

POSITION DESCRIPTION						
1. Position Number			2. Explanation (show any positions replaced)			
3. Reason for Submission <input type="checkbox"/> New <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> Standardized PD <input type="checkbox"/> Other						
4. Service <input type="checkbox"/> HQ <input type="checkbox"/> Field	5. Subject to Identical Addition (IA) Action <input type="checkbox"/> Yes (multiple use) <input type="checkbox"/> No (single incumbent)					
6. Position Specifications Subject to Random Drug Testing <input type="checkbox"/> Yes <input type="checkbox"/> No Subject to Medical Standards/Surveillance <input type="checkbox"/> Yes <input type="checkbox"/> No Telework Suitable <input type="checkbox"/> Yes <input type="checkbox"/> No Fire Position <input type="checkbox"/> Yes <input type="checkbox"/> No Law Enforcement Position <input type="checkbox"/> Yes <input type="checkbox"/> No			7. Financial Statement Required <input type="checkbox"/> Executive Personnel-OGE-278 <input type="checkbox"/> Employment and Financial Interest-OGE-450 <input type="checkbox"/> None required		10. Position Sensitivity and Risk Designation <u>Non-Sensitive</u> <input type="checkbox"/> Non-Sensitive: Low-Risk <u>Public Trust</u> <input type="checkbox"/> Non-Sensitive: Moderate-Risk <input type="checkbox"/> Non-Sensitive: High-Risk <u>National Security</u> <input type="checkbox"/> Noncritical-Sensitive: Moderate-Risk <input type="checkbox"/> Noncritical-Sensitive: High-Risk <input type="checkbox"/> Critical-Sensitive: High-Risk <input type="checkbox"/> Special Sensitive: High-Risk	
		8. Miscellaneous Functional Code: -- BUS: --	9. Full Performance Level Pay Plan: Grade:			
11. Position is <input type="checkbox"/> 2-Supervisory <input type="checkbox"/> 4-Supervisor (CSRA) <input type="checkbox"/> 5-Management Official <input type="checkbox"/> 6-Leader: Type I <input type="checkbox"/> 7-Leader: Type II <input type="checkbox"/> 8-Non-Supervisory		12. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> SES <input type="checkbox"/> Excepted (specify in remarks) <input type="checkbox"/> SL/ST			15. Fair Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	
	13. Duty Station	14. Employing Office Location	16. Cybersecurity Code #1: #2: -- #3: --			
				17. Competitive Area Code: Competitive Level Code:		
18. Classified/Graded by	Official Title of Position		Pay Plan	Occupational Code	Grade	Initial Date
a. Department, Bureau, or Office						
b. Second Level Review			--		--	
19. Organizational Title of Position (if different from, or in addition to, official title)			20. Name of Employee (if vacant, specify)			
21. Department, Agency, or Establishment U.S. Department of the Interior			c. Third Subdivision			
a. Bureau/First Subdivision			d. Fourth Subdivision			
b. Second Subdivision			e. Fifth Subdivision			
22. 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, but not limited to: FLSA determinations; position sensitivity and requirements; and appointment/payment of public funds. 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	
23. 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.			24. Position Classification Standards Used in Classifying/Grading Position			
Typed Name and Title of Official Taking Action						
Signature		Date				
25. Position Review	Initials	Date	Initials	Date		
a. Supervisor				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.		
b. Classifier						
26. Remarks						

DOI Standard PD

PD# DE01200

Classification: Forestry Technician, GS-462-5

INTRODUCTION

This position is located in an operating office within a bureau or equivalent organization within the Department of the Interior (DOI). The primary purpose of the position is to perform technical forestry work in support of forestry programs and activities.

MAJOR DUTIES

Perform any or all of the following, or similar duties:

Collects and compiles forest and woodland management data regarding location, size, character, extent, volume, rate of growth, and quality of timber. Collects forest inventory data from timber cruises, prepares timber sales, performs timber markings in forest development projects, road layout projects, and other work.

Inspects and reports on timber sale areas to determine compliance with contract requirements.

Marks or otherwise designates timber to be removed in timber sales or for use disposals. Collects information for, and prepares necessary reports on, forest and woodland trespass cases.

Examines timber stands to determine need for, or thoroughness of, insect and disease control work.

Collects information from records or in the field to be used in the development and revision of a variety of planning and other documents (e.g., monitoring and inventory plans, annual work plans, environmental assessments, environmental impact statements, etc.) Reviews data for accuracy and completeness and for meeting users' requirements. Notes circumstances that cause variances in data. Prepares portions of plans such as data tables, graphic material, and maps.

Collects field data and documents findings. Compiles maps of forest and woodland areas, cutover areas, burned areas, and special use areas. Utilizes Geographic Information Systems (GIS).

Performs administrative support work associated with forestry programs and activities. Utilizes automated programs and maintains electronic case files. Answers general questions pertaining to the forestry program in person, over the phone, or through email.

