

FF Special Retirement Coverage

Standard Position Description (SPD)# F121

Certification of CSRS Primary (FF) coverage approval for the above SPD can be found in the signed OPM general coverage certification letter dated 07/29/91.

Certification of FERS Primary-Rigorous (FF) coverage approval for the above SPD can be found in the signed DOI general coverage certification sheet dated 10/02/91.

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
F121

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"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location		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 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 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 Sensitive <input type="checkbox"/> 2-Noncritical 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	Supervisory Range/Forestry Technician*	GS	455/462	06	JP	11/21/90
d. First Level Review						
e. Recommended by Supervisor or Initiating Office	Supervisory Range/Forestry Technician*	GS	455/462	06	mlh	6/22/90

16. Organizational Title of Position (if different from official title)
Supervisory Fire Station Manager (Station Name)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment
DEPARTMENT OF THE INTERIOR

a. First Subdivision
Bureau of Land Management

b. Second Subdivision

c. Third Subdivision

d. Fourth 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)

D. 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)
L. BARKOW Ch Fire & Aviation

Signature _____ Date _____

Signature (signed) L. BARKOW Date JAN 18 1991

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
GS-455/462

Typed Name and Title of Official Taking Action
JULIET D. POWELL
Personnel Management Specialist

Signature _____ Date 11/21/90

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								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

Special Requirement Coverage:
 Firefighter
 Law Enforcement
 Primary/Injurious
 Date approved: 07/29/91
 PERS: date approved: 10/02/91
 Secretary/Supervisory

24. Remarks
SUBJECT TO DRUG TESTING
*Interchangeable based upon primary vegetation of the unit.

Supervisory Range Technician/
Forestry Technician, GS-455/462-6
Supervisory Fire Station Manager (Station Name)
Position No. F121

INTRODUCTION

This position is located in a BLM fire suppression organization. The primary purpose of this position is to serve as an Incident Commander working with fire crews on the fire line. The employee serves as the crew supervisor and as the station foreman.

DUTIES

A. The primary purpose of this position is to serve as a working engine crew supervisor coordinating the work of two or three fire engines and associated crews. Accompanies crews to the fire line using the most feasible routes and ensures fire engines are positioned for the safety of the crew and fire equipment and for the most effective use of engine and water in suppressing and mopping up wildland fires. Serves as an Initial Attack Incident Commander. Determines probable cause of fires, protects origin, and completes fire reports. Analyzes fire conditions and determines attack methods. Assigns engines/crews to specific firefighting operations commensurate with their training and experience. Operates or directs the operation of engines and oversees the use of pumps and hoses as well as a variety of specialized tools, equipment and techniques while actively suppressing wildfires. Directs the use of a variety of specialized tools, equipment and techniques in actively suppressing fires. Scouts and locates lines. Directs line construction, back fire and burn out, hose layout and pumping, tree falling, mobile and stationary engine attack, and holding/patrol/mop-up operations.

B. Functions in the positions for which qualified during prescribed burns. May serve during fire emergencies in other SOF or Incident Command System (ICS) positions for which trained and qualified.

C. Directs the maintenance and repair of vehicle(s), equipment and tools and works with the crew. Assists with field repairs of equipment in an effort to keep vehicles, equipment and tools operational during an emergency. Participates in the spring activation and fall winterizing of equipment. Assists the crews in more difficult maintenance tasks. Ensures adequate supplies are available. Participates in fire readiness drills. Assists with crew training, especially in conducting on-the-job follow-up to formal training, crew readiness exercises, and tail-gate safety sessions. Receives specialized training under the ICS.

D. Spends an estimated 10% of the time in administrative duties (timekeeping, requisition of supplies and equipment, and completing equipment use reports).

E. Spends an estimated 10% of the time in Station Manager duties which includes opening/closing the station and maintaining the building and yards.

