



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: Secondary/Administrative (Firefighter)

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

Classification Title: Forestry Technician

Organization Title: Wildland Fire Operations Technician

Standard Position Number: FDI230B/A Series and Grade: GS-0462-08/09

RECOMMENDATION FOR COVERAGE: Secondary/Administrative Firefighter coverage is recommended under both CSRS and FERS.

The incumbent serves in a key fire management position in a field fire management organization as a Wildland Fire Operations Technician. The incumbent is responsible for preparedness, prevention, prescribed burning, monitoring, hazardous fuel reduction, and facilities within assigned zone/area. The incumbent also assists in writing and executing wildland fire management plans, prescribed burn plans, and preparedness plans. This is an administrative position in an organization having a firefighting mission, and is clearly in an established career path. Prior firefighting experience, as gained by substantial service in a primary firefighter position or equivalent experience outside the Federal government is a MANDATORY PREREQUISITE for incumbents of this position.

**WILLIAM SIZEMORE**

Digitally signed by WILLIAM SIZEMORE  
DN: cn=US, o=U.S. 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 12:02:44 -06'00'

WILLIAM (ALAN) SIZEMORE, Human Resources Specialist, DOI

Date

JOHN R. RUHS, Assistant Director, Fire and Aviation, BLM

10/24/18  
Date

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

10/24/18  
Date

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

10/24/18  
Date

CHRIS WILCOX, Chief, Branch of Fire Management, FWS

10/24/18  
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:

**AYANNA SEARS**

Digitally signed by AYANNA SEARS  
Date: 2018.10.30 13:42:56 -04'00'

For: Deputy Assistant Secretary, Human Capital and Diversity

Date



# POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

FDI230B

2. Reason for Submission

☐ Redescription

☐ New

3. Service

☐ Hdqtrs

☒ Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

☐ Reestablishment

☒ Other

Explanation (Show any positions replaced)

New DOI Fire Standard PD

Replaces legacy SPD# DOI130

7. Fair Labor Standards Act

☐ Exempt

☐ Nonexempt

8. Financial Statements Required

☐ Executive Personnel

☐ Financial Disclosure

☐ Employment and

☐ Financial Interest

9. Subject to IA Action

☒ Yes

☐ No

10. Position Status

☒ Competitive

☐ Excepted (Specify in Remarks)

☐ SES (Gen.)

☐ SES (CR)

11. Position Is

☐ Supervisory

☐ Managerial

☐ Neither

12. Sensitivity

☐ 1--Non-

☐ Sensitive

☐ 2--Noncritical

☐ Sensitive

☐ 3--Critical

☐ 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. Office of Personnel Management

b. Department, Agency or Establishment

Forestry Technician

GS

0462

8

rl

10/22/2018

c. Second Level Review

Department of the Interior, FLERT Specialist

d. First Level Review

This PD has been approved as follows under 5 USC 5335(c) and 5412(c)

☒ Firefighter

☒ Law Enforcement

☒ Primary

☒ Secondary/Administrative

☒ Supervisory

e. Recommended by Supervisor or Initiating Office

Approval Date

October 30, 2018

16. Organizational Title of Position (if different from official title)

Wildland Fire Operations Technician

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

Department of the Interior

c. Third Subdivision

a. First Subdivision

BIA BLM NPS FWS

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.

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

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

Signature

Date

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

Rena Lockwood,

Classification Program Manager

Signature

RENAE

LOCKWOOD

Digitally signed by  
RENAE LOCKWOOD  
Date: 2018.10.22  
10:16:46 -04'00'

Date

10/22/2018

22. Position Classification Standards Used in Classifying/Grading Position

Flysheet for Forestry Technician, GS-0462, TS-111 Dec 1991, Aid &amp; Technical Work in the Biological Sciences Series, GS-0400, TS-111 Dec. 1991.

**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

Full performance level is at the GS-9. Code 4/supervisory.

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.
- 6. 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.
- 8. 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 guidance.
- 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.

