



U.S. DEPARTMENT OF THE INTERIOR
Certification of Position Approval
for Retirement
Under 5 USC § 8336(c) and § 8412(d)

[X] Approved under the Civil Service Retirement System, 5 USC § 8336(c)

[X] Approved under the Federal Employees Retirement System, 5 USC § 8412(d)

Category of Coverage: Primary/Rigorous (Firefighter)

Bureau: Bureau of Indian Affairs -- Standard Position Description

Classification Title: Student Trainee (Fire)

Organization Title: Wildland Firefighter

Standard Position Number: F325-BIA Series and Grade: GS-0499-02/03/04

RECOMMENDATION FOR COVERAGE: Primary/Rigorous Firefighter coverage is recommended under both CSRS and FERS.

The incumbent serves as a participant in the Internship Program of the Pathways Program. This position is designed to serve as a developmental experience and in conjunction with formal education, to provide the incumbent with the knowledge, skills, and/or abilities for employment in a civil service career. The purpose of this position is to provide the student trainee with experience involving fire suppression activities within the broader framework of Federal agency rules, regulations and procedures. Primary duties are directly connected with the control and extinguishment of fires and/or maintaining and using firefighter apparatus and equipment. The duties of this position are so rigorous that employment is limited to young and physically vigorous individuals who must meet established age and physical qualification requirements.

WILLIAM SIZEMORE

Digitally signed by WILLIAM SIZEMORE
DN: c=US, o=U.S. Government, ou=Department of the Interior,
ou=Office of the Secretary of the Interior, cn=WILLIAM
SIZEMORE, 0.9.2342.19200300.100.1.1=14001000976882
Date: 2016.01.21 10:39:57 -07'00'

Supervisory Human Resources Specialist, DOI

Date

Director, Branch of Wildland Fire Management, BIA

2/12/16
Date

APPROVAL: The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement retroactive to classification date. Approval is by DOI Secretary's Designee:

For V. Johnson, Dir, WRP
Deputy Assistant Secretary, Human Capital and Diversity

2/23/16
Date

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field	4. Employing Office Location Washington, D.C.	5. Duty Station Various	1. Agency Position No. F325-BIA
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		6. OPM Certification No.	9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10. Position Status *See Block 24 <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) SES (CR)		11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 4-Special Sensitive	13. Competitive Level Code	
16. Classified/Graded by Office of Personnel Management		Official Title of Position Department of the Interior, FLERT Specialist		Pay Plan GS	Occupational Code 0499
a. Office of Personnel Management		The PD has been approved as follows under 5 USC 5336(c) and 5412(d)		Grade 04	Initials CY/
b. Department, Agency or Establishment <input checked="" type="checkbox"/> Firefighter <input type="checkbox"/> Law Enforcement <input checked="" type="checkbox"/> Primary <input type="checkbox"/> Secondary/Administrative		Sec/Supvy		14. Agency Use BUS 1012	
c. Second Level Review Approval Date February 25, 2015					
d. First Level Review Student Trainee (Fire)		GS		0499 04	
e. Recommended by Supervisor of Initiating Office Student Trainee (Fire)		GS		0499 04	
16. Organizational Title of Position (if different from official title) Wildland Firefighter		17. Name of Employee (if vacant, specify)			

18. Department, Agency, or Establishment Department of the Interior		c. Third Subdivision Division of Forestry & Wildland Fire Management	
a. First Subdivision Bureau of Indian Affairs		d. Fourth Subdivision Forestry Projects - Students	
b. Second Subdivision Office of the Deputy Bureau Director - Trust Services		e. Fifth Subdivision	
19. Employee Review -This is an accurate description of the major duties and responsibilities of my position.		Signature of Employee (optional)	

20. 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.