F. Spends an estimated 10-20% of the time as a work supervisor. Plans assignments and reviews work ensuring it is conducted in a safe and efficient manner and ensuring work meets established standards. Determines work schedules and ensures adequate resources are available for emergencies. Coordinates project work assignments with resource specialists. Recommends and/or conducts informal training ensuring the crew has sufficient knowledge

to carry out the assigned duties. Explains administrative procedures for timekeeping, use of equipment and reporting equipment usage, procurement of supplies, and property accountability. Discusses performance problems with employees ensuring deficiencies are addressed or referring the employee to the next higher level supervisor. Discusses grievances with the crew and resolves informal grievances. Approves leave for short periods of time. Prepares performance evaluations and discusses them with crewmembers.

FACTORS

Factor 1, Knowledge Required by the Position

A thorough knowledge of fire behavior, fire organizations, fire equipment, and firefighting methods, tactics and procedures is required to suppress and direct suppression of fires under various conditions of fuels, weather, and terrain. Prior line firefighting experience is required.

A thorough knowledge of fire engine hydraulic systems including effect of elevation, friction loss, and pressure, pumping mechanisms, hose thread and apparatus differences, and operating procedures to distribute hose lays and to operate equipment for peak utilization.

A knowledge of accepted safety practices especially around fire engines and in suppressing fires to prevent injury, damage, or loss of life.

Must have a valid state driver's license and the ability to operate and maintain the assigned vehicles.

Must have the ability to serve as a supervisor.

Ability to communicate effectively with others in emergency situations at field locations.

Factor 2, Supervisory Controls

The supervisor assigns work in terms of objectives to be obtained and the available resources. Instructions are provided on new projects or major changes in guidelines. The incumbent plans and carries out recurring work assignments on own initiative. The supervisor spot checks work in progress or upon completion dependent upon the difficulty of the assignment.

Factor 3, Guidelines

Guidelines for the use and maintenance of equipment and for carrying out the routine firefighting assignments are available and are included in training courses. The employee selects the appropriate guidelines for the specific circumstances encountered, solving most of the day-to-day problems independently. Assistance is available for unusual situations.

Factor 4, Complexity

The work consists primarily of supervising and working with crews on the fire line, operating fire engines, and in maintaining fire equipment and tools. Some administrative duties are also assigned. The multiple crews and/or capability of the extremely complex, large, all-terrain fire engines increases the alternatives available in taking initial attack actions. Fires normally

encountered in these positions vary in size, intensity, and potential scope based upon the fuels and fire environmental situations at the specific location. The employee, on a recurrent basis, coordinates primarily the use of one or two fire engines in carrying out suppression assignments. The actions taken vary with the capabilities of crew(s) and engines, fuel types, fire weather conditions, and the resource values concerned.

Factor 5, Scope and Effect

The purpose of the work is to serve as a working supervisor in operating fire engines during fire suppression efforts and to maintain and repair firefighting vehicles, equipment, and tools. The work performed by the employee and crew(s) contributes to the effectiveness of the firefighting organization in suppressing wildfires and protection resource values. The decisions made also affects the safety and welfare of the assigned crewmembers.

Factor 6, Personal Contacts

Personal contacts as a crew supervisor of firefighting operations occur with other firefighting and resource personnel throughout the organization as well as in other Federal, state and public wildland firefighting organizations.

Factor 7, Purpose of Contacts

As a working crew supervisor, contacts occur to obtain information, clarify assignments, report information, and to plan, coordinate and advise on firefighting efforts in suppression assignments. Employee also participates actively in firefighting critiques to resolve problems encountered in previous suppression actions and to improve procedures.

Factor 8, Physical Demands

This firefighting position requires strenuous physical labor on a recurring basis. The employee must meet the established step test and arduous physical requirements for the position.

Factor 9, Work Environment

This position includes recurring field assignments with exposure to various terrain, weather, smoke and fire conditions. Special safety precautions and the use of safety equipment are required. Less than 50% of the time is spent in an administrative environment.