

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

Position Description Number: F334-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: F334-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: Primary/Rigorous (Firefighter)

Bureau: Bureau of Indian Affairs - Standard Position Description

Classification Title: Lead Forestry Technician (WFM)

Organization Title: Wildland Fire Module Lead Crewmember

Standard Position Number: F334-BIA Series and Grade: GS-0462-06

RECOMMENDATION FOR COVERAGE: Primary/Rigorous 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 only for positions on Wildland Fire Management (WFM) Modules. 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 strategies, tactics, and suppression methods used in containment and control of wildfires and wildland fires to be able to relay assignments to crew members, accurately evaluate rapidly changing fire circumstances, determine when/if additional forces may be needed, or determine when circumstances warrant withdrawal of crew to safe locations. Primary duties are directly connected with the control and extinguishment of fires and/or maintaining and using firefighter apparatus and equipment. The duties of this position are so rigorous that employment is limited to young and physically vigorous individuals who must meet established age and physical qualification requirements.

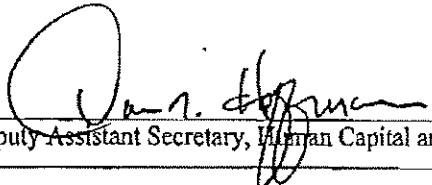

Alan Sizemore, Human Resources Specialist, DOI

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, Indian 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"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station	6. OPM Certification No.	
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt			8. Financial Statements Required <input type="checkbox"/> Executive Personnel Employment and Financial Disclosure <input type="checkbox"/> 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 type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Historical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code	
15. Classified/Graded by			Official Title of Position		Pay Plan	Occupational Code	Grade/Step	Date
a. Office of Personnel Management			Department of the Interior, FLERT Specialist		GS	0462	06	wtv 6/19/12
b. Department, Agency or Establishment			This PD has been approved as follows under 5 USC 8305(d) and 8412(d) <input checked="" type="checkbox"/> Firefighter <input type="checkbox"/> Law Enforcement <input checked="" type="checkbox"/> Primary <input type="checkbox"/> Secondary/Administrative <input type="checkbox"/> Sec/Supvy		Approval Date: June 25, 2012			
c. Second Level Review								
d. First Level Review			Lead Forestry Technician (WFM)		GS	0462	06	wtv 6/19/12
e. Recommended by Supervisor or Initiating Office			Lead Forestry Technician (WFM)		GS	0462	06	
16. Organizational Title of Position (if different from official title) Wildland Fire Module Lead Crewmember					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		Date		Signature		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 Forestry Technician Series, GS-0462, TS-111, Dec 1991; Aid and Technical Work in the Biological Sciences Series, GS-0400, TS-111, Dec 1991; GS Leader GEG, HRCD-5, Jun 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		Signature		Date		
		6/19/12						
23. Position Review		Initials	Date	Initials	Date	Initials	Date	
a. Employee (optional)								
b. Supervisor								
c. Classifier								
24. Remarks FPL: GS-06. 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: F334-BIA
BUREAU OF INDIAN AFFAIRS
FIRE MANAGEMENT PROGRAM**

**CLASSIFICATION TITLE: LEAD FORESTRY TECHNICIAN (WFM)
SERIES AND GRADE: GS-0462-6
ORGANIZATIONAL TITLE: WILDLAND FIRE MODULE LEAD CREWMEMBER**

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 Fire Management position description intended for use in the Bureau of Indian Affairs only for positions on Wildland Fire Management (WFM) Modules. This PD is appropriate for a Lead Crewmember on a 7-10 person Wildland Fire Module. This module is a national resource assigned to a home unit.

The incumbent of this Bureau of Indian Affairs position works at an agency unit to serve as a Lead Crewmember on a Wildland Fire Module. As a national resource, WFMs are available to all BIA units, as well as other agencies on a limited basis. BIA Modules are dedicated to wildland and prescribed fire operations, and provide expertise in the areas of fire monitoring, ignition, holding and suppression, prescribed preparation and implementation support, 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 Standards for Interagency Fire Module Operations, PMS 317, must be used in conjunction with this position description.

