

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# DE01400

Classification: Forestry Technician, GS-462-7

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 a variety of technical forestry work in support of forestry programs and activities.

MAJOR DUTIES

Perform any or all of the following, or similar duties:

Assists professional Forester(s) and/or senior specialist(s) by gathering a variety of resource information used to prepare the forestry portion of Resource Management Planning documents, amendments to plans, and other planning and environmental clearance documents. Drafts segments of routine planning and environmental documents. May make limited recommendations relative to management practices.

As directed by the supervisor or a higher-graded employee, plans and, following approval, conducts segments of forest inventories, administers timber sale contracts, prepares forest road layouts, executes plans for slash disposal, forest plantings, thinning, and forest disease and insect control.

Performs timber sale reconnaissance and unit design for proposed timber sale tracts. Recognizes variations in timber stand conditions such as species composition, age classes, and silvicultural treatments in order to develop management prescriptions. Reads physical characteristics of terrain as they relate to logging systems and road systems.

Conducts 100-percent timber cruises or sample surveys to estimate volumes of timber for timber sales or for forest stand inventory using accepted cruising practices and sampling techniques, preparing data for entry into the automated systems. Secures growth and volume data on permanent sample plots and compiles statistics for computation of allowable cut determinations.

Conducts field surveys of timber sale boundaries, roads, and property lines. Uses field notes to plot property lines, read traverses, or timber sale maps.

Compiles maps of forest and woodland areas, cutover areas, burned areas, and special use areas. Coordinates pre-inventory mapping by preliminary delineation in geographic information systems (GIS). Initiates and conducts 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.

Serves as timber sale contract administrator on final harvest and/or commercial thinning timber sales. Uses established regulations and guidelines to function as a contract administrator. Uses accepted cruising practices and sampling techniques for timber

sales or contract modifications.

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

Serves as a crew leader for various forestry 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

FL1-5 - 750 points

Knowledge of technical concepts, principles, methods, processes, and procedures associated with forestry sufficient to perform conventional forestry support duties that have well-established boundaries or expectations; plan, manage, monitor, and implement limited forestry 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 forestry 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 forestry 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; prepare analyses, and develop reports and content for planning documents.

Knowledge of basic fire suppression techniques as required.

Ability to recognize forest hazards then communicate and prescribe 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 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 forestry methods, procedures, practices, and solutions to a variety of conditions involving forestry-oriented, multiple-use land management programs and resources.

Work results affect the efficient use, development, and protection of natural resources of public forests; the cultural and economic activities of land users and the interested public; and achieving objectives of segments of natural resource programs 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).

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.

Total Points and Grade Conversion

Total Points = 1565
Point Range = 1355-1600
Grade = GS-7