Provides assistance in identifying improvement projects (wells, reservoirs, fences) and inspecting/inventorying condition of existing projects.

Utilizes instruments needed to take measurements.

Performs other related duties as assigned.

Factor Levels:

Factor 1 - Knowledge Required by the Position

FL1-4 - 550 points

Practical and technical knowledge of the methods, techniques, and procedures of forestry sufficient to accomplish a variety of technical projects/assignments in support of forestry programs; carry out standard procedures; interpret plans and specifications; collect forestry data; extract data from a variety of sources; apply and use data with consideration of the source characteristics; recognize and report errors, inconsistencies, and other deficiencies in technical data; keep records and prepare reports; and review findings and make recommendations.

Knowledge of GIS and GPS technologies sufficient to utilize geospatial equipment for field data collection and transfer of accurate data to automated systems and databases for analysis. Ability to read maps.

Knowledge and ability to utilize various types of computer programs and software applications related to the forestry program sufficient to enter, maintain, and retrieve information from various automated systems and databases; and develop reports and content for planning documents.

Ability to recognize forest hazards and communicate mitigation measures.

Ability to communicate effectively orally and in writing in order to present information in easy to understand formats that increase understanding of Bureau programs, policies, and objectives.

Ability to safely operate two- and four-wheel drive vehicles and all-terrain vehicles (ATVs).

Ability to use common hand tools and equipment such as chain saws, power sprayers, and GPS.

Factor 2 - Supervisory Controls

FL2-2 - 125 points

The supervisor or designated specialist instructs the incumbent on the purpose of the assignment and its scope, limitations, expected deadlines, and priorities; and advises on the peculiarities of new assignments. The incumbent works independently, but within the framework of established practices and prescribed procedures; and refers problems not covered by the supervisor's instructions or guides to the supervisor/designated specialist for help or a decision.

The supervisor/designated specialist reviews completed work to verify accuracy and conformance to required procedures, including special instructions; reviews findings and conclusions to ensure they are supported by facts; and typically reviews in detail the more difficult work the employee has not previously performed.

Factor 3 - Guidelines

FL3-2 - 125 points

The incumbent uses a variety of established procedures and guidelines directly applicable to assignments. These guides include departmental and bureau rules and regulations, memorandums, manuals, maps, office policies and procedures, standing operating instructions, oral instructions, and scientific or technical texts. The incumbent is especially resourceful in searching procedures, locating the criteria, and applying it as specified, though the process of locating and selecting the applicable guideline may be challenging and time consuming. Situations requiring significant deviations or when guidelines are not appropriate are referred to the supervisor or higher graded specialist for resolution.

Factor 4 - Complexity

FL4-2 - 75 points

Work consists of related steps, processes, and methods in completing assignments. The incumbent selects the appropriate approach method among established processes and procedures to complete recurring forestry assignments. The incumbent follows prescribed processes and methods as assignments increase in difficulty and recognizes the different actions to be taken depending on the source of information or any factual differences.

Factor 5 - Scope and Effect

FL5-2 - 75 points

Work involves applying specific rules, regulations, and procedures related to forestry work and performing clearly defined assignments. The work performed by the incumbent affects the accuracy, reliability, and acceptability of the work of foresters and/or senior specialists, as well as the operation of the forestry program in the area administered by the office.

Factors 6 - Personal Contacts and Factor 7 - Purpose of Contacts

FL2a - 45 points

Individuals contacted include employees in the bureau, inside and outside of the immediate organization (e.g., personnel from higher level organizational units, or, occasionally, resource persons from State or local government units, or other Federal agencies). Personal contacts also include permittees, the general public, contractor personnel, or special users (e.g., private landowners, cooperators).

Contacts are to provide information, receive and clarify instructions, and to report on work results or any problems encountered. Information exchanged or acquired is typically basic or related to general policy. Contacts are typically related to recurring functions.

Factor 8 - Physical Demands

FL 8-2 - 20 points

The work ranges from sedentary when completing duties in the office to frequent field work requiring a considerable amount of walking, riding, stooping, bending, and lifting. Field work may occasionally require the incumbent to climb ladders and trees.

Factor 9 - Work Environment

FL9-2 - 20 points

Office work is performed in adequately lighted, heated, and air-conditioned offices. Much of the time is spent in the field where exposure to extremes of heat and cold, rough terrain, insects, snakes, and other hazards are common. The work may occasionally require working at heights. The incumbent carefully adheres to all safety procedures to mitigate hazards encountered.

OTHER SIGNIFICANT FACTS

May be required to have one or more of the following certifications or other necessary certifications to perform the work of the position:

- Pesticide License or certification
- Chainsaw operator certification
- Logger Certification

Total Points and Grade Conversion

Total Points = 1035
Point Range = 855-1100
Grade = GS-5