FIREFIGHTER RETIREMENT COVERAGE: This is a primary/rigorous firefighter position under 5 USC 8336© (CSRS) and 8412(d) (FERS). 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 (60%)

Follows established and developed safety guidelines and is responsible for own safety as well as communication of hazards to other crewmembers and adjacent resources.

Serves as a highly skilled and qualified wildland firefighter, responsible for leading at least 4 to 7 module crewmembers (forestry technicians), most of which are GS-5s as well as additional technicians, and/or detailers. Leads crewmembers in all aspects of wildland and prescribed fire operations including planning, preparation, ignition, monitoring, holding, mop-up and rehabilitation. May be assigned to lead 1-2 teams of remotely situated, self-sufficient teams of fire monitors.

During initial attack fire suppression activities, 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. Leads the construction of handlines in various vegetative types. Uses a variety of specialized tools, equipment and techniques to actively suppress fires.

Performs prescribed fire operations including preparation, ignition, monitoring, holding, and mop-up. Monitors fire behavior, fire effects, and fire weather on prescribed fires and wildland fires. Collects fire data such as fuel loading, tree stand density, fuel moisture, map projects, weather, and maintains records.

Receives work assignments from Module Leader and Assistant Leader, and participates in formulation of these assignments. May be assigned first line logistical, planning or operational duties. Relays work assignments and tasks to module crewmembers (4-7) and additional fireline personnel. Provides leadership and guidance to crewmembers as tasks are completed.

May serve as Incident Commander, Firing or Crew Boss, Field Observer, Squad Boss, Helicopter Crewmember, Chainsaw Operator, UTV Operator, or as a holding or ignition crew member on wildland and prescribed fires, as qualified and assigned.

Responsible for the operation and maintenance of various specialized and non-specialized equipment used by the module in prescribed and wildland fire operations including: chainsaw, portable pumps, leaf blowers, brush cutters as well as laptop computers, GPS units, digital cameras, electronic weather monitoring equipment (RAWS, HOBO) and communications equipment (mobile and handheld radios, satellite phones). Uses and maintains specialized firing equipment (e.g. fuses, drip torches, flare launcher, and terra torch).

Participates in and leads various training and developmental discussion, including safety and risk management briefings, best practices discussions and demonstrations, operational briefings, as well as drills and scenarios. Conducts regular checks with members of the crew to ensure safe, efficient operations are ongoing. Ensures crewmember welfare is monitored regularly, with constant attention to personnel safety.

Performs the duties of a fully qualified chainsaw operator. Performs chainsaw maintenance and makes minor repairs.

Operates four wheel drive pickup trucks and fire engines, off-highway vehicles (OHVs) portable pumps, chainsaws, and other common fire equipment as qualified and assigned.

Fire and Fuels Monitoring/Management Duties (30%)

Serves as a Fires Effects Monitor, Field Observer or similar, (as qualified) collecting and evaluating weather, fuels, topography, and fire behavior data for prescribed and wildland fires. Maintains appropriate records, including fire reports, monitoring summaries and crew or unit logs or diaries. Uses computers to document and store monitoring data and analyze and/or model fire behavior or expected fire effects.

Utilizes GPS units to collect relevant geographic data, including points and perimeter data. Uses computers to prepare and store geographical information, and to display collected data in map form, including fire progression maps.

Observes and reports smoke transport and potential impacts of fire on resources and safety of personnel. Evaluates observed conditions and potential problems, and makes preliminary determination on the cause of problems noted, and communicates results to higher-level specialists for analysis.

Performs hazard fuels reduction projects, which entails cutting, moving and piling vegetation through use of mechanical means, e.g. chainsaws.