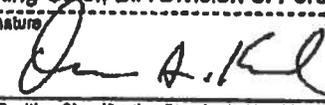
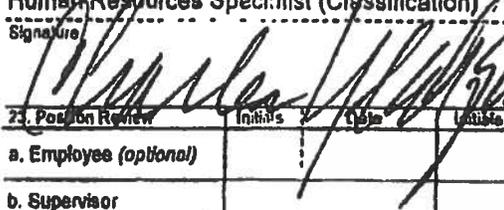
a. Typed Name and Title of Immediate Supervisor Signature: _____ Date: _____	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) David A. Koch Acting Chief, BIA Division of Forestry & Wildland Fire Mgmt Signature: <i>David A. Koch</i> Date: 7/20/15
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21. 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 USOPM Series Definition, Biological Science Student Trainee Series, GS-0499	
Typed Name and Title of Official Taking Action Charles Yeahquo Human Resources Specialist (Classification) Signature: <i>Charles Yeahquo</i> Date: 08/14/15		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.	
23. Position Review		POSITION IS SUBJECT TO INDIAN PREFERENCE	
a. Employee (optional)	b. Supervisor	c. Classifier	Initials Date Initials Date Initials Date

24. Remarks
 FPL: GS-04. This is a Testing Designated Position
 *Position is competitive, except if filled by Indian Preference under Schedule A, 213 3112(a)(7)

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

STATEMENT OF DIFFERENCE

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>					1 Agency Position No. F325-BIA		
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3 Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4 Employing Office Location Washington DC		5 Duty Station various locations	
Explanation <i>(Show any positions replaced)</i> Developmental Level for Student Trainee (Fire). GS-0499-4		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8 Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		6. OPM Certification No.	
		10. Position Status *See Block 24 <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive	
10. Classified/Graded by		Official Title of Position		Pay Plan	Occupational Code	Grade	13. Competitive Level Code
a. Office of Personnel Management		Department of the Interior, FLERT Specialist					14. Agency Use BUS 1012
b. Department, Agency or Establishment		<input checked="" type="checkbox"/> Firefighter <input type="checkbox"/> Law Enforcement <input checked="" type="checkbox"/> Primary <input type="checkbox"/> Secondary/Administrative <input type="checkbox"/> Sec/Supvy					
c. Second Level Review		Approval Date February 23, 2016					
d. First Level Review		Student Trainee (Fire)		GS	0499	03	CH CY 08/14/15
e. Recommended by Supervisor or Initiating Office		Student Trainee (Fire)		GS	0499	03	
16. Organizational Title of Position <i>(if different from official title)</i> Wildland Firefighter				17. Name of Employee <i>(if vacant, specify)</i>			
18. Department, Agency, or Establishment Department of the Interior				c. Third Subdivision Division of Forestry & Wildland Fire Management			
a. First Subdivision Bureau of Indian Affairs				d. Fourth Subdivision Forestry Projects-Students			
b. Second Subdivision Office of the Deputy Bureau Director-Trust Services				e. Fifth Subdivision			
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee <i>(optional)</i>			
20. 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.			
a. Typed Name and Title of Immediate Supervisor				b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i> David A. Koch Acting Chief, BIA Division of Forestry & Wildland Fire Mgmt			
Signature		Date		Signature		Date	
						7/20/15	
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 USOPM Series Definition, Biological Science Student Trainee Series, GS-0499			
Typed Name and Title of Official Acting Action Charles Yeahquo Human Resources Specialist (Classification)				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					
		08/14/15					
23. Position Review		Initials	Date	Initials	Date	Initials	Date
a. Employee <i>(optional)</i>							
b. Supervisor							
c. Classifier							
POSITION IS SUBJECT TO INDIAN PREFERENCE							
24. Remarks FPL: GS-04. This is a Testing Designated Position *Position is competitive, except if filled by Indian Preference under Schedule A 213.3112(a)(7)							
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>							

GS 03 Level

This level is for the purpose of training the incumbent for higher duties.

The full performance level for this position is GS-04. When filled at the next lower level, i.e., GS-03, the incumbent will function under closer supervisory controls than described at the full performance level. More detailed instructions for work assignments are given and there is a closer review of completed work for technical adequacy. The incumbent is expected to gradually assume more complex assignments as a result of on-the-job training and a carefully planned training program.

When the incumbent meets or exceeds the work performance requirements of this level, and otherwise satisfies qualifications and other administrative requirements, promotion action on a non-competitive basis will be initiated by the supervisor.

