



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: Primary - Rigorous

Bureau: of Land Management - Bureau

Classification Title: Student Trainee

Organization Title: Firefighter/Fire Prevention Technician

Position Number: F064 Series and Grade: GS-0499-05

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.

The primary purpose of this position is to serve as a firefighter in the suppression of wildfires. When not assigned to wildfires and wildfire equipment maintenance and repair, the employee serves as a fire prevention technician fully equipped and ready to respond to suppression work upon contact.

Tom Dunt
Bureau Program Designee

3/8/99
Date

Marcia L. Scifres
DOI Fire & Law Enforcement Team Lead, Marcia L. Scifres

03/04/99
Date

Lester K. Rosenkrance
Director, Office of Fire and Aviation (BLM), Lester K. Rosenkrance

3/8/99
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:

Mari Barr
Mari Barr, Secretary's Designee

3/23/99
Date

POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS NMSO	2. NAME OF INCUMBENT
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3. ORGANIZATIONAL LOCATION AS SHOWN ON CURRENT DESCRIPTION; AS HEREBY AMENDED

11a. _____ d. _____
 b. _____ e. _____
 c. _____

4. CSC TITLE AND BUREAU POSITION NO. Student Trainee Range/Forestry Technician PD # F064	SCHEDULE GS	SERIES 499	GRADE 5
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SAME AS PRESENT; AMENDED FOR: CSC TITLE. POS. NO.. SCHEDULE. SERIES. GRADE

CERTIFICATIONS

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.

Rita M Montoya 2/11/99

(Signature of Official Exercising Classification Authority) (Date)

Rita Montoya
 Personnel Management Specialist

TITLE _____

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.

Standard PD No. F064 Range/Forestry Technician, GS-455/462-5 being amended to reflect change in series to 499 and position title to Student Trainee.

Department of Interior, FF/LE Retirement Team Specialist *Aburch*
 This PD has been approved as follows under 5USC 8336(c) and 8412(d):
 Firefighter _____ Law Enforcement
 Primary _____ Secondary/Administrative _____ Secondary/Supvy
 Approval Date March 23, 1999

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
F064

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 type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" 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	Range/Forestry Technician*	GS	455/462	05	J	11/21/90
d. First Level Review						
e. Recommended by Supervisor or Initiating Office	Range/Forestry Technician*	GS	455/462	05	mlh	6/22/90

16. Organizational Title of Position (if different from official title)
Firefighter/Fire Prevention Technician

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.

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.

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.

Special Retirement Coverage:

- Firefighter
- Law Enforcement
- Primary/rigorous
- CSRS: date approved 07/29/91
- FERS: date approved 10/02/91
- Secondary/administrative
- Secondary/supervisory

Range/Forestry Technician, GS-455/462-5
Firefighter/Fire Prevention Technician
Position No. F064

INTRODUCTION

This position is that of a fire prevention technician for _____
_____. The primary purpose of the position is to serve
as a firefighter in the suppression of wildfires. When not assigned to
wildfires and wildfire equipment maintenance and repair, the employee serves
as a fire prevention technician fully equipped and ready to respond to
suppression work upon contact.

One or more firefighting crewmembers may be assigned to work with the
employee.

DUTIES

1. Fire Suppression

50-60%

Receives fire reports from dispatcher. Locates actual fire location and
notifies dispatcher of location and action being taken. Notes point of fire
origin and collects background information. Sizes up fire and takes initial
attack action or contacts dispatcher requesting back-up assistance, and
recommends access routes. Completes fire report in those situations where
suppression action is completed personally.

Serves as a firefighting crewmember on larger fires.

Maintains firefighting hand tools and power equipment in a fire-ready status.
Ensures water tank is full and that hose and pumps are in operating condition
at all times.

Receives fire suppression training and participates in firefighting drills and
safety sessions.

As assigned, participates in prescribed burning projects as a crewmember.

2. Fire Prevention

30-40%

Contacts users furnishing them with routine information on fire prevention.
Advises users as to fire laws and regulations and the proper use of campfires.
Issues campfire permits. Stimulates general interest in fire prevention.
Enforces fire laws and regulations.

May be responsible for presenting informational materials to groups.
Distributes fire prevention literature for the promotion of fire prevention
and law enforcement objectives. Posts fire prevention and other
administrative signs according to guidelines received.

