

**POSITION DESCRIPTION** (Please Read Instructions on the Back)

1 Agency Position No.  
**R3-94**

2 Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> Reestablishment Explanation (Show any positions replaced)		3 Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4 Employing Office Location <b>Twin Cities, MN</b>		5 Duty Station		6 OPM Certification No.		
7 Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input 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 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 checked="" 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	(51)					
d. First Level Review	Refuge Operations Specialist	GS	485	9	JTW	4/27/92
e. Recommended by Supervisor or Initiating Office	Refuge Operations Specialist	GS	485	9		

16 Organizational Title of Position (if different from official title) \_\_\_\_\_  
17 Name of Employee (if vacant, specify) \_\_\_\_\_

18 Department, Agency or Establishment <b>Department of Interior</b>		c Third Subdivision	
a First Subdivision <b>U.S. Fish and Wildlife Service</b>		d Fourth Subdivision	
b Second Subdivision <b>Region 3</b>		e Fifth Subdivision	

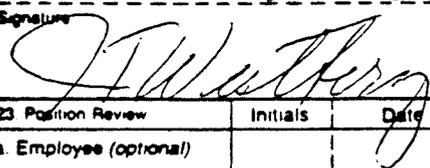
19 Employee Review—This is an accurate description of the major duties and responsibilities of my position.  
Signature of Employee (optional) \_\_\_\_\_

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.  
22 Position Classification Standards Used in Classifying/Grading Position  
**STANDARD POSITION DESCRIPTION R3-94**  
Position Classification Standard for GS-485, TS-96, dated 5/90

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

Signature:  Date: **4/27/92**

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

24. Remarks  
Full Performance Level: \_\_\_\_\_  
Personnel Folder Copy \_\_\_\_\_  
Supervisor's Copy \_\_\_\_\_  
Employee's Copy \_\_\_\_\_  
Classification Copy \_\_\_\_\_

25 Description of Major Duties and Responsibilities (See Attached)

Introduction

Incumbent serves as primary assistant manager at a National Wildlife Refuge in Region 3. Duties include;

Major Duties:

- Plans, organizes and implements technical biological work and/or habitat preservation and development work for the station. Prepares reports on progress and completion of studies, uses data to assist in the formulation of future programs and effect improvements in the station's management practices.
- Has direct line supervision over some or all of the following programs: maintenance, biological, safety, law enforcement, youth, and administration programs.
- Plans and schedules operations and maintenance projects. Trains and supervises lower-grade employees, maintenance staff, or YCC enrollees assigned to the station.
- Plans, coordinates, and/or administers one or more activities specific to the station's resource program, such as farming, trapping, predator control, grazing, hunting, etc.
- Performs public relations activities, conducts talks, tours with groups or the general public. Required to represent the Service in official contacts with public and private organization.
- Performs administrative duties incident to the primary program such as maintenance of station records and fiscal accounts, procurement of supplies, services, equipment, and disposal of surplus property.
- Assists with land-use programs using management techniques designed to improve wildlife habitat within the Management District.
- Assists with Private Lands activity within the Management District including the review, negotiation and management of conservation easements and title-transferred lands; wetland restoration activities; and SCS/ASCS consultations.
- Performs law enforcement activities on and adjacent to the refuge management district, working closely with state, federal and local law enforcement agencies.
- Analyzes and evaluates refuge programs such as public use, farming, fire and water management and suggests and implements changes to improve their effectiveness.
- Conducts wildlife and habitat surveys and evaluations, and uses the data obtained to formulate suggestions for future programs and to effect improvements in refuge management practices.

Factors:

1. Knowledge required by the Position:

- Professional knowledge of theories, principles, practices, and techniques of wildlife biology and refuge management.
- Working knowledge of methods, procedures and techniques as applied in areas of wildlife biology and refuge management.
- Skill in applying and adapting established biological, agricultural or ecological, and natural resource management methods, procedures and techniques and in exercising independent judgement in order to make day-to-day decisions.
- Skill in making close observations to study wildlife and wildlife habitat and to recognize problems, draw sound conclusions on basis of observations, and prepare reports for technical and administrative use.
- Skill in verbal and written communications including skill in presenting data and its analyses, and in writing objective reports that require a minimum of reviewing and editing.
- Skill in operating small motorized watercraft and automotive equipment.
- Knowledge and ability to perform law enforcement activities and duties.
- Ability to meet and deal effectively with station cooperators, general public, and employees of other agencies with whom employee has business dealings.
- Ability to supervise and train lower-grade employees.

2. Supervisor Controls:

Incumbent is supervised by the Refuge Manager who outlines assignment in general terms, specifying end results. Incumbent may perform work on-site, or several miles distant from the supervisor. Plans work in advance and submits general plans for review. Incumbent is responsible for seeing that the program, management plan, and operations of the station are developed and carried out properly. The Supervisor is available to discuss unusual or controversial problems. Supervisor spot-checks work in progress and reviews completed work for general adequacy and completeness.

3. Guidelines:

Well-defined guidelines are available in the form of refuge manuals, administrative manuals, the statutory provisions of applicable legislation, policies specified in correspondence, and interchange with

other resource managers and biologists. Incumbent uses judgment to make frequent and considerable interpretation and adaptation of guidelines. Significant deviations are referred to supervisor.

4. Complexity:

Incumbent plans, directs and carries out the work program or specifically assigned activities at a fully-operating field station. Administrative operation and related programs may be varied and cover the general range of the station activities. Most assignments have some aspects which require the incumbent to select, adapt, or interpret existing methods, practices, and instructions; to generalize from existing guidelines and techniques in carrying out specific activities; and to solve somewhat complex problems.

5. Scope and Effect:

The purpose of the work is to develop and administer the management and operating program of a natural resource field station. Work affects the progress and direction of the station's program and the adequacy of station activities as they relate to preservation, protection, and/or propagation of our nation's natural resources.

6. Personal Contacts:

Contacts are with co-workers, members of the local community, landowners, cooperators, local conservation organizations, cooperating local state and Federal agencies, and the general public.

7. Purpose of Contacts:

Contacts are for the purpose of discussing work assignments, providing work direction to lower-graded employees, explaining and disseminating information to groups and individuals, exchanging data and information, and establishing cooperative relationships.

8. Physical Demands:

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

9. Work Environment:

The work requires both office and outdoor work. The office is adequately lit, heated and ventilated. Temperature and weather extremes may be encountered in the performance of 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 a uniform of the type and in a manner prescribed by regulations set forth in Section 3 AM 3 of the

Refuge Operations Specialist, GS-485-9

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FWS Administrative Manual. Incumbent is required to obtain and properly wear uniform components within Classes \_\_\_\_ and \_\_\_\_.