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
F325-BIA

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> Other	3. Service New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field	4. Employing Office Location Washington, DC	5. Duty Station Various	6. OPM Certification No.
Explanation (Show any positions replaced) Developmental Level for Student Trainee (Fire), GS-0499-4, #443036T thru #443055T		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	8. Financial Statements Required. <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Employment and Financial Disclosure	9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) SES (CR)	11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity <input checked="" type="checkbox"/> 1-Low <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive
		13. Competitive Level Code		
		14. Agency Use		

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management	Department of the Interior, FLEET Specialist					
b. Department, Agency or Establishment	This PD has been approved as follows under 5 USC 8336(b) and 8412(d) <input checked="" type="checkbox"/> Firefighter <input type="checkbox"/> Law Enforcement <input checked="" type="checkbox"/> Primary <input type="checkbox"/> Secondary/Administrative <input type="checkbox"/> Sec/Supvy					
c. Second Level Review	Approval Date February 23, 2016					
d. First Level Review	Student Trainee (Fire)	GS	0499	02	CY	01/11/16
e. Recommended by Supervisor or Initiating Office	Student Trainee (Fire)	GS	0499	02		

16. Organizational Title of Position (if different from official title)
Wildland Firefighter

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment Department of the Interior	c. Third Subdivision Division of Forestry & Wildland Fire Management
a. First Subdivision Bureau of Indian Affairs	d. Fourth Subdivision Forestry Projects - Students
b. Second Subdivision Office of the Deputy Bureau Director - Trust Services	e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. 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.

a. Typed Name and Title of Immediate Supervisor	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) David A. Koch Acting Chief, BIA Division of Forestry & Wildland Fire Mgmt
Signature	Signature
Date	Date 12/08/15

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 USOPM Series Definition, Biological Science Student Trainee Series, GS-0499
Typed Name and Title of Official Taking Action Charles Yeahquo Human Resources Specialist (Classification)	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 01/11/16	

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

POSITION IS SUBJECT TO INDIAN PREFERENCE

24. Remarks
FPL: GS-04. This is a Testing Designated Position.
*Position is competitive, except if filled by Indian Preference under Schedule A, 213.3112(a)(7)

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

Student Trainee (Fire), GS-0499-02

A. INTRODUCTION

The Bureau of Indian Affairs' mission is to enhance the quality of life, to promote economic opportunity, and to carry out the responsibility to protect and improve the trust assets of American Indians, Indian tribes and Alaska Natives. We will accomplish this through the delivery of quality services, maintaining government-to-government relationships within the spirit of Indian self-determination.

The mission of the Division of Forestry and Wildland Fire Management is to provide for the efficient and effective protection and integrated management of trust resources for the benefit of the Indian and Alaska Native owners through recognition of their goals; all within the spirit of self-determination, and consistent with the Secretary's trust responsibilities.

The incumbent contributes to the mission by serving a participant in the Internship Program of the Pathways Program. The Pathways Program is designed to provide seasonal employment and tuition assistance for students who are still in school. Students receive up to \$5,000 in tuition assistance and are provided with employment opportunities working for BIA or tribal wildland fire programs. This position is designed to serve as a developmental experience and in conjunction with formal education, to provide the incumbent with the knowledge, skills, and/or abilities for employment in a civil service career. Each of the participants will be provided with a formal training and development plan, plus the appropriate performance standards and appraisal.

This position may be located at any organizational level at any geographic location within the Bureau of Indian Affairs.

This is a Testing Designated Position (TDP) under the Department of Interior Drug Free Workplace Program.

B. MAJOR DUTIES (70%)

Performs simple assignments designed to provide basic familiarization and orientation on the mission, functions, regulations, organization, procedures, and guides governing forestry management program. Performs work under supervision of higher graded employees assisting and participating in activities related to:

- Serves as a member of a fire crew assigned to suppress the full range of wildland fires. Performs assignments as a wildland firefighter in developing a working knowledge of fire suppression and fuels management techniques, practices and terminology. This consists of fireline construction, use of pumps and engines, hose lays using appropriate nozzles and nozzle adjustments in the effective use of water and additives, working in and around aircraft such as helicopters, safety rules, and basic fire behavior.
- Searches out and extinguishes burning materials by moving dirt, applying water by hose or backpack pump, etc.

