

**POSITION DESCRIPTION ADDENDUM
MOTOR VEHICLE OPERATION – INDIAN AFFAIRS**

Position Description Number: F332-BIA

The incumbent of this position will:
[Place an "X" next to appropriate category]

Regularly operate government vehicles or equipment to perform the duties of the position.

Occasionally operate a motor vehicle, but not on a regular basis.

Not be required to operate a vehicle.

Employees occupying positions with the requirement to **regularly** operate a vehicle must successfully complete the web-based National Safety Council Defensive Driving Course every 3 years.

All positions are subject to the Indian Affairs Motor Vehicle Operation Policy. Incumbents must be in compliance with all policy requirements depending upon position motor vehicle operation status.

**POSITION DESCRIPTION ADDENDUM
TELEWORK POLICY – INDIAN AFFAIRS**

Position Description Number: F332-BIA

[Place an "X" next to appropriate category]

For positions suitable for telework, use the following language:

The Bureau of Indian Affairs has determined that the duties of this position are suitable for telework and the selectee may be allowed to telework with supervisor approval.

For positions not suitable for core or situational telework, use the most appropriate of the following two options:

The Bureau of Indian Affairs has determined that the duties of this position are suitable for telework only during an emergency or natural disaster.

The Bureau of Indian Affairs has determined that the duties of this position are not suitable for telework under any circumstances.

For positions that MANDATE telework, use the following language:

The Bureau of Indian Affairs has determined that telework is required for this position and thus a condition of employment. The selectee is expected to telework days a week. Selectees must be eligible to telework under the 2010 Telework Act.

- *To be used for all Standard Position Descriptions.*



**U.S. DEPARTMENT OF THE INTERIOR
 Certification of Position Approval
 for Retirement
 Under 5 USC § 8336(c) and § 8412(d)**

Approved under the Civil Service Retirement System, 5 USC § 8336(c)

Approved under the Federal Employees Retirement System, 5 USC § 8412(d)

Category of Coverage: Secondary/Administrative (Firefighter)

Bureau: Bureau of Indian Affairs – Standard Position Description


Classification Title: Supervisory Fire Management Specialist (WFM)

Organization Title: Wildland Fire Module Superintendent

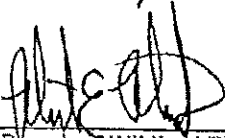
Standard Position Number: F332-BIA Series and Grade: GS-0462-07/09

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

This is a standard wildland fire management position description intended for use in the Bureau of Indian Affairs. The incumbent serves in a key fire management position in a field Fire Management organization as the Wildland Fire Module (WFM) Superintendent. BIA Modules are dedicated to wildland and prescribed fire operations and provide expertise in the areas of fire monitoring, ignition, holding and suppression, prescribed fire preparation and implementation support, hazardous fuels reduction and fire effects monitoring. Knowledge is required of the practices, methods, and techniques of fire management; including fire behavior, fire organizations, strategies, tactics, equipment, and suppression methods used in containment and control of wildland fires in multiple vegetation/fuels including grass, brush, and timber types. **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.**


 ALAN SIZEMORE, Human Resources Specialist, DOI

06/22/2012
 Date


 LYLE CARLILE, Director, Branch of Wildland Fire Management, BIA

06-22-12
 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:


 Deputy Assistant Secretary, Human Capital and Diversity

6/25/12
 Date

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other	3. Service <input type="checkbox"/> Hdqrs <input checked="" type="checkbox"/> Field	4. Employing Office Location	5. Duty Station	6. OPM Certification No.
Explanation (Show any positions replaced) New Standard Position Description Statement of Differences		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 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 *See Item 24 <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) SES (CR)	11. Position Is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither	12. Sensitivity <input checked="" 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 F332-BIA

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management	Department of the Interior, FLERT Specialist					
b. Department, Agency or Establishment	Firefighter Primary	Law Enforcement				
c. Second Level Review	Approval Date	Secondary/Administrative				Sec/Supvy
d. First Level Review	Supervisory Fire Management Specialist (WFM)	GS	0401 (51)	07	wtv	6/19/12
e. Recommended by Supervisor or Initiating Office	Supervisory Fire Management Specialist (WFM)	GS	0401	07		

16. Organizational Title of Position (if different from official title)
Wildland Fire Module Superintendent

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment Department of the Interior	c. Third Subdivision
a. First Subdivision Bureau of Indian Affairs	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)
	Robert L. Carlile Director, BIA Branch of Wildland Fire Management
Signature	Signature
Date	Date
	6/19/12

