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 (FF)

Bureau: Bureau of Land Management - Bureau Wide

Classification Title: Lead Range/Forestry Technician (Fire)

Organization Title: Fire Helicopter Squad Leader

Position Number: F167 Series and Grade: GS-0455/0462-05

RECOMMENDATION FOR COVERAGE REVIEW:

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

The primary mission of this position is the management and suppression of wildland fires. The incumbent serves as a squad leader on an exclusive use contracted helicopter suppression squad within a BLM Field Office Fire and Aviation Management organization. Serves as a working leader of 3 or more squad members. These Squads are part of a rapidly deployed helicopter squad for initial attack wildland fires, support large fires, support fire use and other resource projects. Duties included in this position are: initial & extended attack, direct/indirect fireline construction, hotspotting, backfiring/burnout, water delivery systems and application, tree and brush felling and removal, blackline and mop-up operations, and gridding and patrol. The incumbent also instructs and directs technicians in wildfire fighting and fire program support operations, as well as performing the loading/unloading of helicopters with firefighting personnel and equipment. This position has been approved at the GS-6 level.

Bureau Program Designee — Date: 7-6-01

DOI Fire & Law Enforcement Team Lead, Marcia L. Scifres — Date: 7/13/2001

APPROVAL The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement. Approval is by DOI Secretary's Designee:

Deputy Assistant Secretary, Human Resources — Date: 8/6/01

Department of the Interior, FLERT Specialist _____
This PD has been approved as follows under 5 USC 8336(c) and 8412(d)
X Firefighter ____ Law Enforcement
X Primary ____ Secondary/Administrative ____ Sec/Supvy
Approval Date August 6, 2001

DI-625

POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS	2. NAME OF INCUMBENT

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

lla. _____ d. _____
b. _____ e. _____
c. _____

4. CSC TITLE AND BUREAU POSITION NO. F167	SCHEDULE	SERIES	GRADE
Lead Range/Forestry Technician (Fire)	GS	455/462	05

☒ 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.

_____ _____
(Signature of Supervisor) (Date)

TITLE _____

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

Todd W. Ryan 5/31/01
(Official Exercising Classification Authority) (Date)

TITLE Position Classification Speciali

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

Organizational Title: Fire Helicopter Squad Leader

Leader Work

This leader position in the fire organization is being filled at the next lower grade due to it's critical nature and the extreme shortage of fully qualified personnel. The supervisor of the incumbent will be fully responsible to ensure that the incumbent has not only the necessary administrative qualifications and certifications at the next lower level to perform all duties that are assigned, but also has the necessary aptitude to fully apply those knowledges, skills, abilities, and other characteristics necessary to ensure the effective performance of duties and also the safety and security of personnel and equipment assigned to him/her for the particular operation.

The supervisor is responsible to provide the necessary guidance, preparation, and coverage for those duties that cannot yet be assigned to the incumbent to assure not only effective work accomplishment, safety, and security, but also the preparation of the incumbent for promotion to this positions full performance level of GS-06. (continued)

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 a false or misleading statement may constitute violations of such statutes or their implementing regulations.

_____ _____
Name Signature and Title of Supervisor Date

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 (FF)

Bureau: Bureau of Land Management - Bureau Wide

Classification Title: Lead Range/Forestry Technician (Fire)

Organization Title: Fire Helicopter Squad Leader

Position Number: F167 Series and Grade: GS-0455/0462-06

RECOMMENDATION FOR COVERAGE REVIEW:

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

The incumbent ser es as a squad leader on an exclusive use contracted helicopter suppression squad within a BLM Field Office Fire and Aviation Management organization. Serves as a working leader of 3 or more squad members. These squads are part of a rapidly deployed helicopter squad for initial attack wildland fires, support large fires, support fire use and other resource projects. Primary duties are directly connected with the control and extinguishment of fires. Incumbent is subject to medical examination and must pass the work capacity test for arduous positions. **Duties are rigorous and employment is limited to young and physically vigorous individuals.**

Bureau Program Designee — Date: 1-29-01

Marcia L. Scifres

DOI Fire & Law Enforcement Team Lead, Marcia L. Scifres — Date: 01/31/2001

APPROVAL The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement retroactive to classification date 05/16/2000. Approval is by DOI Secretary's Designee:

Deputy Assistant Secretary, Human Resources — Date: 2/5/01

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

1. Agency Position No. F167

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 IA Action: [X] Yes [ ] No

Explanation *(Show any Positions replaced)*
Replaces F161 Helitack Squad Leader, GS-455/462-05 and F162 Helitack Crew Leader, GS-455/462-06.