Assists with the preparation of prescribed fire burn plans; including fuels assessments, preparation requirements, ignition and holding plan, and post fire rehab, etc.

Additional Duties 10%

May assist in technical preparation of portions of various management plans and/or planning documents, including prescribed fire burn plans. This work may include literature research, description of methods, preparation of graphs and charts, and summary of findings.

May install vegetation monitoring plots and input results for analysis.

May assist in emergency operations as trained and qualified. Assists in other all risk operations as qualified.

Performs first aid as qualified.

Leadership Duties

While performing all of the above duties, provides daily leadership, direction, guidance, and training for the WFM crew. Serves as a working leader to module crewmembers, most of which are GS-5 employees. May also lead additional technicians and detailers. Instructs assigned personnel on tasks and techniques and conducts on-the-job training; distributes and controls work assignments among employees, assures timely accomplishment of assigned tasks, maintains work notes and records; ensures work is carried out safely; assists with quality control; and reports work accomplishments and performance problems. Provides input to formal and informal employee performance evaluations.

Assist in module organization, maintenance of equipment, inventory, hiring, and crewmember training.

Assumes the role of Module Assistant Leader as needed and qualified.

III. FACTORS

Factor 1: Knowledge Required by the Position

Knowledge of strategies, tactics, and suppression methods used in containment and control of wildfires and wildland fires to be able to relay assignments to crew members, accurately evaluate rapidly changing fire circumstances, determine when/if additional forces may be needed, or determine when circumstances warrant withdrawal of crew to safe locations.

Knowledge of equipment maintenance and minor repair in order to maintain equipment in working order and prevent downtime when equipment is critically needed.

Ability to lead or direct the execution of wildland and prescribed fire burn plans.

Ability to provide on-the-job training in proper and safe techniques, applications, methods, procedures and principles. This knowledge is used to effectively deal with the wide variety of conditions and situations encountered during wildland and prescribed burning situations.

Knowledge of leadership principles and concepts as developed and applied in wildland and prescribed fire operations.

Knowledge of fire behavior prediction systems and National Fire Danger Rating System fuel models, fire weather monitoring procedures and accuracy requirements.

Knowledge of collection and recording procedures for fire behavior, fire effects, and weather data, and ability to meet requirements as a Fire Effects Monitor.

Knowledge of BIA Fire Management Policies, cultural resource management practices, BIA fire management plans, fire monitoring procedures, ignition techniques, components of burn plans for prescribed and wildland fires.

Ability apply Fire Orders and Watch Out situations to various fire situations.

Ability safely use common fire tools and equipment (e.g. Pulaski, shovel, chainsaws, etc.) and maintain common firing devices (e. drip torches, fuses, flare launchers, etc.), to build fire line and control wildland and prescribed fires.

Ability to utilize technical equipment in the field (computers, computer programs, GPS/mapping software, weather stations, digital cameras, etc.) to gather, transfer, archive and communicate relevant information, including fire weather conditions, smoke dispersal and concentration, acreage growth, fire behavior, fuel conditions, etc.

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

Ability to use GPS units and associated software compass topographic maps and aerial photographs to safely and efficiently locate and access fires and monitoring plots.

Ability to operate four wheel drive pickup trucks, fire engines, and off-highway vehicles (OHVs).

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

Ability to work within the full range of fuel types found throughout Indian Country to perform duties assigned. This national WFM travels from agency to agency to implement burn plans in a variety of fuel types, e.g., grass, brush, timber, slash.

Ability to provide basic first aid and use CPR in the field.

Knowledge of plant classification techniques.

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

Knowledge of personnel safety techniques to prevent injury to self and others.

Factor 2: Supervisory Controls

The Lead Crewmember is supervised by the module leaders (Module Leader and Module Assistant) who assign work and outlines objectives. The Lead Crewmember is responsible for independently carrying out assignments and providing field-based leadership, direction and training to less experienced personnel, fill-ins, detailers as well as other personnel working with the module. Non-routine work will be discussed with supervisors for consultation and advice. Completed work is reviewed for quality, technical accuracy, and thoroughness.