- 13. 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 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 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 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  
Wildland Fire Operations Technician  
GS-0462-08**

**LEGACY SPD#: DOI130**

**I. INTRODUCTION**

This is a standard wildland fire management position description intended for use in the Department of the Interior (DOI). The employee serves in a key fire management position in a field fire management organization as a Wildland Fire Operations Technician. The full performance level of this position is the GS-9.

The employee is also responsible for preparedness, prevention, prescribed burning, monitoring, hazardous fuel reduction, and facilities within assigned zone/area. The employee also assists in writing and executing wildland fire management plans, prescribed burn plans, and preparedness plans.

This is an administrative position in an organization having a firefighting mission, and is in an established career path. Prior firefighting experience, as gained by substantial service in a primary firefighter position or equivalent experience outside the Federal government is a **MANDATORY PREREQUISITE** for employees of this position.

**II. MAJOR DUTIES**

**Wildland Fire Suppression (35%)**

Provides oversight during initial and extended attack fires, directs fireline activities and tactics of dispersed firefighters, resources, equipment, and aircraft. Provides for follow-up actions to safely and effectively manage wildland fires.

Assigns missions to ground and aviation wildland fire suppression resources. Makes efficient and effective use of multiple types of interagency wildland fire suppression resources with varying capabilities. Ensures common communications for interagency resources. Monitors weather and fire behavior, and communicates changes to strategy and tactics. Transfers command to an upper level Incident Management Team as necessary.

Provides protection for life, property and resources. Selects strategies and tactics to ensure safe operations for assigned resources. Recognizes potential hazardous situations and provides operational briefings. Initiates contacts with federal, state, and/or local law enforcement personnel as necessary to close roads, evacuate structures, and deal with the public.

Coordinates with dispatch office regarding current fire behavior and fire conditions, release of resources, and other logistical considerations. Participates in development of: incident objectives and strategies and tactics, to provide for safe operations and cost effective incident management. Conducts After Action Reviews and offers suggestions for improvement.

Responsible for ensuring that required documentation is completed and submitted. Assists in initiating cost share agreements for payment of expenses associated with individual incidents.

May manage national wildland fire support resources (e.g., interagency Hotshot Crews, aviation assets, or other types of specialized modules).

### **Non-Suppression Operations (45%)**

Performs, and supervises employees in a variety of fire management positions such as: fire prevention, preparedness, detection, resource rehabilitation, mobilization, prescribed fire, aviation operations, and training programs.

Assists in conducting local level preparedness reviews. May provide support to state level preparedness reviews.

Ensures preparedness of wildland fire suppression equipment and personnel. Serves on preparedness review teams. Organizes fire cache ; 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.

Assists in conducting field reconnaissance of proposed prescribed burn units and drafting prescribed burn plans. Assists in developing and revising interagency annual operating plans and the unit fire management plan and operating procedures pertaining to preparedness, wildland fire suppression, and prescribed fire.

Assists in wildland fire management planning, coordination and implementation including, but not limited to, fire assistance program coordination, interdisciplinary team participation, fire rehabilitation planning, and fire mitigation measures.

Provides oversight and management for fire facilities within the zone/area. Assists in managing the budget for facility maintenance, supplies, and equipment. Requests long- and short- term funding for wildland fire facility maintenance and improvements.

Coordinates wildland fire and aviation related training courses and may serve as an instructor at the local, regional and interagency levels. Serves as a unit level instructor for 300 and 400 level courses. Identifies wildland fire training needs for unit personnel and submits training nominations. May perform as a duty officer.

### **Supervision and Safety (20%)**

Exercises delegated supervisory authorities and responsibilities 20% of the time. These authorities exceed those typical of work leaders and include assigning and reviewing work daily, weekly, or monthly; assuring that production and accuracy requirements are met.

Plans work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules for completion of work, and approves leave. Assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees. Coordinates within the unit to ensure that timeliness, form,



procedure, accuracy, quality and quantity standards are met. Evaluates work performance of subordinates. Effects minor disciplinary measures, such as verbal warnings and cautions. May certify time and attendance, and approve travel authorizations and vouchers.

