

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

R398059

2. Reason for Submission

Reestablishment
 New
 Other

3. Service

Hdqtrs.
 Field

4. Employing Office Location

Twin Cities, MN

5. Duty Station

6. OPM Certification No.

Explanation (Show any positions replaced)

7. Fair Labor Standards Act

Exempt
 Nonexempt

8. Financial Statements Required

Executive Personnel Financial Disclosure
 Employment and Financial Interests

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 Sensitive
 4-Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Park Ranger	GS	025	7	RM	4/22/98
e. Recommended by Supervisor or Initiating Office	Park Ranger	GS	0025	7		

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

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

Department of the Interior

c. Third Subdivision

a. First Subdivision

U. S. Fish and Wildlife Service

d. Fourth Subdivision

b. Second Subdivision

Region 3

e. Fifth Subdivision

19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

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.

22. Position Classification Standards Used in Classifying/Grading Position

Standard Position Description R398059

Park Ranger Series, GS-025 HRC-4, 12/97

Typed Name and Title of Official Taking Action

Robb Morin
Personnel Officer

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.

Signature

Robb Morin

Date

4/22/98

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

24. Remarks

Full Performance Level _____

____ Supervisor Copy

____ Employee copy

____ OPF(L) Copy

____ Classification Copy

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

Park Ranger, GS-025-7

A. Major Duties:

Incumbent serves as a Park Ranger on a National Wildlife Refuge or Wetland Management District, with day to day management and operational responsibilities for the station's public use program. Work is primarily directed towards providing the public with safe, accessible, and enjoyable wildlife dependent recreation including hunting, fishing, wildlife observation and photography, environmental education and interpretation.

Duties Includes:

- Collects and analyzes data related to existing and potential wildlife dependent recreation resources with responsibility for identifying resource study problems for consideration by higher level planners; prepares data summaries and basic drafts of supporting material for inclusion in resource study reports.
- Develops outlines for interpretive talks or educational programs concerning fish and wildlife conservation and natural resources; presents slide talks, videos, and films to youth organizations, civic clubs, school classes and other groups.
- Prepares for and conducts tours for special interest groups.
- Writes information pamphlets and leaflets for refuge visitors; writes captions for interpretive signs and markers; develops interpretive displays for public viewing.
- Develops proposed schedules of public use programs including estimates of funds, facilities, and staff required.
- Suggests new topics, revisions, or other changes or improvements in refuge programs, presentations, and exhibits.
- Monitors and inspects visitor use of various facilities and refuge public use areas, identifying resource impacts from public visitation and alerting supervisors of potential conflicts.
- Trains and supervises volunteers, and other youth work groups to perform refuge maintenance and other operational assignments.
- Employee may be trained and authorized to enforce Federal laws and regulations pertaining to public use and resource protection of National Wildlife Refuges.

B. Factors:

1. Knowledge Required by the Position:

- Knowledge of the principles and techniques of biology, forestry, fish and wildlife conservation, the environment and natural resource management to effectively convey biological and natural resource subject matter to the public.
- Skill in oral communication to conduct tours and make presentations.
- Skill in the collection, analysis, and evaluation of public use data, visitor interest trends, and field station resources and capabilities to assist in the planning and development of

efficient public use programs.

- Skill in developing and operating audiovisual programs and equipment to prepare outlines or programs and give slide and film presentations.
- Skill in basic design and layout to develop refuge brochures, signs, and displays.
- Knowledge of the Refuge and its goals, objectives, and operations along with knowledge of local history, customs, and people to propose and evaluate programs which meet local demand for wildlife dependent recreation while furthering the objectives of the refuge.
- Skill in operating motorized vehicles.

2. Supervisory Controls:

The incumbent performs operational assignments, typically of an established routine, but occasionally requiring initiative and resourcefulness to identify the most appropriate guidelines or procedures. Detailed instructions are provided for unusual assignments. Completed work is reviewed for technical soundness, accomplishment of objectives, adherence to agency policy and supervisory instructions, completeness, thoroughness of research, soundness of judgement and selectivity in the treatment of the subject, and adequacy and appropriateness of proposals. For developmental assignments, special emphasis is placed on insuring the incumbent understands requirements, concepts, and techniques of wildlife recreation management, environmental education, and interpretive assignments.

3. Guidelines:

Specific guidelines are available in the form of Refuge Public Use Plans, Regional instructions, Service Manuals and Handbooks. These guidelines are generally directly applicable, but incumbent must use some judgement to select and adapt standard procedures to meet specific situations, and occasionally recommends measures to improve the Refuge's administration of public uses.

4. Complexity:

Work consists of a variety of well-defined tasks designed to provide breadth and depth of training in the development and implementation of a wildlife dependent recreation and interpretive program at a wildlife refuge. Incumbent must consider refuge resources and objectives, subject matter, and local demand for wildlife dependent recreation in developing and implementing a specific program. The work requires accurate assessment of wildlife dependent recreation resources and public use data, creativity and sound judgement in developing effective programs, and knowledge of a broad variety of interpretive techniques.

5. Scope and Effect:

The purpose of the work is to develop and coordinate the wildlife dependent recreation resources at a wildlife refuge while insuring the natural resources of the area are protected

and enhanced. Employee also communicates information on refuge resources and programs in order to increase refuge visitors' understanding, appreciation and enjoyment of fish and wildlife resources. Work affects the public image of the refuge, as well as of the Fish and Wildlife Service.

6. Personal Contacts:

Contacts are with co-workers, visitors, school and youth groups, volunteers, and with peers from other natural resource agencies and organizations.

7. Purpose of Contacts:

Contacts are for giving and receiving information, assignments or instructions, and explaining well established policies and procedures. Contacts are also to conduct tours, and to give presentations on Refuge management and fish and wildlife resources.

8. Physical Demands:

The work requires some physical exertion such as walking over wet, rough, uneven or rocky terrain; bending, crouching, stooping, stretching, reaching, lifting, or similar activities. The work requires average agility and dexterity.

9. Work Environment:

The job requires both office and outdoor work. The office is adequately lighted, heated, and ventilated. Temperature and weather extremes may be encountered in the performance of the outdoor work. The incumbent is expected to conduct duties in a safe and orderly manner so as not to endanger self, fellow workers, or property with which entrusted. A condition of employment is the wearing of the official U.S. Fish and Wildlife Service uniform in a manner prescribed in the Service Manual. Incumbent is required to obtain and properly wear uniform components within Class B and C.