

POSITION DESCRIPTION						
1. Position Number			2. Explanation (show any positions replaced)			
3. Reason for Submission <input type="checkbox"/> New <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> Standardized PD <input type="checkbox"/> Other						
4. Service <input type="checkbox"/> HQ <input type="checkbox"/> Field	5. Subject to Identical Addition (IA) Action <input type="checkbox"/> Yes (multiple use) <input type="checkbox"/> No (single incumbent)					
6. Position Specifications Subject to Random Drug Testing <input type="checkbox"/> Yes <input type="checkbox"/> No Subject to Medical Standards/Surveillance <input type="checkbox"/> Yes <input type="checkbox"/> No Telework Suitable <input type="checkbox"/> Yes <input type="checkbox"/> No Fire Position <input type="checkbox"/> Yes <input type="checkbox"/> No Law Enforcement Position <input type="checkbox"/> Yes <input type="checkbox"/> No			7. Financial Statement Required <input type="checkbox"/> Executive Personnel-OGE-278 <input type="checkbox"/> Employment and Financial Interest-OGE-450 <input type="checkbox"/> None required		10. Position Sensitivity and Risk Designation <u>Non-Sensitive</u> <input type="checkbox"/> Non-Sensitive: Low-Risk <u>Public Trust</u> <input type="checkbox"/> Non-Sensitive: Moderate-Risk <input type="checkbox"/> Non-Sensitive: High-Risk <u>National Security</u> <input type="checkbox"/> Noncritical-Sensitive: Moderate-Risk <input type="checkbox"/> Noncritical-Sensitive: High-Risk <input type="checkbox"/> Critical-Sensitive: High-Risk <input type="checkbox"/> Special Sensitive: High-Risk	
		8. Miscellaneous Functional Code: -- BUS: --	9. Full Performance Level Pay Plan: Grade:			
11. Position is <input type="checkbox"/> 2-Supervisory <input type="checkbox"/> 4-Supervisor (CSRA) <input type="checkbox"/> 5-Management Official <input type="checkbox"/> 6-Leader: Type I <input type="checkbox"/> 7-Leader: Type II <input type="checkbox"/> 8-Non-Supervisory		12. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> SES <input type="checkbox"/> Excepted (specify in remarks) <input type="checkbox"/> SL/ST			15. Fair Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	
	13. Duty Station	14. Employing Office Location	16. Cybersecurity Code #1:                      #2: --                      #3: --	17. Competitive Area Code: Competitive Level Code:		
18. Classified/Graded by	Official Title of Position		Pay Plan	Occupational Code	Grade	Initial      Date
a. Department, Bureau, or Office						
b. Second Level Review			--		--	
19. Organizational Title of Position (if different from, or in addition to, official title)			20. Name of Employee (if vacant, specify)			
21. Department, Agency, or Establishment U.S. Department of the Interior			c. Third Subdivision			
a. Bureau/First Subdivision			d. Fourth Subdivision			
b. Second Subdivision			e. Fifth Subdivision			
22. 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, but not limited to: FLSA determinations; position sensitivity and requirements; and appointment/payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.						
a. Typed Name and Title of Immediate Supervisor			b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)			
Signature		Date	Signature		Date	
23. 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.			24. Position Classification Standards Used in Classifying/Grading Position			
Typed Name and Title of Official Taking Action						
Signature		Date				
25. Position Review	Initials	Date	Initials	Date		
a. Supervisor				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.		
b. Classifier						
26. Remarks						

**DOI Standard PD**  
**PD# DE00500**

**Classification: Range Technician, GS-0455-09**

**INTRODUCTION**

This Range Technician position is located in an operating office within a bureau or equivalent organization within the Department of the Interior (DOI). The primary purpose of the position is to perform technical rangeland management work in support of natural resource management programs in rangeland environments.

**MAJOR DUTIES**

**Allotment Management Plans (AMPs):** Independently develops the AMP and/or watershed plans in accordance with the land use plans. Ensures all grazing permits and leases are compliant with the AMP. Contacts permittee/lease on sensitive issues such as project maintenance and condition. Prepares grazing licenses and permits. Conducts other range administration matters such as preparing cooperative agreements. Makes authoritative recommendations on intensity of range supervision needed on grazing allotments. Assists with the development of grazing management prescriptions for revisions and development of AMPs.