Responsible for the on-the-job safety and health of all employees supervised. Provides leadership, allocates resources, and implements activities to accomplish DOI's multicultural organization direction and Equal Opportunity requirements, goals, policies, and objectives. Ensures all communication - written, oral, visual, signed - is non-discriminatory and is sensitive to all employees and the public. Creates a work environment that respects, appreciates, and accepts the contributions and perspectives of all employees.

Workforce supervised is located at the immediate location of the employee.

### **OTHER SIGNIFICANT FACTS**

The primary purpose of this position is to provide operational oversight and planning of wildland fire suppression activities, and specialized expertise in assigned zone/area.

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

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.

Must possess and maintain a valid state driver's license.

Performs other similar duties as assigned.

### **III. FACTOR LEVELS**

#### **Factor 1 - Knowledge Required by the Position**

**(Level 1-6, 950 Points)**

In depth knowledge of the policies, techniques and practices of wildland firefighting obtained through substantial service as a primary firefighter of the Federal government or in a similar firefighting position outside the Federal government. This is a mandatory requirement of this position.

Skill in utilizing wildland fire suppression strategies, tactics, and methods.

Thorough knowledge of the capabilities and limitations of specialized wildland firefighting resources such as helicopters, engines, aerial ignition equipment, pumps, and chainsaws.

Extensive practical knowledge of fire behavior to ensure safe wildland fire suppression operations.

In depth knowledge of interagency wildland fire policies, manuals, regulations, suppression agreements, organizations, and functions sufficient to ensure compliance with existing standards and to implement annual operating plans.

Knowledge of safety policies, guidelines, and procedures specific to wildland fire suppression and prescribed fire activities. Ability to develop and implement safe work procedures.

In depth knowledge of incident management qualifications, training and standards.

Ability to interact with individuals and special interest groups with diverse and potentially conflicting viewpoints regarding natural and cultural resource management priorities.

Skill in oral and written communication to effectively interact with people at all levels, internal and external to the organization.

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

## **Factor 2 - Supervisory Controls**

**(Level 2-2, 125 Points)**

The supervisor makes continuing assignments by initially indicating, the amount of work expected, general explanation of what is to be done, advice on the location of reference material or work samples, and the nature of the limits applicable to the assignments. Additional specific instructions are given for new, more difficult, or unusual assignments or those which are not straightforward and/or repetitive.

Within established procedures, the technician independently executes the task sequences associated with recurring and continuing work and makes adjustments to accommodate needed minor deviations in work methods. The sequence in which the employee performs recurring individual tasks within the assigned block of work typically is based on guidelines, precedent actions, and prior experience in performing the tasks. Unfamiliar situations or technical deviations from established practices are referred to the supervisor for guidance or resolution.

During fire assignments the supervisor or a variety of supervisory personnel from the fires to which the employee has been assigned assure that tasks completed and application of guidelines are technically accurate and in compliance with instructions and established procedures. Assignments with problems new to the technician are checked in more detail to insure accuracy and to make certain that any special instructions were carried out properly.

## **Factor 3 - Guidelines**

**(Level 3-3, 275 Points)**

Guidelines are found in interagency manuals, agency specific manuals, handbooks, directives and policy statements. Many guidelines provide only limited general directions and require the development of additional procedures to implement their intent.

The employee has broad latitude for independent action due to the wide range of variables under which the work is accomplished. The employee relies on experience and uses judgment in adapting techniques, methods or established practices to complete assignments and achieve objectives.

**Factor 4 - Complexity**

**(Level 4-3, 150 Points)**

The work entails a variety of complex administrative and technical wildland fire suppression, prescribed fire, and fuels management support functions, each involving numerous procedures and operating requirements. The employee must interpret and analyze environmental influences on fire behavior, make judgements, and adjust tactics as conditions change. Complex variables such as weather, fuels (type and condition), topography, fire behavior, management objectives and resource protection concerns, strategies and tactics, resource availability and capability, employee and public safety, must be considered by the employee in making critical decisions under pressure. Adding an additional layer to the complexity are factors such as different types of fuels; fuels treatment projects; resource and property values at risk; smoke management requirements; multiple jurisdictions, frequent use of aviation operations or support; and intra/inter-agency coordination requirements.