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
Professional Work in the Natural Resources Management and Biological Sciences Group, 0400, Sep 2005; GSSG, HRCD-5 Jun 1998, Apr 1998

Typed Name and Title of Official Taking Action
Wesley T. Vert, Jr.
Human Resources Specialist (Classification)

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
FPL: GS-09. This is a Testing Designated Position.
*Position is competitive, except if filled by Indian Preference under Schedule A, 213.3112(a)(7)

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


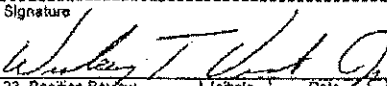
Statement of Differences

This is a trainee level position for the purpose of training the incumbent for higher level duties. This position is identical to Position Number F332-BIA with the following exceptions:

The full performance level for this career development position is GS-09. When filled at the second lower level (i.e., GS-07), the incumbent will function under much closer supervisory controls than described at the full performance level. The difficulty or work assignments gradually increase as knowledge and experience are gained through the formalized training program and on-the-job training. Under immediate supervision, performs somewhat difficult assignments requiring the exercising of independent judgment. The supervisor reviews the work for adherence to instructions and procedures.

When the incumbent meets or exceeds the work performance requirements of this level, and otherwise satisfies qualifications and other administrative requirements, promotion action on a noncompetitive basis will be initiated by the supervisor.

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) New Standard Position Description						3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		1. Agency Position 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 type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		6. OPM Certification No.		13. Competitive Level Code	
10. Position Status <input checked="" type="checkbox"/> Competitive *See Item 24 <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) SES (CR)						11. Position Is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 4-Special Sensitive		14. Agency Use F332-BIA		13. Competitive Level Code	
15. Classified/Graded by		Official Title of Position		Pay Plan	Occupational Code	Grade	Initials	Date					
a. Office of Personnel Management		Department of the Interior, FLERT Specialist											
b. Department, Agency or Establishment		This PD has been approved as follows under 5 USC 8336(c) and 8412(d) <input checked="" type="checkbox"/> Firefighter <input type="checkbox"/> Law Enforcement											
c. Second Level Review		Primary <input checked="" type="checkbox"/> Secondary/Administrative <input type="checkbox"/> Approval Date: <u>June 25, 2012</u>								Sup/Supvy			
d. First Level Review		Supervisory Fire Management Specialist (WFM)		GS	0401 (51)	09	wtv	6/19/12					
e. Recommended by Supervisor or Initiating Office		Supervisory Fire Management Specialist (WFM)		GS	0401	09							
16. Organizational Title of Position (if different from official title) Wildland Fire Module Superintendent						17. Name of Employee (if vacant, specify)							
16. Department, Agency, or Establishment Department of the Interior						c. Third Subdivision							
a. First Subdivision Bureau of Indian Affairs						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) Robert L. Carlile Director, BIA Branch of Wildland Fire Management							
Signature						Signature 							
Date						Date 6/15/12							
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 Professional Work in the Natural Resources Management and Biological Sciences Group, 0400, Sep 2005; GSSG, HRCD-5 Jun 1998, Apr 1998							
Typed Name and Title of Official Taking Action Wesley T. Vert, Jr. Human Resources Specialist (Classification)						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 6/19/12							
23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date		
a. Employee (optional)													
b. Supervisor													
c. Classifier													
24. Remarks FPL: GS-09. This is a Testing Designated Position. *Position is competitive, except if filled by Indian Preference under Schedule A, 213.3112(a)(7)													
25. Description of Major Duties and Responsibilities (See Attached)													

**STANDARDIZED POSITION DESCRIPTION NUMBER: F332-BIA
BUREAU OF INDIAN AFFAIRS
FIRE MANAGEMENT PROGRAM**

**CLASSIFICATION TITLE: SUPERVISORY FIRE MANAGEMENT SPECIALIST (WFM)
SERIES AND GRADE: GS-0401-7/9
ORGANIZATIONAL TITLE: WILDLAND FIRE MODULE SUPERINTENDENT**

I. INTRODUCTION

The mission of the Bureau of Indian Affairs (BIA) is to enhance the quality of life, promote economic opportunity, and carry out the responsibility of protecting the trust assets of American Indians, Indian Tribes, and Alaska Natives. This is accomplished through the delivery of quality services, while maintaining government to government relationships within the spirit of Indian self-determination.

