

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 (Firefighter)

Bureau: Any DOI Bureau may use this Standard PD and must use the Standard PD Number

Classification Title: Forestry Technician

Organization Title: Forestry Technician (Fire)

Standard Position Number: FDI0206 Series and Grade: GS-0462-06

RECOMMENDATION FOR COVERAGE: Primary/Rigorous Firefighter coverage is recommended under both CSRS and FERS

The position is located on a wildland fire module or crew within the fire management organization. The purpose of the position is to provide leadership of wildland fire suppression/management/control work as an experienced firefighter on an engine, helitack, prescribed fire, or wildland fire module, or on a hand crew. Primary duties are directly connected with the control and extinguishment of fires and/or maintaining and using firefighter apparatus and equipment. The duties of this position are so rigorous that employment is limited to young and physically vigorous individuals who must meet established age and physical qualification requirements.

WILLIAM SIZEMORE

Digitally signed by WILLIAM SIZEMORE DN: c=U5, o=U.5 Government, ou=Department of the Interior, ou=Office of the Secretary of the Interior, cn=WILLIAM SIZEMORE, 0.9 2342 19200300 100.1.1=14001000976882 Date 2018.10.23 11 34 15 06'00'

WILLIAM (ALAN) SIZEMORE, Human Resources Specialist, DOI

WILLIAM (BILL) RAAGE, Chief, Division of Fire and Aviation, NPS

JOHN/F. RUHS, Assistant Director, Fire and Aviation, BLM

Date

JAMES JACKSON Director, Branch of Wildland Fire Management (Acting), BIA

CHR WILCOX, Chief, Branch of Fire Management, FWS

**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:

**AYANNA SEARS** 

Digitally signed by AYANNA SEARS Date: 2018.10.30 13:07:45 -04'00'

For: Deputy Assistant Secretary, Human Capital and Diversity

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	b. Supervisor											
24 Remarks							1					

This position is at the full performance level.

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

#### Instructions for Completing Optional Form 8 **POSITION DESCRIPTION**

In order to comply with the requirements of FPM Chapter 295, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

\*1. Enter position number used by the agency for control purposes. See FPM Chapter 312, Subchapter 3.

\*2. Check one.

- · "Redescription" means the duties and/or responsibilities of an existing position are being changed.
- "New" means the position has not previously existed.
   "Reestablishment" means the position previously existed, but
- had been cancelled. "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
- "The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.
- 3. Check one.
- \*4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).

\*5. Enter geographical location if different from that of #4.

- To be completed by OPM when certifying positions. (See Item 15 for date of OPM certification.) For SES and GS-16/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).
- \*7. Check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Chapter 551.
- Check box if statement is required. See FPM Chapter 734 for the Executive Personnel Financial Disclosure Report, SF 278. See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interests Statement.
- 9. Check one to show whether Identical Additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.
- 10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position.
- 11. Check one.
  - A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory."
  - A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification quidance.
- 12. Check one to show whether the position is non-sensitive, noncritical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.

- Enter competitive level code for use in reduction-in-force actions. See FPM Chapter 351.
- 14. Agencies may use this block for any additional coding requirement.
- \*15. Enter classification/job grading action.
  - For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.
  - For "Pay Plan code, see FPM Supplement 292-1, "Personnel Data Standards," Book III.
  - · For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)." The codes are listed and discussed in the General Introduction to "Position Classification to "Position Classification Standards," Section VI.
- 16. Enter the organizational, functional, or working title if it differs from the official title.
- 17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."
- \*18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.
- 19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.
- \*20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.
- \*21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.
- 22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."
- 23. Agencies are encouraged to review periodically each established Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Letter 536-1 (to be incorporated into FPM Chapter 536). This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in items #20 and #21 respectively.
- 24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.
- \*25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e. g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

## Forestry Technician Forestry Technician (Fire) GS-0462-06

## **LEGACY SPD#: DOI106**

## **I. INTRODUCTION**

This is a standard wildland fire management position description intended for use in the Department of the Interior (DOI). The position is located on a wildland fire module or crew within the fire management organization. The purpose of the position is to provide leadership of wildland fire suppression/management/control work as an experienced firefighter on an engine, helitack, prescribed fire, or wildland fire module, or on a handcrew. This position is at the full performance level.