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

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

12. Sensitivity: [X] 1-Non-Sensitive [ ] 3-Critical Sensitive [ ] 2-Noncritical Sensitive [ ] 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						
d. First Level Review	Lead Range/Forestry Technician (Fire)	GS	0455/0462	06	MW	5-16-00
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position *(if different from official title)*
Fire Helicopter Squad Leader

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
State Office

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 statements may constitute violations of such statutes or their implementing regulations.*

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 the most applicable published standards.*

Typed Name and Title of Official Taking Action
Mark W. Whitesell
Supervisory Personnel Management Specialist

Signature: Mark W. Whitesell | Date: 5/16-00

22. Position Classification Standards Used in Classifying/Grading Position
GEG for Aid and Technical Work in the Biological Sciences. GS-400, Dec 91, TS-111. Range Technician Series, GS-455. Dec 91, TS-111. (Continued in item 24, Remarks, below)

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

24. Remarks
Item # 22 continued: Forestry Technician Series, GS-462, Dec 91, TS-111. Part 1 of the General Schedule Leader Grade Evaluation Guide, Jun 98.

Department of Interior, FF/LE Retirement Team Specialist
This PD has been approved as follows under 5USC 8336(c) and 8412(d)
✓ Firefighter ____ Law Enforcement
✓ Primary ____ Secondary/Administrative ____ Secondary/Supvy
Approval Date 2/05/01

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

Previous Edition Usable

OF 8 (Rev. 1-85)
U.S. Office of Personnel Management
FPM Chapter 295

Lead Range/Forestry Technician (Fire)
(Fire Helicopter Squad Leader)

Introduction

The incumbent serves as a squad leader on an exclusive use contracted helicopter suppression squad within a BLM Field Office Fire and Aviation Management organization. Serves as a working leader of 3 or more squad members.
These squads are part of a rapidly deployed helicopter squad for initial attack wildland fires, support large fires, support fire use and other resource projects.

The primary line of work of this position is fire suppression; prior wildland firefighting and helicopter experience is required.

Major Duties (60% or more of the time)

Performs and leads three or more squad members in initial attack and extended attack wildland suppression operations which includes direct/indirect fireline construction, hotspotting, backfiring/burnout, water delivery systems and application, tree and brush felling and removal, blackline and mop-up operations, gridding and patrol. Distributes and controls work assignments among employees; assures timely accomplishment of assigned tasks; maintains work notes and records; makes reports on work accomplishments; ensures that the work is carried out safely; reports on performance problems and issues.

Instructs squad members in specific tasks and techniques and conducts on-the-job training. Trains by demonstrating skills in use of hand and power tools, hoses, chemicals, and hydraulic systems. Observes, corrects, and evaluates squad skills. Explains fire behavior characteristics, safety regulations, and work procedures.

Instructs and directs technicians in wildfire fighting and fire program support operations. Makes work assignments; schedules personnel; provides instructions or training; monitors work in progress; insures equipment and materials are available; resolves problems encountered; and reports to the supervisor about the work, personnel, and problems encountered.

May be required to supervise the squad in the absence of the supervisor.

Performs the loading/unloading of helicopters with firefighting personnel and equipment. Ensures that load manifests and load calculations are accurate to meet helicopter weight limitations and safety guidelines. Gives oral briefings to pilots, passengers and other personnel outlining general mission parameters/conditions and safety considerations. Prepares external helicopter loads, water buckets, and rigging; performs ground and hover hook-ups to the helicopter.

Constructs helicopter landing areas from natural openings and vegetation to required safety specifications. When serving as Helispot Manager, provides wind indicators, fire extinguishers, landing area markers, fueling areas, helicopter marshalling, personnel

and cargo organization, pilot and passenger briefings. Communicates with pilots through radio and/or hand signals.

May serve as aerial observer in the helicopter providing fire detection, fire locating, fire size-up, directing ground forces to the fire, ordering additional resources and communicating with fire dispatch on mission status.

Serves as Type 4 and 5 Incident Commander during initial attack of wildland fires. Analyzes fire behavior, determines fire cause, determines suppression tactics, directs squad members, communicates with dispatch, completes fire reports. May serve in other fireline and helicopter management positions per qualifications.

Inventories, services and maintains firefighting tools and equipment, support vehicles and helicopter support equipment. Monitors and records pilot flight and duty time, aircraft flight time, fuel truck activity, squad member time, etc.

May be certified as helicopter rappeller, rappel spotter, helitorch module member, Plastic Sphere Dispenser operator and other specialty positions per qualifications.

May serve as an instructor for a variety of fire and aviation related training courses at the local, regional and inter-agency levels.

Additional Duties (40% or less of the time)

May research fire literature and provide applicable information for fire management programs. Implements fire effects monitoring system by establishing and monitoring index plots in a variety of fuel/vegetation types, and training others to do the same. Enters and trains others in entry of data into computer analysis programs.