The mission of the Branch of Fire Management is:

1. To provide for safe and effective wildland fire protection on privately owned Indian forest and range lands held in trust by the United States of America through the use of modern and efficient Interagency fire management practices including appropriate fire suppression; a responsive and cost effective pre-suppression program based upon a cooperative approach to a common problem with other wildland fire protection agencies; a creative fire prevention program focusing on hazard abatement through the application of a fuels treatment program; and the implementation of tribal control of the program under Indian Self-Determination as requested by tribal government.
2. To provide safe and cost effective use of aviation resources on an interagency basis throughout all Bureau operations that comply with existing statutes, regulations and policies governing their use; implementation of modern technology in the Bureau's use of aviation assets; and to provide technical assistance to tribal governments, as requested, in the safe and effective use of tribal managed aviation resources and facilities.

This is a standard wildland fire management position description intended for use in the Bureau of Indian Affairs (BIA). The incumbent serves in a key fire management position in a field Fire Management organization as the Wildland Fire Module (WFM) Superintendent as a supervisor of 7-10 Forestry Technicians and additional technicians and detailers from the host/requesting unit.

As a national interagency resource, WFM's are available to all agencies. The module is dedicated to wildland and prescribed fire operations and provides expertise in implementation supports, hazardous fuels reduction and fire effects monitoring. Depending on the assignment, the module may work as a unit, or be split into smaller scouting, monitoring, and support groups typically of 2 or more persons. A significant portion (70%) of work can be expected to take place away from the module's duty station.

The National Wildfire Coordinating Group (NWCG) incident management qualifications specified in the Interagency Wildland Fire Module Guidebook may be used in conjunction with this position description.

Prior wildland firefighting experience on the fireline is a mandatory requirement for this position.

This is an arduous position and subject to medical screening and physical fitness testing.

II. MAJOR DUTIES

Implementation and Execution of Wildland and Prescribed fires (50%)

Supervises and performs all aspects of wildland and prescribed fire operations, ensuring that preparation, line construction, firing, holding, mop-up, rehabilitation, and evaluation are completed. Uses firefighting techniques, equipment and tools, such as air operations, portable pumps, engines, shovel, Pulaski, McLeod, hand and chainsaws, etc., in initial attack, fire line construction, and mop-up activities. Determines best method of fire control tactics and makes judgments regarding location and width of fireline in relation to fuels types, topography, weather, etc.

Receives work assignments from Fire Management Officer and project supervisors requesting WFM services. Analyzes hazards involved and determines safety procedures and personal protective equipment required to meet objectives.

Determines preparedness and suppression needs, facilitates procurement, and formulates and prepares project plans for the WFM. Formulates annual WFM budget and maintains a system of accounts to track program expenditures. This includes managing the budget from out-year planning to year-end closure. Approves material and supply orders submitted by subordinates. Procures capital equipment and provides property management oversight and is accountable for WFM property.

Assists in preparation of plans for wildland and prescribed fire operations entailing field reconnaissance, mapping, fuels assessments, weather observations, and topographic evaluations. Uses current modeling programs to predict fire spread, intensity, and smoke emissions. Analyzes data from field surveys, topographic maps, GIS and aerial imagery.

Provides supervision and instructions to module crewmembers, oversees work accomplishment and identifies training needs. Monitors work progress, ensures needed equipment and material are available, resolves problems and report to the Fire Management Officer about the work, personnel, and problems encountered.

During initial attack fire suppression activities, assumes a leadership and/or supervisory role and locates fireline, directs and participates in fireline construction, backfiring and burnout operations, engine and pump operations, tree falling and holding/patrol/mop-up operations. Evaluates evolving wildland fire situations, determines rate of spread, potential hazards to property and other improvements, suppression method to use, hose lays, deployment of crew, point of initial attack, type of tools to use and application of water. Supervises the construction of handlines in various vegetative types. Uses a variety of specialized tools, equipment and techniques to actively suppress fires.

Evaluates operations on wildland fires and recommends management strategies. Prepares accurate and timely fire reports including daily unit logs, provides intelligence updates for Incident Action Plans, and incident updates in Department of Interior Fire Reporting System.

May serve in various overhead functions such as Task Force Leader, Prescribed Fire Burn Boss, and Incident Commander. Serves as lead and/or unit instructor for prescribed fire, fire suppression and aviation courses for BIA and other agency personnel.

