

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						
b. Classifier						
26. Remarks						

**DOI Standard PD**  
**PD# DE01300**

**Classification: Forestry Technician, GS-462-6**

**INTRODUCTION**

This 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 forestry work in support of forestry programs and activities.

**MAJOR DUTIES**

The incumbent may perform any or all of the following, or similar duties:

Assists professional Forester(s) and/or senior specialist(s) in performing a range of gathering a variety of resource information used to prepare the forestry portion of Resource Management Planning documents, to these documents, and other planning and environmental clearance documents.

As directed by the supervisor or higher-graded employee, plans and, following approval, conducts segments of forest inventories. Provides support in administering timber sale contracts, preparing forest road layouts, executing plans for slash disposal, forest plantings, thinning, and forest disease and insect control.

Compiles maps of forest and woodland areas, cutover areas, burned areas, and special use areas. Provides assistance to specialists in pre-inventory mapping by preliminary delineation in geographic information systems (GIS). Conducts inventory surveys according to accepted standards and techniques. Reviews data for technical accuracy and transfers it to forms for computer data analysis to be used by resource planners. Coordinates with wildlife biologists to record areas of wildlife use, needs, and unique situations.

Occasionally serves as crew lead for routine projects or assists with the supervision of work crews which may involve monitoring and training crews carrying out routine well precedent projects/assignments.

Examines timber stands to determine need for, or thoroughness of, insect and disease control work.

Performs emergency fire suppression and other duties as qualified and assigned.

Performs other related duties as assigned.

**Factor Levels:**

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

**FL1-4 - 550 points**

Practical and technical knowledge of the methods, techniques, and procedures of forestry sufficient to accomplish a variety of technical projects/assignments in support of forestry programs; carry out standard procedures; interpret plans and specifications; collect forestry data; extract data from a variety of sources; apply and use data with consideration of the source

characteristics; recognize and report errors, inconsistencies, and other deficiencies in technical data; keep records and prepare reports; and review findings and make recommendations.

Knowledge and judgment in giving out factual information, seeking cooperation from timber operators, users, or visitors, and in reporting problems or apparent violations of regulations related to the use and protection of the forests.

Knowledge of basic principles of forest management to evaluate data collected for accuracy, to determine causes of variances, and applicability of data to the overall forest management program/project.

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 forestry program sufficient to enter, maintain, and retrieve information from various automated systems and databases; and develop reports and content for planning documents.

Ability to recognize forest hazards and communicate mitigation measures.

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 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**

**FL4-2 - 75 points**

Work consists of related steps, processes, and methods in completing assignments. The incumbent selects the appropriate approach method among established processes and procedures to complete recurring forestry assignments. The incumbent follows prescribed processes and methods as assignments increase in difficulty and recognizes the different actions to be taken depending on the source of information or any factual differences.

**Factor 5 - Scope and Effect**

**FL5-2 - 75 points**

Work involves applying specific rules, regulations, and procedures related to forestry work and performing clearly defined assignments. The work performed by the incumbent affects the accuracy, reliability, and acceptability of the work of foresters and/or senior specialists, as well as the operation of the forestry program in the area administered by the office.

**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. Field work may occasionally require the incumbent to climb ladders and trees.

**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 work may occasionally require working at heights. The incumbent carefully adheres to all safety procedures to mitigate hazards encountered.

**OTHER SIGNIFICANT FACTS**

May be required to have one or more of the following certifications or other necessary certifications to perform the work of the position:

Pesticide License or certification  
Chainsaw operator certification  
Logger Certification

**Total Points and Grade Conversion**

Total Points = 1215

Point Range = 1105-1350

Grade = GS-6