland fires in accordance with the identified appropriate management response.

May serve as a multi-resource Incident Commander during extended attack fires, directing the fire line activities and tactics of firefighters, resources, 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.

Conducts field reconnaissance of proposed prescribed burn units, makes recommendations on appropriate treatment techniques for meeting management objectives, drafts prescribed burn plans to meet those objectives and implements approved prescribed burn plans. Serves as Burn Boss, Ignition Specialist or other designated position to insure the safe and effective conduct of the prescribed burn. Performs postburn evaluation and completes documentation, including costs, fire behavior and smoke management.

Assists the Fire Management Officer in developing and revising annual operating plans, annual budget requests, the fire management plan and operating procedures pertaining to wildland fire suppression and prescribed fire.

Drafts wildland fire situation analyses for wildland fires and prescribed fires. Proposes alternative strategies using technical knowledge of the impact of various types of strategies and tactics on social, economic, biological, and other considerations.

Deals with a variety of technical problems relating to fire weather, smoke management, fire behavior, and computer modeling. Identifies areas of wildland fire management that require monitoring, researching, and recommends studies that address those areas. Incorporates the data and information obtained into wildland fire suppression and prescribed fire operations.

Coordinates and serves as an instructor for a variety of fire and aviation related training courses at the local, regional and interagency levels.

Supervisory Duties (25% or more of the time)

Provides technical and administrative supervision to 6 to 11 employees, at least 25% of whom are at GS4 or above.

Plans work to be accomplished by the crews, prepares schedule adjusting to changes in priorities, and approves leave. Assigns work based on priorities and the capabilities and grade levels of employees and reviews completed work.

Develops performance standards and evaluates work performance of subordinates. Provides instructions and advice to employees on both work and administrative matters and resolves complaints from employees, referring group grievances and more serious unresolved complaints to a higher level supervisor.

Interviews candidates, makes or recommends selection of seasonal employees, and recommends appointment, promotion, or reassignment for permanent positions. Identifies and recommends fire qualifications and training needs of employees and manages computerized fire qualification and experience records.

Organizes and maintains equipment, vehicles, and supplies. Maintains property and asset accountability. Serves as designated property custodial officer for the crews.

Ensures equal opportunity for employees supervised in the selections for training, promotions, awards and recognition, and other career development opportunities. Ensures fair, lawful, and unbiased employment practices in recruitment and selection. Supports programs for training and advancement of employees.

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

Supervises a workforce engaged in duties that have changing priorities due to the nature of the work. Supervision is accomplished by telephone contacts, radio, computer, or meeting at a common location.

May assist the Fire Management Officer in planning, implementing and coordinating all aspects of the fire management program. Provides assistance in program direction, short and longrange planning, budgeting, identifying research needs, and collecting and analyzing scientific data.

Other Significant Facts

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

Incumbent is subject to medical examination and must pass the work capacity test for arduous positions.

Must meet state commercial driving licensing requirements. This license must be obtained prior to being assigned driver duties.

Driver is subject the requirements of the United States Department of Transportation drug and alcohol testing program.

Factors

1. Knowledge Required by the Position (Level 1-4, 550 points)

Knowledge of supervisory policies, procedures and methods in order to manage a diverse workforce.

Knowledge of instruction techniques. Skill in coordinating training sessions and presenting wildland fire suppression and prescribed fire training material.

Knowledge of strategies, tactics, and suppression methods used in containment and control of wildfires and wildland fires in order to relay assignments to crew members, accurately evaluate rapidly changing fire circumstances, determine when/if additional forces may be needed, or determine when circumstances warrant withdrawal of crew to safe location.

Knowledge of fire behavior including causes of fire, influence of temperature, humidity, wind, topography, slope and fuel moisture conditions, and fuels in order to know where to attack the fire, build fire line and where to be positioned to manage a wildland fire.

Detailed knowledge of the methods and procedures associated with wildland fire suppression and management to resolve a full range of irregular or problem situations when suppressing wildland fires. Certification as a Type IV Incident Commander is required.

Specific technical firefighting knowledge such as, but not limited to, fire engine and pump operations, handcrew operations and/or helicopter operations to enable the incumbent to

function in assigned capacities and to instruct or supervise others in those duties if necessary.

