

POSITION DESCRIPTION (Please Read Instructions on the Back)

1 Agency Position No
R3-46

2 Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input type="checkbox"/> Other		3 Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4 Employing Office Location Twin Cities, MN		5 Duty Station		6 OPM Certification No	
Explanation (Show any positions replaced)				7 Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8 Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests		9 Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
10 Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)				11 Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12 Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 4-Special Sensitive		13 Competitive Level Code	
								14 Agency Use	

15 Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department Agency or Establishment						
c. Second Level Review						
d. First Level Review	Forestry Technician	GS	462	5	JTW	4/27/92
e. Recommended by Supervisor or Initiating Office	Forestry Technician	GS	462	5		

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

17 Name of Employee (if vacant, specify)

18 Department, Agency, or Establishment
Department of the Interior

a. First Subdivision
U.S. Fish and Wildlife Service

b. Second Subdivision
Region 3

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

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 _____

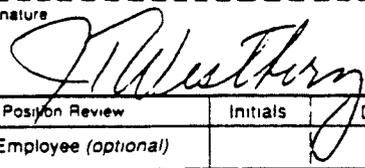
Signature _____ Date _____

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.

22 Position Classification Standards Used in Classifying/Grading Position
STANDARD POSITION DESCRIPTION R3-46
Grade Level Guide for Aid & Technician Work,
GS-400, TS-111, 12/91

Typed Name and Title of Official Taking Action
J.T. Westberg
Personnel Management Specialist

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  Date **4/27/92**

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

Remarks
Full Performance Level _____
This position subject to drug testing and must pass a Step Test.

Supervisors Copy _____
Employee Copy _____
OPF Copy _____
Classification Copy _____

25 Description of Major Duties and Responsibilities (See Attached)

Introduction

The incumbent of this position serves as a Forestry Technician (seasonal firefighter) and is located at a field station within the Refuge system. The purpose of this position is to provide technical expertise in support of the unit's fire, timber, wildlife, grassland, and recreation programs.

Major Duties:

- Directs initial attack forces on small wildfires including dispatching and/or requesting personnel, supplies and equipment needed. Performs as a member of a prescribed burning or slash disposal crew, as an engine operator, an ignitor, as mop up and/or as a monitor.
- May participate as a single resource, or member of a hand crew, on interagency fires both on and off the refuge.
- Regularly operates farm tractors, discs, mowers, and other various implements in the maintenance and development of a system of permanent firebreaks. Oversees maintenance of all fire equipment so that it is maintained in a fire-ready status at all times during non-snowcover periods.
- Independently selects, marks and measures softwood and/or hardwood timber for cutting of sawlogs, pulpwood, posts, poles, etc. Determines species, measures diameters and heights, estimates defects and determines quality of timber. Conducts area cruises to determine the quantity of timber on an area by species, type and quality.
- Scales and records merchantable volume of logs or other products.
- Collects, summarizes and prepares requested timber reports and maps which provide information on topography, general conditions of area, haul road location, inoperable areas, soils, logging conditions, etc.
- Assists, as assigned and directed, in the inspection of various timber sale operations on small timber sales which pose very few problems and where the timber stands are usually pure.
- Surveys contractor and force-account planting, recording data on survival, growth, insect and disease damage, stocking, etc.
- Makes wildlife habitat surveys and wildlife inventories. Performs independently or as a leader of a small project crew in construction or completion of wildlife habitat improvement projects. Such projects include water developments or site preparation/clearing/planting vegetative cover for improved wildlife habitat and other similar tasks.
- Conducts vegetative surveys to monitor changes in habitat from prescribed burning.
- Takes control action against weed species, both herbaceous and woody, both by physical removal and the application of herbicides.

- Assists with maintenance and rehabilitation of public use facilities such as parking lots, trails, roads, and displays.

