

FF Special Retirement Coverage

Standard Position Description (SPD)# F 164

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.



U.S. DEPARTMENT OF THE INTERIOR

Certification of Approval for Special Retirement Coverage



Under the Civil Service Retirement System (5 U.S.C. 8336(c))

Under the Federal Employees Retirement System (5 U.S.C. 8412(d))

Bureau: of Land Management, Bureau

Classification Title: Supvy Range/Forestry Technician

Organization Title: Helitack Foreman

Series and Grade: GS-0455/0462-06

Position Number: F164

Category: Primary - rigorous

RECOMMEND:

Marcia S. Scipres 06/21/95
Bureau Special Retirement Coordinator Date

[Signature] 6/22/95
Delegated Official Date

APPROVAL:

The position described above is approved for special retirement coverage for law enforcement officers and firefighters under the retirement system indicated.

[Signature] 7/17/95
Secretary's Designee - Special Retirement Program Date

DI-595

POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS <u>Las Vegas District</u>	2. NAME OF INCUMBENT
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3. ORGANIZATIONAL LOCATION <input checked="" type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION; <input type="checkbox"/> AS HEREBY AMENDED	
11a. _____	d. _____
b. _____	e. _____
c. _____	

4. CSC TITLE AND BUREAU POSITION NO.			
SUPERVISORY RANGE TECHNICIAN / <u>FORESTRY TECH</u> # <u>F164</u> <u>(HELI-TACK FOREMAN)</u>	SCHEDULE GS	SERIES <u>0455/462</u>	GRADE 06
<input type="checkbox"/> SAME AS PRESENT; AMENDED FOR: <input type="checkbox"/> CSC TITLE, <input type="checkbox"/> POS. NO., <input type="checkbox"/> SCHEDULE, <input type="checkbox"/> SERIES, <input type="checkbox"/> GRADE			

CERTIFICATIONS

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED IN THIS AMENDMENT. <div style="text-align: center; font-size: 2em; font-weight: bold; transform: rotate(-15deg);"> (SEE BELOW) </div> _____ <small>(Signature of Supervisor)</small> <small>(Date)</small>	6. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED. <div style="text-align: center;"> <u>Barbara LaDore</u> <u>6-2-95</u> <small>(Signature of Official Exercising Classification Authority)</small> <small>(Date)</small> </div> TITLE <u>Position Classification Specialist</u>
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7. DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE, AND THE ADDITIONS, DELETIONS, OR OTHER REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.

The Las Vegas District is filling this position at the GS-6 level. The incumbent will require closer supervision by his immediate supervisor, the District Fire Control Officer, until such time that he meets the full performance standards of this position.

CLC: RJU

Special Retirement Coverage:	
<input checked="" type="checkbox"/> Firefighter	<input checked="" type="checkbox"/> CSRS: date approved <u>07/17/95</u>
<input type="checkbox"/> Law Enforcement	<input checked="" type="checkbox"/> FERS: date approved <u>07/17/95</u>
<input checked="" type="checkbox"/> Primary/Ingruous	<input type="checkbox"/> Secondary/Administrative <input type="checkbox"/> Secondary/Supervisory

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.

Mike Leaha ACTING FMO
Signature & Title of Immediate Supervisor

6/2/95
Date

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

F164

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		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		13. Competitive Level Code	
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		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	07		11/21/90	
d. First Level Review									
e. Recommended by Supervisor or Initiating Office	Supervisory Range/Forestry Technician*			GS	455/462	07	mlh	05-25-90	

16. Organizational Title of Position (if different from official title) Helitack Foreman		17. Name of Employee (if vacant, specify)	
18. Department, Agency, or Establishment DEPARTMENT OF THE INTERIOR		c. Third Subdivision	
a. First Subdivision Bureau of Land Management		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.

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 related 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	Signature
Date	Date
	(signed) L. BARKOW JAN 18 1990

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		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		
<i>Juliet D Powell</i>	11/21/90		

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

24. Remarks
SUBJECT TO DRUG TESTING

*Interchangeable based upon primary vegetation of the unit.