The multiple variables, conflicts in resource management objectives, and environmental constraints require that the employee evaluate a considerable amount of data in formulating the appropriate strategy into effective wildland fire suppression, prescribed fire, and fuels management programs.

Due to the nature of fire management activities, the employee may have to react quickly and perform multiple, unrelated simultaneous assignments along with other competing demands in the work environment.

**Factor 5 - Scope and Effect**

**(Level 5-3, 150 Points)**

The purpose of the position is to 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 tasks in preparedness, fire suppression, fire prevention, and fuels management. The work has a direct effect on the safety of human life, 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 workplaces personnel and equipment in hazardous situations. Decisions and actions by the employee are critical.

Recommendations made by the employee are considered in developing optimum solutions. Recommendations also serve as the basis for identifying the need for new programs, and are considered in setting priorities for existing programs. Work will influence the direction of wildland fire management operations.

**Factors 6 & 7 - Personal Contacts & Purpose of Contacts**

**(Level 3b, 110 Points)**

Primary contacts are with the crews and others in the fire organization. Other contacts are with local, regional, national wildland fire management personnel, other federal agencies, local, regional, and state fire organizations, researchers and scientists, federal, tribal, and state land management agencies, local community groups, conservation organizations, media and other work units within the government. Contacts are made in the form of 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.

### **Factor 8 - Physical Demands**

**(Level 8-2, 20 Points)**

Duties involve fieldwork requiring above average physical fitness and endurance. 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 employee during fire activities.

### **Factor 9 - Work Environment**

**(Level 9-2, 20 Points)**

Work is performed in both an office and field setting. The work performed in an office setting is primarily sedentary. The work performed outdoors is in forest, range and desert environments or 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 sleeping and eating situations under an unpredictable set of circumstances. Employee 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. Employee will adhere to all safety rules and regulations as prescribed in manuals/supplements or by the designated Safety Officer.

<b>Evaluation Summary</b>	<b>Final Level</b>	<b>Points</b>
Knowledge Required by the Position	1-6	950
Supervisory Controls	2-2	125
Guidelines	3-3	275
Complexity	4-3	150
Scope and Effect	5-3	150
Personal Contacts & Purpose of Contacts	3B	110
Physical Demands	8-2	20

Work Environment	9-2	20
Total Points:		1800
Point Range:		1605-1850
<b>Final Grade:</b>		<b>GS-8</b>
<b>Official Title: Forestry Technician (Fire)</b>		<b>SPD #FDI230B</b>
Standard(s) used to evaluate the position: Position Classification Flysheet for Forestry Technician, GS-0462, TS-111, December 1991 Grade Level Guide for Aid and Technical Work in the Biological Sciences Series, GS-0400, TS-111, December 1991.		
Comments: The full performance level of this position is the GS-9.		

<b>POSITION DESCRIPTION</b> (Please Read Instructions on the Back)							1. Agency Position No. <b>FDI230A</b>										
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input checked="" 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) <b>New DOI Fire Standard PD</b> <b>Replaces legacy SPD# DOI130</b>				7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		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 type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <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. Office of Personnel Management																	
b. Department, Agency or Establishment		<b>Forestry Technician</b>				<b>GS</b>		<b>0462</b>		<b>9</b>		<b>rl</b>		<b>10/22/2018</b>			
c. Second Level Review		Department of the Interior, FLERT Specialist <i>Willif</i>															
d. First Level Review		This PD has been approved as follows under 5 USC 5336(c) and 5412(c) <input checked="" type="checkbox"/> Firefighter <input checked="" type="checkbox"/> Law Enforcement Primary    Secondary/Administrative    Security															
e. Recommended by Supervisor or Initiating Office		Approval Date <b>October 30, 2018</b>															
16. Organizational Title of Position (if different from official title) <b>Wildland Fire Operations Technician</b>						17. Name of Employee (if vacant, specify)											
18. Department, Agency, or Establishment <b>Department of the Interior</b>						c. Third Subdivision											
a. First Subdivision <b>BIA BLM NPS FWS</b>						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.						Signature of Employee (optional)											
20. <b>Supervisory Certification.</b> 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)											
Signature _____ Date _____						Signature _____ Date _____											
21. <b>Classification/Job Grading Certification.</b> 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 <b>Renae Lockwood,</b> <b>Classification Program Manager</b>						22. Position Classification Standards Used in Classifying/Grading Position <b>Flysheet for Forestry Technician, GS-0462, TS-111 Dec 1991, Aid &amp; Technical Work in the Biological Sciences Series, GS-0400, TS-111 Dec. 1991.</b>											
Signature <b>RENAE LOCKWOOD</b> Digitally signed by RENAE LOCKWOOD Date: 2018.10.22 10:13:06 -04'00'						Date <b>10/22/2018</b> <b>Information for Employees.</b> 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	
a. Employee (optional)																	
b. Supervisor																	
c. Classifier																	
24. Remarks <b>This position is at the full performance level. Code 4/supervisory.</b>																	
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.
6. 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.
8. 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 guidance.
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.