**Monitoring:** Independently conducts related monitoring studies and determines the need for range and watershed improvements. Inspects grazing allotments for compliance with the grazing authorizations and management plans. Makes recommendations to improve efficiency of application of the grazing policy with respect to use of the forage resource, needs of other uses and resources, and requirements of the livestock. Works closely with permittee/lessees in obtaining their understanding and acceptance of the grazing program. Initiates and conducts National Environmental Policy Act (NEPA) evaluations on these projects. Makes recommendations on specific critical areas based on analysis of data collected. Participates in monitoring and surveying activities that may impact sensitive shrub and pasturelands (e.g., livestock grazing, wild grazing animals such as wild horses and burros, recreation, or mineral development). Evaluates and reports any changes in the status of the range or grassland. Assists in the development, implementation, and maintenance of resource management plans.

**Range Improvements:** Identifies and initiates needed range improvements. Checks projects for conformance and ensures no range improvements are constructed on public lands without authorization. Identifies and recommends improvement projects which include locations, methods to be used, etc. Develops Range Improvement Project System (RIPS) for proposed projects, office project summary lists, and office materials order lists. Independently initiates and conducts NEPA evaluations on projects.

**Grazing Administration:** Utilizes various types of computer programs and software applications related to the range program to enter and process grazing applications, bills, and permits in the automated system. Completes and updates case file and allotment file information. Processes grazing transfers as assigned.

## 5. Integrated Weed Management (IWM):

- **Planning and Technical Support:** Develops resource management strategies for the prevention and control of noxious and invasive weeds. Determines appropriate actions necessary to accomplish IWM restoration goals and prevent establishment and dominance of noxious and invasive weeds. Control methods include chemical, physical, biological, cultural, and mechanical. Restoration strategies include vegetation manipulation, weed-free seed and mulch, seeding mix and methods, fencing, etc. to accomplish weed management objectives. Independently prepares and serves as a team leader on a variety of land use management and planning documents in weed control and pesticide use.
- **Partnerships:** Develops partnerships and funding sources for coordinated program with neighboring landowners and land management agencies. Works with cooperators and BLM partners in early detection, rapid response control, controlling existing infestations and preventing the spread of noxious weeds.
- **Budget/Annual Work Plan (AWP)/Targets:** Coordinates information and develops IWM program portion of the AWP budget submittal. Assists supervisor in tracking and monitoring workload unit accomplishments and recommends adjustments in the IWM program, as appropriate. Works with procurement staff on the development and implementation of IWM cooperative agreements.

**Range Inventory:** Coordinates pre-inventory mapping (soils, vegetation, etc.) by preliminary delineation in geographic information systems (GIS). Initiates and conducts range inventory surveys according to accepted standards and techniques. Reviews data for technical accuracy. Summarizes and evaluates data and makes recommendations on specific areas for resource planners.

**Contracting Officer's Representative (COR)/Project Inspector (PI):** Maintains qualifications for COR or PI in order to manage project construction, monitor contract compliance, and/or approve project completion. Maintains Program Officer (PO) training to administer assistance agreements with cooperators.

**Crew Leader:** Serves as a crew leader for various range projects. Organizes, schedules, and executes work crew assignments; documents work progress; and ensures each project is properly completed and recorded. Reports on status of work to supervisor and ensures all record keeping is complete and accurate. Reports to supervisor on the performance and progress of crew members. Provides advice, assistance, and training to lower graded technicians involved in various projects, as necessary.

Performs other related duties as assigned.

### Factor Levels:

#### Factor 1 - Knowledge Required by the Position

**FL1-6 - 950 points**

Knowledge of the technical methods and procedures, management practices, DOI and bureau policies and programs, and an extensive familiarity with the methods and practices of rangeland management sufficient to design, coordinate, and execute a variety of complete conventional projects when the projects are well preceded in scientific literature and within the organization's technical and administrative guides but require the exercise of judgment based on critical analysis and evaluation of project objectives, past practices, source materials, alternatives among available work processes, and recognition of the intended use of completed work.

Practical knowledge of a wide range of technical rangeland management methods, principles, requirements, and practices and skill in applying evaluative methods and techniques sufficient to advise

on and/or resolve difficult but well-precedented, factual, procedural, and/or recurring issues; prepare reports on findings and recommendations; make informed decisions on problems and issues; and analyze segments of broader issues or problems (e.g., the impact of a change in one area on the entire system).

Knowledge of livestock and livestock practices sufficient to identify grazing patterns and impact on rangelands.

Knowledge of the major plant species of the area by use of plant keys to perform range inventories and/or map weed locations.