Specialized knowledge and necessary certifications in areas of falling, saw repair, long line certification, rappelling, pump operation and water handling. Ability to use specialized equipment to respond to emergency medical services and urban interface/intermix situations. Ability to use helicopter accessory equipment used in wildland fire management and prescribed burns.

Ability to operate fire engine hydraulic systems, foam and chemical application systems, taking into consideration effect of elevation, friction loss, pressure, pumping mechanisms, hose thread and apparatus differences, and operating procedures to lay hose and to operate equipment for peak utilization.

Knowledge of tactical methods and techniques for use of water and additives in controlling and moppingup fires in order to efficiently and effectively accomplish operations where water is in short supply.

Skill in the use of hand tools such as Pulaski, shovel, and McLeod; and power tools including chainsaw and portable pumps to build fireline and control wildland fire and to perform other nonfire related duties engaged in firefighting or preparation for such assignments.

Knowledge of fire terminology to communicate with other crewmembers.

Knowledge of fire behavior at the S290/390 (Intermediate Fire Behavior/Fire Behavior Calculations) level. Knowledge of fire behavior prediction methods. Knowledge of wildland fire management planning, strategies, and tactics.

Ability to supervise a fire suppression crew and to provide onthejob training in proper and safe techniques, applications, methods, procedures and principles. This ability is used to effectively deal with the wide variety of conditions and situations encountered during wildfire suppression actions, prescribed burning, and project work.

Knowledge of general range/forestry technician work in order to personally perform and supervise others in the performance of a variety of work in such areas as hazard tree removal, hazard fuel reduction, prescribed burning, recreation, wildlife and watershed, as well as the facility of vehicle, and equipment maintenance and upkeep.

Knowledge of air operations, rappelling, helicopter capabilities and limitations, helicopter contracts, load balance and capacity, load calculating, and manifesting of personnel and equipment. Knowledge of work procedures and practices in working with helicopters and aircraft.

Knowledge of appropriate act requirements to include the Equal Opportunity Act, Civil Rights Act, Age Discrimination in Employment Act, Rehabilitation Act, 29 CFR 1604.11(a) Sexual Harassment sufficient to function within a diverse workforce.

Ability to perform duties under stressful and adverse operating conditions, such as long work hours, heavy workloads, emergency situations, adverse working and environmental conditions.

Knowledge of agency and interagency qualification, position task book requirements, and certification standards and procedures adopted by the National Wildfire Coordinating Group (NWCG).

Knowledge of reporting requirements and procedures.

Knowledge and skill of standard first aid procedures sufficient to perform preliminary first aid and triage as necessary.

Knowledge of the structure and function of the Department of the Interior and the Department of Agriculture, and the United States Forest Service sufficient to determine how they interact on an interagency basis.

Knowledge of related fields such as forestry, range, wildlife, botany, soils and water, cultural and historical resources in order to make informed fire operational decisions.

Oral and written communication skills sufficient to effectively interact with people at all levels, internal and external to the organization, including the public.

Ability to perform basic computer technology skills such as word processing, electronic mail, internet use, and specialized fire information databases and programs.

Knowledge of the organization and the function of cooperative interagency fire organizations such as NWCG, NICC, GACC, state and local governments to facilitate fire operations in a multi-jurisdictional setting.

2. Supervisory Controls (Level 23, 275 points)

The supervisor initially provides direction on the priorities, objectives, and/or deadline for types of work covered by precedent. New or unusual assignments may be accompanied with a general background discussion, including advice on the location of reference material to use.

The technician identifies the work to be done to fulfill project requirements and objectives, plans and carries out the procedural and technical steps required, seeks assistance as needed, and independently coordinates work efforts with outside parties.

The incument exercises initiative in developing his/her own solution to common technical and procedural problems such as changes in priorities, need for extended field time, minor need for additional equipment or personnel, and other such comparable issues. The technician seeks administrative direction or decision from higher authority on the course to follow when encountering significant technical or procedural problems with the work, e.g.,

when project objectives appear to substantially exceed available equipment and staffing capacities or when technical issues new to the organization are encountered. In such instances the technician may be expected to develop proposals for resolving the problem.

Technical review of the incumbent's work during fire assignments is provided by a variety of supervisory personnel from the fires to which the incumbent's crew has been assigned.