13. 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 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 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 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  
Wildland Fire Operations Technician  
GS-0462-09**

**LEGACY SPD#: DOI130**

**I. INTRODUCTION**

This is a standard wildland fire management position description intended for use in the Department of the Interior (DOI). The incumbent serves in a key fire management position in a field fire management organization as a Wildland Fire Operations Technician. This position is at the full performance level.

The incumbent is also responsible for preparedness, prevention, prescribed burning, monitoring, hazardous fuel reduction, and facilities within assigned zone/area. The incumbent also assists in writing and executing wildland fire management plans, prescribed burn plans, and preparedness plans.

This is an administrative position in an organization having a firefighting mission, and is in an established career path. Prior firefighting experience, as gained by substantial service in a primary firefighter position or equivalent experience outside the Federal government is a **MANDATORY PREREQUISITE** for incumbents of this position.

**II. MAJOR DUTIES**

**Wildland Fire Suppression (35%)**

Provides oversight during initial and extended attack fires, directs fireline activities and tactics of dispersed firefighters, resources, equipment, and aircraft. Provides for follow-up actions to safely and effectively manage wildland fires.

Assigns missions to ground and aviation wildland fire suppression resources. Makes efficient and effective use of multiple types of interagency wildland fire suppression resources with varying capabilities. Ensures common communications for interagency resources. Monitors weather and fire behavior, and communicates changes to strategy and tactics. Transfers command to an upper level Incident Management Team as necessary.

Provides protection for life, property and resources. Selects strategies and tactics to ensure safe operations for assigned resources. Recognizes potential hazardous situations and provides operational briefings. Initiates contacts with federal, state, and/or local law enforcement personnel as necessary to close roads, evacuate structures, and deal with the public.

Coordinates with dispatch office regarding current fire behavior and fire conditions, release of resources, and other logistical considerations.

Responsible for the development of incident objectives and strategies and tactics, to provide for

safe operations and cost effective incident management. Conducts After Action Reviews and makes adjustments or implements corrective actions.

Serves as the lead for local level preparedness reviews. May serve as a subject matter expert for State and national level preparedness reviews.

Responsible for ensuring that required documentation is completed and submitted by subordinates. Conducts audits, reviews and approves fire reports completed by others. Initiates cost share agreements for payment of expenses associated with individual incidents.

May manage national wildland fire support resources (e.g., Interagency Hotshot Crews, aviation assets, or other types of specialized modules).

### **Non-Suppression Operations (45%)**

Performs, and supervises employees in a variety of fire management positions such as: fire prevention, preparedness, detection, resource rehabilitation, mobilization, prescribed fire, aviation operations, and training programs.

Ensures preparedness of wildland fire suppression equipment and personnel. Serves on preparedness review teams. Responsible for 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. May be responsible for subunit caches as appropriate

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. Performs post-burn evaluation and completes documentation.

Develops and revises interagency annual operating plans, annual budget requests, the fire management plan and operating procedures pertaining to preparedness, wildland fire suppression, and prescribed fire.

Assists in wildland fire management planning, coordination and implementation including, but not limited to, fire assistance program coordination, interdisciplinary team participation, National Environmental Policy Act (NEPA) and other compliance document preparation, contracting, fire rehabilitation planning, and fire mitigation measures.