Inspects cabins, buildings, campgrounds, construction sites, and other
locations where fire hazards might exist and arranges with the
owners/contractors to correct the identified hazards. Patrols campgrounds and
other special use sites for compliance with fire protection and sanitation
requirements and notifies supervisor of any unsatisfactory conditions
observed; may be assigned to issue violation notices in accordance with
specific training and guidelines; posts and removes signs informing users of

fire precautions or law enforcement guidelines to be observed.

3. Performs other duties as assigned.

10-15%

FACTORS

Factor 1, Knowledge Required by the Position

Knowledge of fire suppression methods, tactics and procedures for taking initial action on wildfires is required to independently respond to and suppression wildfires. Prior line firefighting experience is required.

Knowledge of maintenance and routine repairs for firefighting hand tools, power tools, pump and hoses is required to keep equipment in a fire-ready status.

Ability to read maps, determine access routes, and provide concise locations to dispatchers is required.

Knowledge of common fire prevention techniques and procedures, and common fire causes is required.

Knowledge of structural and other types of prevention inspections is required to carry out fire prevention inspections.

Knowledge of Federal, State, and local laws and regulations pertaining to fire use, prevention, and suppression to recognize violations and to be able to advise contacts of violations.

Must possess a valid state driver's license and have the ability to operate light vehicles in carrying out the duties of the position.

Ability to work independently in isolated locations with a minimum of supervision.

Ability to communicate orally with users in a group or individually using tact and diplomacy to explain often sensitive situations.

Factor 2, Supervisory Controls

The duties include a variety of assignments which are part of the unit's fire suppression, fire prevention, law enforcement, and safety program. Routine assignments are made primarily in terms of the objectives to be met and the employee uses established guidelines and practices to carry out the routine assignments independently. The supervisor or other resource specialists are available through radio contact to help in novel or unusual situations, or on fires exceeding the firefighter's capabilities. Unusual assignments are spot checked in progress and as a part of other processes. Routine work is observed by other resource specialists and through other contacts occurring with users/contractors as part of other processes.

Factor 3, Guidelines

The guidelines consist of specific work project plans and procedures developed by the supervisor or other resource specialists. In fire suppression situations, the employee takes initial attack action and/or requests

additional assistance in accordance with fire training and experience. In inspecting special use or construction sites, the employee relies upon checklists and specific guidelines received from the supervisor/work leader. The employee must be able to analyze situations and determine the appropriate guidelines to follow for specific circumstances. The employee recommends changes to the guidelines as appropriate.

Factor 4, Complexity

The employee works independently in the accomplishment of a variety of normally routine duties. Each of the assigned work areas, e.g., fire suppression, fire prevention and user contacts, has its own set of procedures. The situations encountered require the employee to differentiate between a group of circumstances and to determine the appropriate guidelines to apply to those circumstances. Must use tact and diplomacy in user contacts which often include explaining violations or unsafe practices.

Factor 5, Scope and Effect

The primary purpose of the position is to carry out firefighting assignments. The work performed affects the unit's fire suppression efforts.

In carrying out the prevention duties, the effectiveness of the employee in noticing violations/potential violations and explaining those violations in a manner in which the violations are eliminated voluntarily contributes to the unit's fire prevention, law enforcement, and safety programs as well as the image of the unit to which assigned.

Factor 6, Personal Contacts

The personal contacts are primarily with other resource, fire suppression, and law enforcement employees as well as with resource users and contractors. Contacts often occur with the public and local organizations.

Factor 7, Purpose of Contacts

The purpose of the contacts are to receive and clarify assignments, coordinate work efforts, explain regulations and other requirements, distribute information, and provide general information relating to the unit. The contacts often involve explaining unsafe or illegal practices and obtaining voluntary compliance with regulations and established procedures. Violations not resolved on a voluntary basis are referred to the supervisor.

Factor 8, Physical Demands

The position involves driving, walking, bending and stretching for long periods in isolated locations. The employee must meet the arduous physical and step test requirements for firefighters.

Factor 9, Work Environment

The work is primarily performed at field locations under a variety of weather and other environmental conditions. As a firefighter, is exposed to smoke inhalation and burns. Special safety requirements apply to the work.