This position exercises the minimum leader authorities and responsibilities 20% of the time to a module/crew that range in size and duration (generally four to six module/crew-members during a fire season).

## **II. MAJOR DUTIES**

### **Primary Duties (60%)**

Leads modules and crews performing duties in one of the following functional areas:

- Handcrew. Serves as a lead wildland firefighter on a handcrew. During initial attack fire suppression activities, locates fireline, directs and participates in fireline construction, backfiring and burnout operations, engine and pump operations, tree falling and holding/patrol/mop up operations. Constructs hand lines in various vegetative types. Uses a variety of specialized tools, equipment and techniques to actively suppress fires. Operates, maintains and makes minor repairs to chainsaws. May prepare and hook external loads to helicopters via long line. May participate in prescribed fire operations.
- Prescribed Fire Module. Serves as a lead wildland firefighter on a prescribed fire module/crew. Performs prescribed fire operations including preparation, ignition, monitoring, holding, and mop-up. Monitors fire behavior, fire effects, and fire weather on prescribed fires. Collects fire data such as fuel loading, tree stand density, fuel moisture, maps projects, weather, and maintains records. Operates, maintains and makes minor repairs to chainsaws. May use specialized firing equipment (e.g. fusees, drip torches, flares, and terra torch). May support wildland fire suppression activities.
- Wildland Fire Engine. Serves as a lead wildland firefighter on a wildland fire engine. May drive and operate a wildland fire engine, positioning the engine for proper use and operation. Personally performs and directs others in starting pump engine, priming pump, adjusting engine speed and pump valves, laying hose, and using appropriate nozzles and nozzle adjustment in effective use of water and additives. May have specialized duties such as water handling specialist, chainsaw operator, or responsible for maintenance of

specialized equipment used to respond to wildland urban interface/intermix situations. Ensures the engine is kept in a full state of readiness for emergency fire dispatch.

• Helitack. Serves as a lead wildland firefighter on a helitack module. Leads the fire suppression efforts of the helicopter module. Directs the loading of helicopter personnel and cargo considering weight and balance, securing cargo, etc. Completes manifests of personnel and equipment being transported to the fire or other work sites. Prepares and hooks longline external loads and maintains and operates other accessory equipment. Inventories and inspects helicopter accessories, fire tools, and equipment. Assures that needed tools and equipment are available for firefighting tasks. May serve as Helispot and Dipsite Manager on incidents requiring the establishment of these sites. Prepares and maintains required documents (e.g., flight invoices, manifests, daily diaries, and load calculations). May serve as a rappeller or short hauler.

When this position description is used in helitack operations the qualification requirements specified in the current Interagency Standards for Fire and Fire Aviation Operations (Redbook) must be met prior to entrance into this position.

When this position description is used in hotshot operations the qualification requirements specified in the current Standards for Interagency Hotshot Crew Operations must be met prior to entrance into this position.

## **Duties Common to All Functional Areas**

Gathers and considers information on weather data, topography, fuel types, and fire behavior in responding to wildland fire incidents. When positioning and deploying personnel and equipment, recommends best approaches and practices to use in protection of the values at risk

Makes initial evaluation of fire situations, determines rate of spread, potential hazards to property and other improvements, suppression method to use, hose lays, deployment of module/crew, point of initial attack, type of tools to use and application of water.

Responsible for operation and maintenance of specialized equipment used to respond to wildland and prescribed fire situations. Accomplishes emergency repairs as necessary to permit continued use of equipment. In those instances when the apparatus cannot be used effectively in suppressing the fire, the incumbent takes appropriate control action in attacking the fire.

Participates in wildland fire and safety training in the techniques, practices, and methods of fire suppression and in the safe, efficient operation and use of tools, equipment, and vehicles used in fire suppression activities, with emphasis on those used for the particular function assigned.

Participates in module/crew proficiency checks and drills, safety sessions, and fire critiques. Ensures own and other's welfare and safety in all aspects of the assignment.

May be responsible for supervision of the module/crew in the absence of the supervisor.

Operates a variety of motor vehicles to transport equipment, supplies, module/crew members, etc.

Performs basic first aid.