Assists units in planning and conducting programs to establish vegetation and fuels plots to assess fire effects within various ecosystems.

Assists and/or develops prescribed fire burn plans including goals and objectives, fire behavior and weather prescription, resource and preparation requirements, ignition and holding, monitoring, wildland fire transition, smoke management, National Environmental Policy Act (NEPA) compliance, medical/communication/safety plans, and post fire rehabilitation.

Performs hazardous fuels reduction projects which entail thinning and cutting vegetation through use of mechanical means, such as chainsaws, etc.

Responsible for the maintenance of crew fleet equipment (e.g., crew carriers, pick-ups, and trucks). Coordinates repairs and schedules maintenance with approved maintenance facilities, securing temporary replacement of vehicles as needed.

Applies appropriate agency incident business and resource management practices and policies to meet objectives.

Performs first aid as qualified.

Supervisory Duties (50%)

Provides technical and administrative supervision on a WFM for 7 to 10 module members, which consists of 1 Wildland Fire Module Assistant Superintendent (GS-0462-7), 1 Wildland Fire Module Lead Crewmember (GS-0462-6), and 4 Wildland Fire Module Crewmembers (GS-0462-4/5), and additional technicians/detailers.

Exercises the full range of supervisory duties for subordinates. Works with the Fire Management Officer in planning work to be accomplished, prepares schedule adjusting to priority changes. Coordinates project/work schedule with the Fire Management Officer. Recommends appointment, promotion, or reassignment for permanent positions. Develops performance standards and evaluates performance, and counsels employees whose performance does not meet expectations. Provides instructions and advice to employees on both work and administrative matters, resolves complaints from employees, and carries out disciplinary measures. Refers group grievances and more serious unresolved complaints to a higher level supervisor. Identifies and recommends fire qualifications and training needs of employees and manages electronic fire qualification and experience records for module personnel in conjunction with the home unit Fire Management Officer. Keeps employees informed of management policies and goals.

Incumbent is responsible for ensuring equal opportunity for all employees supervised in the selection of employees for training, promotions, awards, recognition, and other career development opportunities. Ensures fair and unprejudiced employment practices in the recruitment and selection of candidates for appointments to positions supervised. Responsible for actively supporting equal opportunity in daily activities.

Responsible for on-the-job safety and health of employees. Initiates efforts conforming to established local and bureau safety programs such as Job Hazard Analysis (JHA) and operational risk management processes. Responsibilities include identifying and correcting job safety and health hazards, instructing employees on safety requirements, reviewing and reporting incidents in accordance with BIA and Office of Workers Compensation Program regulations, initiating corrective measures for violations of Occupational Safety and Health Act standards, and the periodic inspection of work places.

III. FACTORS

Factor 1: Knowledge Required by the Position

Professional knowledge of natural resource management, fire ecology, fire behavior, and fire management theories, concepts, principles, and standards in a wildland fire environment.

Knowledge of the practices, methods and techniques of Fire Management; including fire behavior, fire organizations, strategies, tactics, equipment, and suppression methods used in containment and control of wildland fires in multiple vegetation/fuels including grass, brush, slash, and timber types.

Prior on-the-line wildland firefighting experience is required to comprehend and apply fire management strategies, tactics, and fire prevention and mitigation procedures to fire management objectives and to determine the consequences of proposed actions.

Knowledge of burn plan components for prescribed and wildland fires, including knowledge of fire effects in various vegetation types.

Knowledge of supervisory techniques to direct and evaluate others in the accomplishment of field projects.

Knowledge of DOI and BIA recruitment and hiring practices and standards.

Knowledge of fuels and fire behavior modeling methods applications and assumptions.

Knowledge of wildland fire information management and planning systems.

Knowledge of BIA Fire Management Policies, fire management plans, prescribed fire operations, fire monitoring procedures, and smoke management and ignition techniques.

Knowledge of BIA natural and cultural resource management practices to implement programs and initiate plans.

Ability to utilize topographic maps, aerial photographs, and technical equipment in the field.

Ability to program, troubleshoot and use mobile and handheld radios to communicate with crewmembers and adjoining forces.

Knowledge of education methods to conduct fire and aviation training programs.

Knowledge of DOI and BIA aviation policy and standard helicopter operations in order to direct helicopters to remote field locations. Ability to manifest, assemble and facilitate external cargo for rotor-wing aircraft.

Skill in oral and written communications to relay instructions and information and prepare readable reports.