Special Retirement Coverage:

Firefighter CSRS: date approved 7/29/91

Law Enforcement FERS: date approved 10/22/91

primary/rigorous secondary/administrative secondary/supervisory

This position is for young and physically vigorous individuals and is subject to the maximum entry age restrictions.

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

Supervisory Range/Forestry Technician, GS-455/462-7
Helitack Foreman
Position No. F164

INTRODUCTION

This position is located within a BLM fire suppression organization. The purpose of this position is to serve as the helitack foreman for the unit. The primary duties are the suppression of fire either as a working supervisor in charge of ground forces, or as a helicopter specialist utilizing the helicopter in actual firefighting maneuvers. Other duties relating to the supervision and administration of the aircraft/crews are performed when not on the fireline.

DUTIES

A. Firefighting

In the absence of the Assistant Helitack Crew Supervisor, accompanies crews to fires and serves as the Initial Attack Incident Commander. Determines probable cause of fire, protects origin, and completes fire reports. Analyzes fire conditions and determines attack methods. Assigns engines/crew 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 wild fires. 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.

Takes over as the Incident Commander on larger fires exceeding the qualifications of the Assistant Helitack Crew Supervisor.

Uses the helicopter as a piece of firefighting equipment using water buckets and other special features.

Uses the helicopter as a lead plane in directing retardant drops.

Serves on project fires and prescription burns as assigned and as red-carded.

B. Serves as the helicopter Project Inspector responsible for enforcing contract provisions. Corrects problems with the use of the helicopter at the site, issues change orders, grounds equipment, or takes other actions as necessary to ensure safe, efficient, and economical flights are made.

Trains helicopter pilots in Agency policies and procedures and provides pilot with basic information on fire behavior, firefighting methods, and fire organizations. Assumes technical responsibility for decisions regarding flight readiness of helicopter, helicopter loading, flight patterns, landings, and crew actions. Directs pilot to destinations and oversees non-firefighting uses such as aerial seeding applications, aerial herbicide applications, and photo missions. Maintains helicopter/pilot records and reports on usage.

May serve as a crewmember in loading helicopter, making load calculations, preparing manifests, and serving as an aerial observer.

C. Serves as supervisor of the helitack crew. Gathers data, computes travel time to various points, and makes advance plans for attack on future fires. Participates with higher levels and other supervisors in developing district and multiple-unit plans and projects. Prepares plans for construction and maintenance of helicopter landing areas, tools, equipment, and other projects.

Exercises full range of supervisory duties for a work force of more than five people including one or two GS-6 Helitack Crew Leaders, two or more GS-5 experienced crewmembers/squad leaders, and GS-2, 3, and 4 crewmembers. Supervisory duties include the planning and scheduling of work schedules, directing work operations and reviewing work accomplished to ensure it meets established standards, keeping employees informed of personnel management programs, informing employees of administrative regulations and procedures that apply to them, approving leave, evaluating performance, resolving minor grievances, keeping track of training and qualifications of crew and recommending additional training, and training or participating in the presentation of training of crewmembers.

D. As time permits, directs and/or participates with the crew in helicopter operations for other fire suppression related or resource projects.

FACTORS

Factor 1, Knowledge Required by the Position

It has been determined that the applicant for this position (1) must have prior line firefighting experience in wild land fire situations and (2) must have air operations experience which includes a knowledge of the capabilities and limitations of helicopters and related equipment used in firefighting operations as well as a knowledge of BLM helicopter policies and procedures and pertinent FAA regulations and aviation safety regulations.

Thorough knowledge of firefighting methods, tactics, and procedures under various conditions of weather, terrain, and wildland fuels is required to train and direct helitack crews. Prior line firefighting experience is required.

Knowledge of fire behavior in a variety of fuels and weather conditions.

Skill in sizing up and determining the tactics and procedures to be used in safely and economically suppressing larger fires.

Thorough knowledge of air operations, pertinent FAA regulations, air safety, and aerial retardant drops.