3. Guidelines (Level 32, 125 points)

Most guidelines are in the form of oral instructions and training prior to actual fire suppression activities. General guidelines can be found in the annually published BLM Standards for Fire Operations.

Some guidelines are also contained in the, prescribed burning and hazard fuel reduction plan, emergency medical services plan, safety plan, the Fireline Handbook, Health and Safety Handbook, Organic Act of 1916, Clean Air Act, Threatened and Endangered Species Act, Wilderness Act, National Environmental Protection Act, Historic Preservation Act and other specific local guides pertinent to the local unit or specific to the type of work being performed.

Since every possible situation cannot be anticipated and covered in training, the employee must exercise independent judgment in selecting the appropriate methods, techniques, and procedures, especially in situations where the supervisor is not available for consultation. Guides such as safety regulations must be applied.

The employee must use experienced judgment in selecting the appropriate methods, techniques, and procedures due to the frequent and abrupt changes in work assignments, goals and deadlines requiring the incumbent to adjust operations in relation to the suppression mission.

4. Complexity (Level 42, 75 points)

Responsible for supervising and performing operations associated with wildland fire suppression and prescribed fire programs that involve the use of multiple wildland fire management strategies. Ensures that the special problems, including fire behavior, weather, fuels, topography, values at risk and resource availability, are taken into account for each suppression action and prescribed burn. Integrates diverse and often conflicting land management and resource protection goals, such as natural process perpetuation, visitor protection, property protection and air resource management. The crews must be trained and physically able to operate equipment and hand tools to construct hand lines, to deploy heavy hose packs, follow directions, and work safely for long periods under hazardous conditions.

Must make frequent critical decisions under time pressures and emergency conditions concerning fire suppression methods, other incidents, and crew safety when choices are limited, conditions are hazardous, etc. Scheduled project work is often abruptly and

expectedly interrupted, necessitating the adjustment of operations under pressure of continuously changing and unpredictable conditions.

5. Scope and Effect (Level 52, 75 points)

The purpose of the position is to supervise and perform work related to the wildland fire suppression and prescribed fire programs. The ultimate goal of this position is to effectively manage people and resources to accomplish jobs in fire suppression, fire prevention, and fuels management. The work has a direct effect on the safety of humans lives, the protection of resources and the protection of public lands and neighboring properties through the implementation of effective wildland fire suppression and prescribed fire programs. The nature of the work places personnel and equipment in hazardous situations. Decisions and actions by the incumbent are critical.

Recommendations made by the incumbent are considered in developing optimum solutions and serve as the basis for determining new programs or for setting priorities for existing programs. Work will influence the direction of wildland fire management operations.

6&7. Personal and Purpose of Contacts (Level 2/A, 45 points)

Primary contacts are with the crews and others in the fire organization. Other contacts are with local, regional, national aviation and wildland fire management personnel, other federal agencies, local, regional, and state fire organizations, researchers and scientists, federal and state land management agencies, local community groups, conservation organizations, media and other divisions or work units within the government. Contacts are performed as formal presentations, interviews, informal exchanges, written reports, and correspondence. These contacts are an everyday occurrence. Contacts may take place under adverse conditions.

Contacts are made to exchange information about procedures, schedules, or operating problems regarding wildland fire suppression and prescribed fire management methods and techniques. Contacts are made to coordinate planning efforts and operational activities related to wildland fire suppression and prescribed fire; to coordinate training; to maintain cooperative relationships with outside wildland fire agencies; to maintain the interagency incident qualifications system; to coordinate and integrate wildland fire suppression and prescribed fire management activities with other work units; and to provide public information to local governments, interested community groups, and the media.

8. Physical Demands (Level 83, 50 points)

Arduous: Duties involve 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.

Incumbent is subject to medical examination and must pass the work capacity test for arduous positions.

9. Work Environment (Level 93, 50 points)

The work is primarily performed outdoors in forest and desert environments in steep terrain where surfaces may be extremely uneven, rocky, or covered by vegetation. Temperatures commonly exceed 100 degrees F and fall 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 weather elements, dust and smoke, poor bivouac and eating situations under an unpredictable set of circumstances. Incumbent may be required to live in backcountry camps for extended periods of time. The hazardous nature of the job requires that protective clothing be a worn (hard hat, gloves, boots, flame resistant clothing and other personal protective equipment). Work requires travel by light fixedwing or rotorwing aircraft.