

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# DE00300

Classification: Range Technician, GS-0455-07

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): Develops AMPs according to established procedures and under the guidance and direction of rangeland management specialists. Ensures grazing permits and leases are compliant with the AMP. Serves as a point of contact, for permittee/lessee, on a variety of general inquiries. Assists in preparation of grazing lease and permits and in other range administration matters such as cooperative agreements.

Monitoring: Works under the guidance and direction of rangeland management specialists to conduct monitoring studies and determine the need for range and watershed improvements. Inspects grazing allotments for compliance with the management plan in accordance with current authorization through rangeland health evaluations or similar evaluations. Implements recommendations made by rangeland management specialists to improve efficiency of operations. Explains procedures and results of studies/monitoring efforts to permittees. Collects and keeps current actual use records on AMPs and carries out studies as necessary.

Range Improvements: Identifies needed range improvements. Checks projects for conformance and ensures no range improvements are constructed without authorization. Identifies and recommends improvement projects which include locations, methods to be used, etc. with the assistance of rangeland management specialists and engineers.

Integrated Weed Management (IWM):

- **Planning and Technical Support:** Prepares a variety of precedented weed treatment strategies and pesticide use proposals utilizing an integrated management approach. Implements a variety of weed management activities, plans, and proposals for the respective organization in accordance with all applicable resource management plans, environmental assessments, cooperative agreements, safety plans, etc. Utilizes established methods and practices to treat, control, and prevent infestations. Operates and maintains weed treatment equipment and supplies (UTVs, Herbicide sprayers, hand tools, chainsaws, and herbicides.) Requests replacement parts, new equipment, and supplies as needed. Safely mixes, maintains, and calibrates herbicides and pesticides for use in rangeland environments. Serves as a team member on a variety of land use management and planning documents in weed control and pesticide use.
- **Partnerships:** Serves as a point of contact for the office's IWM Program. Works closely with landowners and cooperators within the geographic area in order to ensure weed

management efforts are successful. Informs users, the general public and other bureau personnel of actions or proposals within the IWM program.

Grazing Administration: Prepares automated billing and other automated system input documents. Provides assistance in updating case file and allotment file information. Prepares range transfer documents after securing appropriate data.

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 to be used by resource planners. Coordinates with wildlife biologists and participates in identifying areas of wildlife use, needs and unique situations. May plan and conduct wild horse and burro inventories. Plans and conducts range use supervision and allotment inspections within area of responsibility. Informs range users of the trespass, investigates it, takes appropriate corrective action, and works with rangeland management specialists concerning other actions to be taken against trespassers. Occasionally serves violators with notice of trespass.

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 1 - Knowledge Required by the Position

FL1-5 - 750 points

Knowledge of technical concepts, principles, methods, processes, and procedures associated with rangeland management sufficient to perform conventional rangeland management duties that have well-established boundaries or expectations; plan, manage, monitor, and implement limited rangeland projects involving specialized or complex procedures; identify and correct deficiencies; resolve operational problems not fully covered by precedents; recommend improved procedures; take actions or make recommendations based on preliminary data interpretation or analysis; and develop and initiate changes in prescribed procedures to expedite corrective action, and provide continuous operation.

Practical knowledge of rangeland management and pertinent guidelines gained through extensive training and experience sufficient to evaluate data collected for accuracy, determine causes of variances, and applicability of data to the overall rangeland program/project.

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 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

FL3-2 - 125 points

The incumbent uses a variety of established procedures and guidelines directly applicable to assignments. These guides include departmental and bureau rules and regulations, memorandums, manuals, maps, office policies and procedures, standing operating instructions, oral instructions, and scientific or technical texts. The incumbent is especially resourceful in

searching procedures, locating the criteria, and applying it as specified, though the process of locating and selecting the applicable guideline may be challenging and time consuming. Situations requiring significant deviations or when guidelines are not appropriate are referred to the supervisor or higher graded specialist for resolution.

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

FL2b - 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 = 1565

Point Range = 1355-1600

Grade = GS-7