Factors:

1. Knowledge Required by the Position:

- Knowledge of established fire policies, guidelines and procedures, as well as fire behavior, in order to direct initial attack forces on a fire, or to serve as a member of a prescribed burn or slash disposal crew.
- Knowledge of established forestry practices for timber marking, cruising and scaling forest products, and for planting, site preparation and timber stand improvement, in order to accomplish assigned duties in timber.
- Skill in planning on a day-to-day basis, a schedule to carry out and accomplish assignments in an orderly and timely manner.
- Skill in meeting and dealing with people to enable incumbent to obtain cooperation from permittees and refuge visitors.
- Knowledge of standard sampling methods, recording procedures, inspection techniques and surveys in order to collect, summarize and present requested resources data in oral or written form.
- Knowledge and skill, as evidenced by a Minnesota Pesticide Applicators License, of safe and proper application of herbicides for general ground, forest, aquatic, and rights-of-way categories.
- Skill in using hand and power tools such as, shovel, pulaski, fire rake, and/or chainsaw in order to effectively perform duties in fire, timber, recreation and other related areas.

2. Supervisor Control:

The supervisor assigns work in terms of the objectives to be achieved and without explicit instructions in work situations which involve concepts and methods typically familiar to the incumbent.

Incumbent draws upon previous experience and training to independently resolve problems of the type previously encountered, making it unnecessary for constant technical supervision. The supervisor provides technical assistance on new, unusual or controversial problems.

Incumbent is responsible for completion of all work assignments. Completed work is reviewed for methods applied and technical adequacy.

3. Guidelines:

Guidelines consist of numerous technical guidelines, handbooks, work plans, prescriptions, and oral and written instructions.

Incumbent is expected to use judgement in selecting the proper guideline-adapting procedures to meet field conditions. Unusual conditions or circumstances are referred to supervisor for instructions.

4. Complexity:

Duties involve carrying out a variety of operations following established procedures and precedents to accomplish assignments in fire, timber, wildlife and recreation.

The incumbent must make on-the-site decisions requiring the use of sound judgement to select and/or adapt established procedures and precedents to meet field conditions in the administration of operations, to carry out resource practices, to estimate quantity and quality of resources and to make group and individual contacts.

Most duties are regulated by precedents and established procedural guidelines, but the incumbent must use judgement in identifying situations where field conditions differ from the norm or conflicts exist between resources. Unusual problems are referred to supervisor.

5. Scope and Effect:

The purpose of this position is to provide technical expertise to the refuge's fire, timber, wildlife and recreation programs.

The successful and accurate performance of these duties contributes to the timely accomplishment of the refuge's programs and the management and protection of the resources on the refuge.

6. Personal Contacts:

Contacts are usually face-to-face, by phone, with coworkers, permittees, contractors, other agencies, landowners, and refuge visitors.

7. Purpose of Contacts:

Contacts are to receive or give work instructions, exchange information with coworkers, explain contracts or permit, obtain cooperation, explain program objectives, give facts and provide service to refuge users. Incumbent needs the ability to meet and deal with persons who are uncooperative or hostile or who have different viewpoints, goals or objectives.

8. Physical Demands:

Work requires strenuous physical activity, such as handling firefighting equipment, walking over wet, rough, uneven surfaces, climbing, bending, lifting, crouching, stooping, stretching, carrying a load, or similar activities. Incumbent must meet physical requirements for fire suppression as specified in the Refuge Manual 6 RM 7 (pass a step test at a level of 45, or higher, or equivalent). Passing this test is a condition of employment.

9. Work Environment:

Work is performed in a outdoor environment in which temperature and weather extremes may be encountered and where the terrain may be steep, uneven, rocky and covered with thick vegetation. The work requires the use of safety equipment such as boots, gloves, goggles and hardhat.

A condition of employment is the wearing of the official U.S. Fish and Wildlife Service uniform in a manner prescribed in 3 AM 3 of the Administrative Manual. The incumbent is required to obtain and properly wear uniform components within Classes _____ and _____.