Knowledge of GIS and global positioning systems GPS technologies sufficient to utilize geospatial equipment for field data collection and transfer of accurate data to automated systems and databases for analysis. Ability to read maps.

Knowledge and ability to utilize various types of computer programs and software applications related to the range program sufficient to enter, maintain, and retrieve information from various automated systems and databases; prepare analyses, and develop reports and content for planning documents.

Ability to communicate effectively orally and in writing in order to present information in easy to understand formats that increase understanding of Bureau programs, policies, and objectives.

Ability to analyze problems, consider several possible courses of action, and select the most appropriate alternative.

Ability to safely operate two- and four-wheel drive vehicles and all-terrain vehicles (ATVs).

Ability to use common hand tools and equipment such as chain saws, power sprayers, and GPS.

## **Factor 2 - Supervisory Controls**

**FL2-3 - 275 points**

The supervisor or designated specialist outlines or discusses possible problem areas and defines objectives, plans, priorities, and deadlines. The supervisor or designated specialist provides assistance on controversial or unusual situations without clear precedents.

The incumbent independently plans and carries out the assignments in conformance with accepted policies and practices; adheres to instructions, policies, precedents, and guidelines in exercising judgment to resolve commonly encountered work problems and deviations; and brings controversial information or unusual findings to the supervisor's/specialist's attention for direction.

Completed work is reviewed for conformity with policy, technical soundness, adherence to deadlines, and accomplishment of objectives.

## **Factor 3 - Guidelines**

**FL3-3 - 275 points**

The incumbent uses a variety of guidelines, manuals, standard operating procedures, established methods, published standards, DOI and bureau polices/regulations, and standard reference materials; however, the guidelines are not completely applicable to the work and/or have gaps in specificity. The incumbent uses judgment and initiative in interpreting and adapting guidelines, such as agency policies, regulations, precedents, and work directions for application to specific situations and/or problems. The incumbent analyzes results and recommends changes.

**Factor 4 - Complexity****FL4-3 - 150 points**

The work involves performing various technical duties which include differing and unrelated processes and methods in completing assignments or projects. The incumbent analyzes the subject, phase, or issues involved in each assignment to adjust or deviate from standard work methods based on situations and conditions at field or work sites; and coordinates and plans phases of projects/assignments. The incumbent has ongoing or long-term responsibility for limited technical and administrative concerns in a limited program or operating function. Precedented technical and procedural problems encountered in planning the work, as well as those encountered in the course of executing assignments are independently resolved. The incumbent exercises independent judgment and skill to interpret and analyze considerable data, plan work, and/or refine methods and techniques to determine the best course of action for problem resolution.

**Factor 5 - Scope and Effect****FL5-3 - 150 points**

The work involves applying a considerable number of conventional but established technical and administrative rangeland management methods, procedures, practices, and solutions to a variety of rangeland management conditions involving multiple-use rangeland resources.

Work results affect the efficient use, development, and protection of natural resources of public rangelands; the cultural and economic activities of land users and the interested public; and achieving objectives of segments of natural resource program for the organization.

**Factors 6 - Personal Contacts and Factor 7 - Purpose of Contacts****FL6/7 -2b - 75 points**

Individuals contacted include employees in the bureau, inside and outside of the immediate organization (e.g., personnel from higher level organizational units, or, occasionally, resource persons from State or local government units, or other Federal agencies). Personal contacts also include permittees, the general public, contractor personnel, or special users (e.g., private landowners, cooperators, etc.).

Contacts are to provide information, receive and clarify instructions, and to report on work results or any problems encountered. Information may range from easily understood to highly technical. Contacts are also to plan and coordinate work efforts, explain pertinent laws, rules, regulations, contract, and lease provisions, and to monitor the activity of contractors, lease holders, and others. Persons contacted may have questions but are generally reasonable and cooperative.

**Factor 8 - Physical Demands****FL 8-2 - 20 points**

The work ranges from sedentary when completing duties in the office to frequent field work requiring a considerable amount of walking, riding, stooping, bending, and lifting.

**Factor 9 - Work Environment****FL9-2 - 20 points**

Office work is performed in adequately lighted, heated, and air-conditioned offices. Much of the time is spent in the field where exposure to extremes of heat and cold, rough terrain, insects, snakes, and other hazards are common. The incumbent carefully adheres to all safety procedures to mitigate hazards encountered.

**Total Points and Grade Conversion**

Total Points = 1915  
 Point Range = 1855-2100  
 Grade = GS-9