

FF Special Retirement Coverage

Standard Position Description (SPD)# F067

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)

1. Agency Position No.
FO67

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <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.		
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) 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"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical 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	08	JF	11/21/90
d. First Level Review						
e. Recommended by Supervisor or Initiating Office	Range/Forestry Technician*	GS	455/462	08	mlh	05-25-90

16. Organizational Title of Position (if different from official title)
EFF Crew Coordinator/Crew Representative

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)	
JULIET D. POWELL Personnel Management Specialist		L. BARKOW Ch Fire & Aviation	
Signature	Date	Signature	Date
		(signed) L. BARKOW	JAN 18 1990

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

23. Position Review

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

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.

24. Remarks

SUBJECT TO DRUG TESTING

*Interchangeable based upon primary vegetation of the unit.

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

Range/Forestry Technician, GS-455/462-8
Position No. F067
EFF Crew Coordinator/Crew Representative

INTRODUCTION

This position is located in a BLM fire suppression organization where the employee serves as the EFF Crew Coordinator for the _____ consisting of _____ crews with approximately _____ firefighters. The employee coordinates the organization of the crew(s), the training provided for the crew(s), the dispatch of crew(s) to fires, and supervises the crew liaison representatives assigned to the crew(s) while on fire dispatch.

DUTIES

Assists the crew organizer in recruiting and orientating crewmembers to the Bureau's Emergency Firefighter (EFF) regulations and procedures. Assists in identifying crew training needs and coordinates/assists in providing crew training. Schedules arduous physical and step test examinations and assists with administering the step tests. Coordinates requests for EFF crew dispatch and ensures that crew rosters and time reports for the individual crewmembers are prepared. Ensures that transportation is arranged for the crew(s).

Develops and maintains operating plans and agreements with the crew supervisor, state employment offices, etc. as applicable. Develops District operating plans and guidelines, and prepares administrative reports regarding the use of the crew(s).

Ensures that crew liaison officers are qualified and red-carded for the positions assigned and that they are aware of the specific operating guidelines, transportation requirements, and other peculiarities regarding the notification, dispatch, and work assignments of the crew(s) for which they are servicing as liaison officer.

Serves as work leader/supervisor for liaison officers. Sets up work schedules, assigns other fire suppression related duties when not on a specific fire suppression assignment, reviews work performed and insures that safety regulations are being adhered to. Receives reports on crew dispatches and problems encountered and works towards correcting deficiencies as they occur.

As assigned, performs in fire overhead assignments (est. 10-15% of the time). Completes necessary reports for crew(s) while serving as liaison officer.

FACTORS

Factor 1, Knowledge Required by the Position

Knowledge of firefighting methods, tactics and procedures gained through prior experience in a fire suppression organization. Prior line firefighting experience and training is required. Must be red-carded as a crew representative.

Knowledge of Emergency Firefighter plan, pay rates, and other administrative procedures with BLM and other wildland fire suppression organizations.

Knowledge of EFF crew requirements regarding step tests, physical, employment agreements, and identification cards.

Ability to set up and maintain crew dispatch procedures, and safety regulations.

Knowledge of administrative procedures regarding crew representative reports, emergency employment timesheets, accident forms, procurement of equipment and supplies, and maintenance and repair of crew buses.

Knowledge of training methods and materials applicable for training EFF crews and crew representatives. Ability to serve as an instructor.

Knowledge of supervisory responsibilities and EEO policies and objectives. Ability to supervise assigned employees.

Factor 2, Supervisory Controls

Supervisor assigns work in terms of project objectives and priorities. The employee plans and carries out the organized crew program for the unit selecting the approaches and methods to be used in solving routine problems. Novel, unusual, or controversial situations are resolved in consultation with the supervisor.

Factor 3, Guidelines

Guidelines include standard Bureau, State and District instructions, BLM policies and regulations, District dispatch plans, and EFF crew policies. Although guidelines are available, they are not always applicable to the specific work situations encountered and the incumbent independently selects, evaluates, and applies the guides making compromises and adaptations when necessary. The incumbent exercises judgment in applying standard practices to new situations, referring those of a sensitive or controversial nature to the supervisor along with recommendations for resolving the situations.

Factor 4, Complexity

The assignments are normally of a routine nature: organize crews, coordinate training and physical/test tests, set up and implement crew dispatch plans. The degree of complexity increases with the number of crews and therefore firefighters being coordinated and the record keeping necessary for larger numbers. The employee coordinates crew(s) dispatch with other BLM, federal agency, state and private organizations with varying administrative processes and procedures. Crew(s) are often dispatched simultaneously to various locations throughout the United States increasing the coordination necessary.

Factor 5, Scope and Effect

The primary purpose of the position is to plan for the use of, train crews, and coordinate the safe and effective use of the assigned emergency firefighting crew(s). The work results in the safe and efficient suppression of wildfires throughout the United States.

Factor 6, Personal Contacts

Personal contacts occur with fire suppression and dispatch personnel in the District, the State Office, BIFC, AFS, and other federal and state agencies as

well as with the emergency firefighters within the organization. Contacts also include law enforcement authorities, employment service representatives, labor sponsors, and Social Security office representatives.

Factor 7, Purpose of Contacts

The purpose of the contacts is to plan, train and organize the emergency firefighters, coordinate work efforts with other organizations, explain regulations and procedures, provide information, and, upon occasion, exert tact and diplomacy in resolving grievances.

Factor 8, Physical Demands

Much of the work is performed in an office environment or at a field training location. When on fire assignment, the incumbent is involved in arduous duties relating to steep and rugged terrain, extended working hours, and physical labor. The employee must meet the established step test and arduous physical requirements for being red-carded as a crew representative.

Factor 9, Work Environment

The work environment varies between an office and field situation. At times the employee will work under hazardous conditions while engaged in fire suppression activities (excessive heat and smoke, falling rocks, falling trees, sharp hand tools, motorized equipment, and aerial retardant drops). Special safety equipment and procedures are required while firefighting.