Assists resource professionals in field survey efforts such as archeology, vegetation surveys, resource inventories and data analysis.

Assists in identification of grasses, herbs, shrubs, and trees. Assists in preparing herbarium specimens and records habitat and plant association data.

Uses computer models to store, update, and analyze fire behavior and other monitoring data.

May assist in emergency operations as trained and qualified.

May perform hazard fuel reduction projects, which entail thinning and cutting vegetation through use of mechanical means, e.g., chainsaw, etc.

May perform project work and lead other workers in the same type of work which may include, cleaning outdoor recreational facilities; mowing grass and trimming shrubs; and performing trail maintenance and building maintenance duties, etc.

Other Significant Facts:

This is a testing designated position (TDP) under the Department of the Interior Drug-Free Workplace Program.

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

FACTORS

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

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

Knowledge of Bureau and Departmental policy, procedures and guidelines concerning helicopter operations, helicopter accessories and equipment, helicopter capabilities and limitations. Specific knowledge of the policy and procedures contained in the Interagency Helicopter Operations Guide (IHOG).

Knowledge of air operations, rappelling, helicopter capabilities and limitations, helicopter contracts, load balance and capacity, load calculating, and manifesting of personnel and equipment to effectively conduct helicopter suppression and resource missions. Knowledge of work procedures and practices in working with helicopters and aircraft. Ability to use helicopter accessory equipment such as helitorch, Premo Mark III plastic sphere dispensers, rappelling equipment, medivac equipment, long line/remote hooks, and infrared detection equipment used in wildland fire management, prescribed burns and other resource management projects.

Knowledge of tactical methods and techniques for use of water and additives in controlling and mopping-up 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 non-fire related duties engaged in firefighting or preparation for such assignments.

Knowledge of fire terminology to communicate with other squad members.

Knowledge of fire behavior at the S-290/390 (Intermediate Fire Behavior/Fire Behavior Calculations) level. Knowledge of fire behavior prediction methods. Knowledge of wildland fire management planning, strategies, and tactics. Helibase Manager training (S-271) and Aerial Ignition Equipment Techniques training appropriate to area.

Ability to lead a fire suppression squad and to provide on-the-job 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 lead 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 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 2-3, 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 squad has been assigned.

3. Guidelines (Level 3-2, 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 and the Interagency Helicopter Operations Guide which provides detailed procedural guidance to supplement training already received. Only in complex or unique situations does the incumbent seek other written material or the supervisor's expertise.

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, 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.

4. Complexity (Level 4-2, 75 points)

The work involves performing a variety of fire management tasks and leading the work of other employees in fire management activities. The technician must consider personnel capabilities, priorities, weather, terrain, heavy fuel loads, multiple fires, extreme burning conditions, guidelines, and established procedures to determine the appropriate action. Must make frequent critical decisions under time pressures and emergency conditions concerning fire suppression methods and squad safety when choices are limited, and conditions are hazardous.

Initial attack fire operations and local helicopter projects range from routine/simple to unprecedented/complex.

Assignments involving multiple aircraft, large helibases and complex helicopter projects may offer a challenge where routine methods and procedures are inadequate

5. Scope and Effect (Level 5-2, 75 points)

The work performed by the incumbent and assigned squad members contributes to the effectiveness of the firefighting organization, efficiency of helicopter projects, protection of resource values-and overall attainment of Bureau and other agency goals. Decisions made during helicopter and fireline operations affect the safety and welfare of squad members, and the management and protection of valuable natural resources, government facilities, life and private property from destruction by natural or human caused incidents other fire resources and the public throughout various geographical locations.

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

Primary contacts are with the squad/crew and others in the fire organization. Frequently has contact with comparable Federal, State, and local government agency personnel. Other contacts include visitors, private landowners, local residents and contracted pilots. When assigned to large helibase operations, works with a wide spectrum of pilots, drivers and mechanics.

Contacts are made to exchange information, gather and clarify information, distribute and balance workload among squad members, resolve problems and answer technical questions, and report to supervisor on performance, progress, and training needs of

squad members. Provides orientation, training, leadership, and coordination for the accomplishment of fire suppression activities with fire agencies.

8. Physical Demands (Level 8-3, 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 9-3, 50 points)

The work is primarily performed outdoors at remote locations, airstrips, helibases, unimproved helispots, fireline locations in forest and desert environments in steep terrain, sometimes at high elevation, 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 is subject to frequent exposure to low-level flight, low flying and hovering aircraft. 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 worn (hard hat, gloves, boots, flame resistant clothing and other personal protective equipment). Work requires travel by light fixed-wing or rotor-wing aircraft.