Thorough knowledge of helicopter operations including the capabilities and limitations of the helicopters and related equipment to determine loading, takeoff and landing sites, establish and maintain heliports, and estimate time requirements.

Knowledge of aircraft/helicopter contract provisions to determine that contract provisions are met, ensure pilot/aircraft limitations are not exceeded, keep track of flight time, and ensure that flight plans are filed and that flight tracking procedures are followed.

Knowledge of accepted safety practices on the fireline and around aircraft.

Knowledge of personnel, fiscal property, and purchasing guidelines and procedures applicable to the crew and crew equipment.

Ability to communicate effectively using standard radio equipment.

Must have the ability to supervise others.

Factor 2, Supervisory Controls

The employee receives assignments from the supervisor in terms of what is to be done and the resources available to accomplish the assignments. The employee serves as a Crew supervisor/Incident Commander/Helicopter Specialist responsible for analyzing situations and determining methods and procedures to be used in carrying out the assignments within the established instructions, policies and previous training and within accepted fire suppression/helicopter operations practices. The employee plans the day-to-day operations necessary to carry out the recurring work without detailed instructions. Additional assistance is available on larger, more complex fire situations and in coordinating more involved projects. Dependent upon the project, work is reviewed in progress or upon completion in terms of meeting objectives in a safe and efficient manner within the established guidelines.

Factor 3, Guidelines

Procedures for performing the firefighting duties have been established, were included in training sessions, and for some parts of the work are available in printed materials (Helicopter Handbook, Interagency Helicopter Training Guide, Fireline Handbook, Safety Codes, aircraft contracts, BLM manuals, and equipment operation and maintenance guides). Due to the variety of situations that a helitack crew encounters, the employee must select and adapt procedures to meet the specific emergency situations encountered. The supervisor or other fire suppression personnel are available for assistance in situations where routine methods and procedures are insufficient. The employee recognizes the need for and recommends changes to operating guidelines and procedures.

Factor 4, Complexity

The work consists primarily of supervising and working with helitack crews in the suppression of wildfires. The crewmembers and helicopter operations increase the alternatives available in taking initial attack actions. Fires normally encountered by these employees 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 a number of activities simultaneously (use of fire crewmembers on the line, and use of helicopter for other fire suppression activities such as water drops and lead plane). The actions taken vary with the capabilities and number of crewmembers assigned, helicopter/pilot capabilities, fuel types, fire weather conditions, and the resource values concerned.

Factor 5, Scope and Effect

The purpose of the position is to supervise a helitack crew in carrying out firefighting duties, often as an Incident Commander working with the crew, and to supervise and direct the use of aircraft in carrying out specific fire suppression activities. The work performed by the crew and individually contributes to the effectiveness of the firefighting organization in suppressing wild fires and protecting resource values. The firefighting

decisions made also affects the safety and welfare of the assigned crewmembers.

Factor 6, Personal Contacts

Personal contacts occur with the helicopter pilot and with other aircraft operators, firefighting personnel throughout the organization as well as other Federal, State and public wildland firefighting organizations in the suppression of wild fires. Some contacts are carried out with other resource specialists in the carrying out of resource projects using the helicopter.

Factor 7, Purpose of Contacts

As a crew supervisor and Helicopter Project Inspector, contacts occur not only to obtain information, clarify assignments and report information but also to plan, coordinate and advise on firefighting efforts using a helicopter in suppression assignments. Some contacts may be necessary with the helicopter pilot/owner to correct deficiencies observed in carrying out the contract provisions. 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 positions includes duties which involve active physical work around helicopters and on the fireline requiring climbing, standing, stooping, bending, stretching, and exposure to uncomfortable positions. Low level flights and firefighting activities may result in an over exposure to smoke, burns, scratches, broken bones, and death. The employee must meet the established step test and arduous physical requirements for the position.

Factor 9, Work Environment

Works under hazardous conditions on fire lines, in low flying aircraft, and in vehicles during fire or other emergency situations. The employee is exposed to various terrain, weather, smoke and fire conditions. Special safety precautions and the use of safety equipment are required in working with the helicopter and in carrying out firefighting assignments.