# Leader Duties (20% or less)

While performing all of the above duties, lead responsibilities may include instructing crewmembers in specific tasks and techniques; conducting on-the-job training; distributing and controlling work assignments among employees, assures timely accomplishment of assigned tasks; maintaining work notes and records; reporting on work accomplishments, ensuring that the work is carried out safely; and reporting on performance problems and issues.

Types of work may be engine crews, helitack crews, handcrews, e.g. Interagency Hotshot Crews (IHC), or prescribed fire crews. These crews perform work directly related to wildland fire suppression and control activities including suppression, preparedness, prevention, monitoring, hazardous fuels reduction, and prescribed burning.

## Additional duties as assigned (40%)

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

May perform project work such as road and trail maintenance, inventory fuel beds, habitat improvement, burned area rehabilitation, and miscellaneous equipment and facilities maintenance.

May assist higher level workers in forestry research efforts; in the marketing of forest resources; or in the scientific management, protection, and development of forest/range resources.

May assist in the preparation of hazardous fuels treatment plans and burn plans based on predicted fire behavior and risk assessment. Drafts prescribed fire perimeter maps. Monitors smoke dispersal and fire effects.

May work with local homeowners, community stakeholders, various local, state, tribal, and federal agencies in an effort to educate and mitigate potential threats to these communities by wildland fire.

# **OTHER SIGNIFICANT FACTS**

This position is subject to the qualifications and additional required training specified in the Interagency Fire Program Management (IFPM) Qualifications Standards and Guide.

The duties of this position are so rigorous that employment is limited to young and physically vigorous individuals who must meet established age and physical qualification requirements.

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

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

This position requires a valid state driver's license.

Incumbent may be required to obtain and maintain a Commercial Driver's License (CDL).

When this position description is used in helitack or hotshot operations, see qualification requirements stated above.

Performs other similar duties as assigned.

# **III. FACTOR LEVELS**

### Factor 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 in order to relay assignments to module/crew members, accurately evaluate rapidly changing fire circumstances, determine when/if additional forces may be needed, or determine when circumstances warrant withdrawal of module/crew to a safe location.

Ability to communicate DOI and Bureau policies, procedures and methods to module/crewmembers.

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

Knowledge of fire behavior including causes of wildland 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, where to be positioned to manage a wildland fire, and to identify hazards.

Knowledge of accepted fire safety practices and procedures to prevent injury and loss of life.

Knowledge of wildland fire management techniques, methods and conditions to accurately analyze fire circumstances, determine when additional forces may be needed, or determine when circumstances warrant disengagement.

Specific technical firefighting knowledge such as, but not limited to, fire engine and pump operations, hose lays, handcrew operations and/or helicopter operations to enable the employee to function in assigned capacities and to instruct or lead others in those duties if necessary.

Specialized knowledge of chainsaw operation and repair, long line certification, rappelling, pump operation and water handling, use of specialized equipment used in response to wildland urban interface situations, and helicopter accessory equipment used in wildland fire management and prescribed burns.

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 fixed - wing aircraft.

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.

Ability to operate four wheel drive pickup trucks and may require the ability to operate a fire engine.

Skill in use of hand tools such as a Pulaski, shovel, McLeod; and power tools including chainsaw, portable pumps to build timeline, control wildland fire, and to perform other non-fire related duties.

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

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

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, recreation, wildlife and watershed, and in general maintenance and upkeep of facility, vehicle and equipment.

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

Knowledge of fire terminology to communicate with other module/crewmembers.

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

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.

### Factor 2 - Supervisory Controls

### (Level 2-3, 275 points)

The supervisor initially provides direction on the priorities, objectives, and/or deadline for types of work done previously by the module/crew members. New assignments may be accompanied with a general background discussion, including resources available and advice on methods to use.

The employee 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 employee 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 employee 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 unit are encountered. In such instances the employee may have to propose or suggest solutions or a particular approach for dealing with the problem.

Completed work is reviewed for appropriateness and technical soundness in relation to program requirements and objectives with emphasis on the judgement used by the employee. Assessments of the employee's work during fire assignments is provided by a variety of supervisory personnel from the fires or incidents to which the incumbent's module/crew has been assigned.