Knowledge of program management, budget, procurement, and property/fleet management policies, procedures, regulations, and guidelines.

Ability to operate four wheel drive pickup trucks, fire engines and off highway vehicles (ATV's, UTV's)

Knowledge of accepted safety practices in controlling fires and various other incidents to prevent injury, property damage or loss of life. Ability to provide basic first aid and use CPR.

Knowledge of plant classification techniques.

Ability to implement standard procedures used in fuel inventories and sampling.

Operations: Demonstrates proficiency in wildland fire tactical operations: Maintaining Lookout(s), Communication(s), Escape routes, Safety zone(s) – LCES in an uncontrolled fire line environment; line construction with production rates similar to a Type 1 hand crew at similar crew strength; conducting burn-out and black line operations; design, operation and maintenance of fire management hydraulic systems including pumping, hose lays and structure protection sprinkler systems.

Ability to independently evaluate and implement operational action plans (i.e. Trigger Points – Management Action Points).

Ability to document and manage geographically separate incidents.

Demonstrates point protection skills: Completing written structure assessments; structure wrapping, interface fuels reduction during ongoing incidents; perform structure triage.

Knowledge of Prescribed Fire skills: Ignition of prescribed fire at the moderate complexity level; in prescribed fire holding actions during moderate complexity prescribed fires. Ability to plan and implement an interagency prescribed burn plan.

Knowledge of Fire Intelligence environmental assessment skills: Safely monitoring and documenting fire behavior; monitoring smoke quantities, dispersal and impacts to sensitive receptors; identifying and documenting fuels, slope and aspect affecting current and foreseeable fire behavior; collection, measurement and documentation of live and dead fuel moisture; collection, measurement and documentation of live and dead fuel moisture; collection and identification of fuel load data (e.g. Browns transects, photo series).

Knowledge of Fire Weather: Demonstrates consistency in fireline weather monitoring and documentation; submitting, interpreting and providing feedback to Spot weather forecasts; initiate and maintain portable weather stations.

Knowledge of Mapping: Demonstrates mapping skills in the use of GPS systems with the capability to transfer information to mapping software; wildland fuels and fire progression mapping; use of GIS technology to analyze fire data; produce hard copy maps.

Ability to demonstrate backcountry capability skills: Operating self-sufficiently for multiple days in back-country fire environment including food, water, and anticipated equipment for 5-7 days; use of the minimum tool and "light hand" techniques including cross-cut saw skills, leave no trace camping; transport personnel and equipment using remote travel techniques.

Ability to prepare documentation: Preparing fire behavior and fuel condition monitoring documentation during ongoing incidents; transmit onsite observations from remote locations; assemble and organize large amounts of data in digital or hardcopy format.

Planning: Ability to provide intelligence and feedback for effectiveness of long-duration fire plans.

Factor 2: Supervisory Controls

Receives assignments from the home unit Fire Management Officer (FMO) and other local unit managers. In the absence of national priorities, is assigned work by home unit Fire Management Officer or Project managers at the requesting unit provide objectives and guidance for projects at

their agency. The incumbent often independently plans and determines how to accomplish assignments, selects procedures or techniques, and carries out the work to completion in consultation with the FMO. Interagency or publicly sensitive questions are resolved in consultation with project manager and supervisor. Discrepancies and safety concerns are brought to the attention of the supervisor as soon as possible.

The incumbent must use judgment, together with available references and experience, to select specific techniques to achieve assigned objectives. Generally seeks direction or decision from the project manager, FMO, only when significant technical or procedural problems are encountered. Completed work is reviewed for technical soundness, overall adequacy, consistency with related BIA programs, and accomplishment of objectives.

Factor 3: Guidelines

The employee uses a wide variety of reference materials and manuals including the home unit's and the requesting agency's natural resource management plans, fire management plans, incident action plans, federal directives and policies, state policies, Standards for Interagency Wildland Fire Module Operations, National Wildfire Coordinating Group (NWCG) fireline handbook, interagency fire business management handbook, fire monitoring handbook, various training guides, and other related manuals (SOPs/module handbook, etc.). The employee uses scientific reference materials in developing programs, practices, and procedures.

Available guidelines, although extensive, are not always directly applicable to the work or have gaps in specificity. The employee uses individual judgment and initiative in selecting, interpreting, and applying available guidelines for adaptation to specific problems or issues. The employee analyzes results and recommends changes. Precedents are available to outline existing approaches to more general problems or issues. The incumbent is expected to make recommendations that would modify guidelines, procedures and methodologies to improve efficiency in the WFM.