Factor 3: Guidelines

Guidelines typically are in the form of oral and written instructions and training prior to wildland or prescribed fire activities. Established guidelines and techniques (in-unit, Service wide, or in scientific literature) for fire and other resources monitoring are used to conduct work. When existing written instructions do not apply, the problem may be referred to the module leaders; however, the Lead Crewmember is expected to independently develop action plans and strategies for some activities.

Factor 4: Complexity

Projects include completing a variety of tasks associated with prescribed and wildland fire operations, fire weather, behavior and effects data collection and monitoring, as well as work on mechanical fuel reduction projects. The work involves skillful application of a variety of complicated fire monitoring and prescribed fire ignition and holding techniques, and specialized use of equipment and tools. The work involves leading and training others in the skillful application of a variety of complex wildland and prescribed fire techniques including fuels, fire and weather monitoring procedures, ignition and holding methods, as well as usage of various specialized and non-specialized equipment and tools.

Decisions as to what must be done depending to a considerable degree, on the Lead Crewmember's analysis of the situation and issues involved with the selected course of action chosen from a variety of options. The sequence of most tasks is readily apparent and may require few choices to be made, however numerous leadership decisions will be made by the Lead Crewmember, some with little or no consultation from module leaders. More complex tasks (such as ignition and holding tasks) may require consultation with supervisor as to decision-making and sequencing.

The Lead Crewmember is expected to apply and modify guidelines and protocols where operations are being conducted. Since operations are carried out nationwide, the situations and conditions are varied and involve the full range of diverse fuel types, weather conditions, and topography. Suggestions for improving practices, standards, and policies are expected.

Factor 5: Scope and Effect

The work involves leading others in the skillful application of a variety of wildland and prescribed fire management, monitoring and control techniques and use of equipment and tools. The work contributes to the effective implementation of the BIA's fire and fuels management program on a national basis. Duties have significant impact on the long-term fire restoration component of the BIA fire management program, in that wildland and prescribed fire projects and associated data collected enables managers to make decisions about ecosystem management and to evaluate program success.

Factor 6: Personal Contacts

Contacts are with module leaders, module crewmembers, fire and resource management personnel from various agencies, fire personnel from other federal, tribal, state, and local agencies, and with the general public and others with an interest in BIA wildland and prescribed fire operations.

Factor 7: Purpose of Contacts

Contact with module leaders is necessary to obtain instructions, direction and guidance for tasks and operations. Contacts with others, including subordinates, are to exchange information, gather and clarify information, coordinate operations, direct and adjust work in progress, evaluate team member capabilities, resolve problems and answer questions.

Factor 8: Physical Demands

Arduous: Duties involve arduous fieldwork 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. Operations of some specialized fire equipment can place extended physical stress on Lead Crewmember during fire activities.

The duties of this position require the Lead Crewmember to meet physical fitness tests for arduous positions. Must be able to annually pass the Work Capacity Test at the arduous level.

Factor 9: Work Environment

The work is primarily performed outdoors in forest and desert environments in steep terrain where surfaces may be extremely uneven, rocky, or covered by vegetation. Temperatures commonly exceed 100°F and 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. Lead Crewmember may be required to live in backcountry camps for extended periods of time. The hazardous nature of the job requires that protective clothing be worn 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 by light fixed-wing or rotor wing aircraft.

Processing and analysis of data are done primarily in an office setting involving extended hours of computer work; this is done less than 20% 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 the Interior Drug-free Workplace Program.

This position is for physically vigorous individuals and successful completion of Pack Test at Arduous Level is required. In addition, a medical screening must also be successfully completed.

This position requires frequent travel.

Incumbent must be currently or previously qualified as a Firefighter Type 1 (FFT1).