#### Factor 3 - Guidelines

Most guidelines are directly applicable and include established procedures for actual wildland fire suppression activities. General guidelines can be found in agency and bureau published directives such as: wildland fire operations manuals, handbooks, and guides.

Some guidelines are also contained in prescribed burning and hazard fuel reduction plans, emergency medical services plans, safety plans, 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 use judgment in applying the guidelines, especially in situations where they are not directly applicable, overlapping or when the supervisor is not available for consultation.

Safety regulations, guides, and policies must be applied.

#### **Factor 4 - Complexity**

Performs and oversees the fire suppression work of others in adverse conditions of climate, fuels, and terrain. As an experienced and specialized firefighter, employee performs a variety of regular and recurring technical wildland fire assignments, (i.e., chainsaw operator, faller, water handling specialist, rappeller etc.) safely and efficiently. On the basis of work situations experienced, or the analysis of events encountered, employee makes choices and decides what needs to be done, recognizing the reason why the task is being performed. Employee is expected to independently decide on the sequence and steps for completion of the work.

#### Factor 5 - Scope and Effect

The employee works independently performing routine assignments involving the use of rules, regulations, or procedures. Completed products or tasks are generally a portion of a larger program or project. Employee performs and oversees a day-to-day fire management support work. The work includes responsibility for leading a field unit engaged in either prescribed fire, aviation (helitack), wildland engines, or an initial attack fire suppression crew. The effect of the

#### (Level 4-2, 75 points)

(Level 5-2, 75 points)

(Level 3-2, 125 points)

#### 6

day-to-day operational work currently performed is to minimize loss of property, improvements, life, and natural resources.

# Factors 6 & 7 - Personal Contacts & Purpose of Contacts (Level 2b, 75 points)

Personal contacts are with wildfire response agency employees, and others inside and outside the fire organization. Contacts frequently involve personnel from outside the immediate organization such as representatives of State or local government or other federal agencies. Other contacts include visitors, private landowners, tribal representatives, or local residents.

The primary purpose is to plan and conduct wildfire response or projects, exchange necessary information, explain the need to adhere to laws, rules, and resolve problems or needs of the organizational unit. The persons contacted are usually working toward a common goal and generally are reasonably cooperative.

Contacts with the general public during incident operations may be with landowners to resolve operational tactics, encourage and/or require evacuation, or to ensure the safety of others including the public.

# Factor 8 - Physical Demands

Essential functions require arduous exertion for protracted periods of time such as, but not limited to, extensive running, walking, climbing, kneeling, stooping, pulling hoses, jumping and twisting.

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 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 employee during fire activities.

# Factor 9 - Work Environment

# (Level 9-3, 50 points)

The work is primarily performed in forest, range and desert environments in steep terrain where surfaces may be extremely uneven, rocky, covered with vegetation, and in smoky conditions, etc.

Temperatures vary from above 100 degrees F to below freezing. Risks include smoke inhalation, fire entrapment, snake or insect bites and stings, exposure to excessive machinery noise, and falling and rolling material. Employee must adjust and cope with exposure to weather elements, dust and smoke, poor sleeping and eating conditions and unpredictable sets of circumstances.

Employee may be required to live in backcountry camps for extended periods of time. The hazardous nature of the work requires that personal protective equipment be worn (boots, hardhat, gloves, flame resistant clothing, etc.). Work may require travel by fixed-wing or rotorwing aircraft.

# (Level 8-3, 50 points)

Evaluation Summary	Final Level	Points		
Knowledge Required by the Position	1- 4	550		
Supervisory Controls	2-3	275		
Guidelines	3-2	125		
Complexity	4-2	75		
Scope and Effect	5-2	75		
Personal Contacts	2			
Purpose of Contacts	b	75		
Physical Demands	8-3	50		
Work Environment	9-3	50		
Total Points	1275			
Points Range	1105-1350			
Final Grade	GS-6			
Official Title: Forestry Technician (Fire)	SPD #FDI0206			
Standard(s) used to evaluate the position	Flysheet for Forestry Technician, GS-0462, TS-111 Dec 1991, Aid & Technical Work in the Biological Sciences Series, GS-0400,TS-111 Dec 1991			
Comments: This position is at the full performance level.				