Provides oversight and management for fire facilities within the zone/area. Assists in managing the budget for facility maintenance, supplies, and equipment. Requests long- and short- term funding for wildland fire facility maintenance and improvements.

Coordinates wildland fire and aviation related training courses and serves as a lead instructor for 300-400 level courses at the local, regional and interagency levels. Coordinates wildland fire training needs for unit personnel and submits training nominations. Develops and delivers specific training for unique unit issues May serve as the unit training officer.

Responsible for hiring of seasonal employees, employee onboarding off boarding, and remedial HR actions.

Reviews and approves fire reports. Conducts audits of reports entered by subordinates.

May perform as a duty officer.

May serve as a Contracting Officer's Representative (COR) and may be responsible for the preparation of contract specifications and performance measures.

May serve as the agency fire management representative at local cooperator meetings in the absence of the Fire Management Office or Assistant Fire Management Officer.

### **Supervision and Safety (20%)**

Exercises delegated supervisory authorities and responsibilities 20% of the time. These authorities exceed those typical of work leaders and include assigning and reviewing work daily, weekly, or monthly; assuring that production and accuracy requirements are met.

Plans work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules for completion of work, and approves leave. Assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees. Coordinates within the unit to ensure timeliness, form, procedure, accuracy, quality and quantity standards are met. Engages or participates in hiring process for subordinate employees. Evaluates work performance of subordinates, setting standards, monitoring, and final evaluating of subordinate performance. Effects minor disciplinary measures, such as verbal warnings, cautions, and reprimands. May certify time and attendance, and approve travel authorizations and vouchers.

Responsible for the on-the-job safety and health of all employees supervised. Provides leadership, allocates resources, and implements activities to accomplish DOI's multicultural organization direction and Equal Opportunity requirements, goals, policies, and objectives. Ensures all communication - written, oral, visual, signed - is non-discriminatory and is sensitive to all employees and the public. Creates a work environment that respects, appreciates, and accepts the contributions and perspectives of all employees.

May supervise remotely stationed staff and workforce assets.

### **OTHER SIGNIFICANT FACTS**

The primary purpose of this position is to provide operational oversight and planning of wildland fire suppression activities, and specialized expertise in assigned zone/area.

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

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.

Must possess and maintain a valid state driver's license.

Performs similar duties as assigned.

### **III. FACTOR LEVELS**

#### **Factor 1 - Knowledge Required by the Position**

**(Level 1-6, 950 Points)**

In depth knowledge of the policies, techniques and practices of wildland firefighting obtained through substantial service as a primary firefighter of the Federal government or in a similar firefighting position outside the Federal government. This is a mandatory requirement of this position.

Skill in utilizing wildland fire suppression strategies, tactics, and methods.

Thorough knowledge of the capabilities and limitations of specialized wildland firefighting resources such as helicopters, engines, aerial ignition equipment, pumps, and chainsaws.

Extensive practical knowledge of fire behavior to ensure safe wildland fire suppression operations.

In depth knowledge of interagency wildland fire policies, manuals, regulations, suppression agreements, organizations, and functions sufficient to ensure compliance with existing standards and to implement annual operating plans.

Knowledge of safety policies, guidelines, and procedures specific to wildland fire suppression and prescribed fire activities. Ability to develop and implement safe work procedures.

In depth knowledge of incident management qualifications, training and standards.

Ability to interact with individuals and special interest groups with diverse and potentially conflicting viewpoints regarding natural and cultural resource management priorities.

Skill in oral and written communication to effectively interact with people at all levels, internal and external to the organization.

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

#### **Factor 2 - Supervisory Controls**

**(Level 2-3, 275 Points)**

The supervisor provides direction on the priorities, objectives, and/or deadlines 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 performed 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 incumbent exercises initiative in developing solutions to common technical and procedural problems such as changes in priorities, need for extended field time, need for additional equipment or personnel, and other comparable issues. The technician seeks administrative direction or decision from a 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 has been assigned.