Factor 4: Complexity

The position has key responsibilities with regards to the implementation of wildland and prescribed fire programs for numerous BIA agencies as well as various interagency cooperators. This involves considering and evaluating the multitude of factors such as public and fire personnel safety, resources threatened (communities, structures, historic and cultural resources, watershed, timber stands, riparian areas, threatened and endangered species), safety hazards, fire situation and fire danger, long and short term weather forecasts, fuel loading, ecosystem dynamics, fire history, resource availability, smoke management issues, cost and monitoring problems.

The incumbent makes recommendations for actions which may have a significant effect on the public. In addition, the application of fire and fuels management techniques can have significant long-term resource management implications. Incumbent is expected to apply and modify guidelines and protocols from other agencies where operations are being conducted. Since operations are carried out in various areas, the situations and conditions are varied and involved the full range of diverse fuel types, weather conditions, and topography.

Complexity of wildland fire and fuels management programs is high. Restoring fire to ecosystems managed by the BIA is a goal that involves risk. Maintaining control of individual projects requires a high degree of reliance on effective decision making, skill and experience with numerous specialized tools and techniques, as well as accurate weather forecasts and the ability to monitor changing weather conditions.

Factor 5: Scope and Effect

The purpose of this position is to oversee the supervision and guidance of a module during the implementation of wildland and prescribed projects; to assist in the development of the associated

plans; and to collect information for scientifically based management of wildland and prescribed fire operations. This work provides an essential basis for effective implementation of BIA fire and fuels management program objectives on a national scale.

The work directly affects the design and execution of projects, the accuracy and acceptability of findings and recommendations, and provides an essential basis for management conclusions and plans. The position has significant influence on both the planning and operations of wildland fire management, as well as in the identification of topics for further needs.

Factor 6: Personal Contacts

Contacts are with subordinates, fire and resource management personnel from various agencies, National and Regional fire management personnel, National Weather Service personnel, fire personnel from other federal, state and local agencies, media, general public, and with private organizations or individuals with an interest in BIA wildland fire operations.

Factor 7: Purpose of Contacts

Contact with subordinates is necessary to provide supervision, training, advice, and guidance towards the accomplishment of numerous BIA fire and fuels management goals. Contacts with host unit FMO is essential to plan and coordinate work efforts and resolve issues concerning the work or the particular needs of the WFM. Contacts with others is to share expertise, exchange information, standardize operations among agencies, plan and coordinate operations, direct and adjust work in progress, conduct training, maintain good public and employee relations, maintain records, and clarify policy and procedures.

Factor 8: Physical Demands

Duties involve arduous field work requiring above average physical performance, endurance and superior conditioning. 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.

The duties of this position require the incumbent to meet physical fitness tests for arduous positions. Incumbent must be able to annually pass the Work Capacity test at the arduous level.

Factor 9: Work Environment

Work is primarily performed outdoors in forest and desert environments in steep terrain where surfaces may be extremely uneven, rocky covered by thick vegetation, in smoky conditions, etc. Temperatures commonly exceed 100 degrees F and may 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 bivouac and eating situations under an unpredictable set of circumstances. Incumbent may be required to live in remote backcountry camps for extended periods of time. The hazardous nature of the job requires that protective clothing be worn (hard hats, gloves, boots, flame resistant clothing and other personal protective equipment). Work may require travel in light fixed wing or rotor-wing aircraft.

Processing and analysis of data and reports is done primarily in an office setting, involving extended hours of computer work; this is done less than 25% of the time.

IV. OTHER SIGNIFICANT FACTS:

The incumbent will be required to operate a government owned or leased vehicle in the performance of his/her duties. The incumbent must possess a valid state driver's license and meet the requirements of the BIA Motor Vehicle Operation Policy.

This is a Testing designated Position (TDP) under the Department of Interior Drug-free Workplace program.

This position must maintain an arduous level fitness rating and is required to participate in a physical fitness program. In addition, an arduous medical screening must also be successfully completed.

Incumbent must be qualified and current in the following NWCG wildland fire positions:

- Incident Commander Type 4 (ICT4); and
- Firing Boss (FIRB) or Prescribed Fire Burn Boss Type 2 (RXB2); and
- Engine Boss (ENGB) or Crew Boss (CRWB).