Completed work is reviewed to determine that objectives are being met and that methods and results are sensitive to other programs and political considerations.

**Factor 3 - Guidelines**

**(Level 3-3, 275 Points)**

Guidelines are found in interagency manuals, agency specific manuals, handbooks, directives and policy statements. Many guidelines provide only limited general directions and require the development of additional procedures to implement their intent.

The incumbent has broad latitude for independent action due to the wide range of variables under which the work is accomplished. The incumbent relies on experience and uses judgment in adapting techniques, methods or established practices to complete assignments and achieve objectives.

**Factor 4 - Complexity**

**(Level 4-3, 150 Points)**

The work entails a variety of complex administrative and technical wildland fire suppression, prescribed fire, and fuels management support functions, each involving numerous procedures and operating requirements. The incumbent must interpret and analyze environmental influences on fire behavior, make judgements, and adjust tactics as conditions change. Complex variables such as weather, fuels (type and condition), topography, fire behavior, management objectives and resource protection concerns, strategies and tactics, resource availability and capability, employee and public safety, must be considered by the incumbent in making critical decisions under pressure. Adding an additional layer to the complexity are factors such as different types of fuels; fuels treatment projects; resource and property values at risk; smoke management requirements; multiple jurisdictions, frequent use of aviation operations or support; and intra/inter-agency coordination requirements.

The multiple variables, conflicts in resource management objectives, and environmental constraints require that the incumbent evaluate a considerable amount of data in formulating the appropriate strategy into effective wildland fire suppression, prescribed fire, and fuels management programs.

Due to the nature of fire management activities, the incumbent may have to react quickly and perform multiple, unrelated simultaneous assignments along with other competing demands in the work environment.

**Factor 5 - Scope and Effect**

**(Level 5-3, 150 Points)**

The purpose of the position is to perform work related to the wildland fire suppression and prescribed fire programs. The purpose of this position is to effectively manage people and resources to accomplish tasks in preparedness, fire suppression, fire prevention, and fuels management. The work has a direct effect on the safety of human life, 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. Recommendations also serve as the basis for identifying the need for new programs, and are considered in setting priorities for existing programs. Work will influence the direction of wildland fire management operations.

**Factors 6 & 7 - Personal Contacts & Purpose of Contacts**

**(Level 3b, 110 Points)**

Primary contacts are with the crews and others in the fire organization. Other contacts are with local, regional, national wildland fire management personnel, other federal agencies, local, regional, and state fire organizations, researchers and scientists, federal, tribal, and state land management agencies, local community groups, conservation organizations, media and other work units within the government. Contacts are made in the form of 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.

**Factor 8 - Physical Demands**

**(Level 8-2, 20 Points)**

Duties involve fieldwork: requiring above average physical fitness and endurance. 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.

### Factor 9 - Work Environment

(Level 9-2, 20 Points)

Work is performed in both an office and field setting. The work performed in an office setting is primarily sedentary. The work performed outdoors is in forest and desert environments or 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 sleeping 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 worn (hard hat, gloves, boots, flame resistant clothing and other personal protective equipment). Work requires travel by light fixed-wing or rotor-wing aircraft. Incumbent will adhere to all safety rules and regulations as prescribed in manuals/supplements or by the designated Safety Officer.

<b>Evaluation Summary</b>	<b>Final Level</b>	<b>Points</b>
Knowledge Required by the Position	1-6	950
Supervisory Controls	2-3	275
Guidelines	3-3	275
Complexity	4-3	150
Scope and Effect	5-3	150
Personal Contacts & Purpose of Contacts	3B	110
Physical Demands	8-2	20
Work Environment	9-2	20
Total Points:		1950
Point Range:		1855-2100
<b>Final Grade:</b>		<b>GS-09</b>
<b>Official Title: Forestry Technician (Fire)</b>		<b>SPD #: FDI0230</b>
Standard(s) used to evaluate the position: Position Classification Flysheet for Forestry Technician, GS-0462, TS-111, December 1991 Grade Level Guide for Aid and Technical Work in the Biological Sciences Series, GS-0400, TS-111, December 1991		
Comments: This position is at the full performance level.		