- Chops brush, fells small trees, and moves dirt to construct fireline using various hand tools such as axes, shovels, Pulaskis, McLeods, and may use power tools including chainsaws and portable pumps to control spreading of wildland fire and/or to prepare control lines prior to burning.
- Patrols fireline to locate and extinguish embers, flareups, and hotspot fires that may threaten developed firelines.
- Cleans, reconditions, and stores fire tools and equipment.
- Participates in fire and safety training in the techniques, practices, and methods of fire suppression and in the safe, efficient operation and use of tools, equipment and vehicles used in fireline activities. Participates in crew proficiency checks and drills. Participates in safety sessions and fire critiques. Ensures own and others' welfare and safety in all aspects of the assignments.
- May assist trained personnel in more specialized assignments such as backfire and burnout, mobile and stationary engine attack, construction of helispots, helitack operations, and performing hover hookups.

Other Duties: (30%)

- Receives orientation pertaining to organizational structure of the BIA and its methods of managing wildland fire on trust lands; and undertake other assignments to broaden knowledge of BIA activities in related program areas.
- May perform project work such as road and trail maintenance, habitat manipulation, and miscellaneous equipment and facilities maintenance.
- May assist higher level workers in forestry/range research efforts; in the marketing of forest/range resources; or in the scientific management, protection, and development of forest/range resources.

C. FACTORS

1. Knowledge Required by the Position

(FL 1-2, 200 points)

Knowledge of the basic or commonly used wildland fire management program requirements, suppression tactics, or operations associated with aid types of duties to perform a few repetitive tasks while learning how to perform the full range of such tasks as are found in the work area.

Skill in the use of wildland firefighting handtools, pumps and hoses, and chainsaws sufficient to perform routinely assigned fire suppression and prescribed fire assignments and to maintain firefighting tools and equipment.

Awareness of fire behavior, hazards, and accepted fire safety practices and procedures to prevent injury and loss of life.

Ability to perform duties under stressful and adverse operating conditions, such as long work

hours, heavy workloads, emergency situations, adverse working and environmental conditions.

Ability to communicate with others effectively, both orally and in writing.

2. Supervisory Controls

(FL 2-1, 25 points)

Assignments are designed to provide on-the-job training. The supervisor or a higher graded employee assigns specific tasks and provides clear, detailed, and specific oral or written instructions on the methods to be used in completing those tasks. Incumbent is accompanied by experienced employee and/or may work alone once experience in a particular duty is achieved. In other situations, assistance is also readily available for guidance in solving problems which might arise or for providing clarification of initial instructions. At this level, a close review and clearance of completed work, by manual or automated methods, is customary before the work product is considered to be completed or incorporated into a larger work product.

3. Guidelines

(FL 3-1, 25 points)

Specific written and oral guidelines or instructions covering assignments are applicable and immediately available. The student trainee works in strict adherence to the guidelines, consulting the supervisor or higher grade employee for authorization of deviations. Little or no judgment is required to apply the guidelines which provide step-by-step procedures.

4. Complexity

(FL 4-1, 25 points)

Performs a variety of routine tasks in the suppression of wildland fires. Uses a variety of hand and power tools and equipment. Specific tasks, use of tools and methods, and the sequence in which tasks are to be done are determined by higher graded wildland firefighters. Actions taken vary dependent upon the fire terrain, intensity of fire, fuels availability, wind velocity, and values at risk.

5. Scope and Effect

(FL 5-1, 25 points)

The purpose of the work is to receive training and perform simple, repetitive tasks under the direction of a crew leader or supervisor. The work performed as a crewmember facilitates the goals of the crew.

6&7. Personal Contacts and Purpose of Contacts

(FL 6&7 1A, 30 points)

Contacts are with primarily with other members of the crew, the crew leader/supervisor, and others in the wildland fire management organization. Contacts are to exchange information about the immediate work situation in which crewmembers are to receive instructions and to clarify how the work is to be done.

Meets and deals on day-to-day matters with co-workers.

8. Physical Demands

(FL 8-3, 50 points)

Arduous: Duties involve rigorous fieldwork requiring above average physical performance, endurance and conditioning. Work requires prolonged standing, walking over rough, steep or rocky surfaces, and

recurring stooping, reaching, bending or similar activities. May require lifting of items over 50 pounds and shared lifting and carrying of heavier items and similar strenuous activities requiring at least average agility and dexterity.

9. Work Environment

(FL 9-3, 50 points)

The work involves moderate risks, discomforts, or unpleasantness such as dust, hot or cold weather. Special safety precautions are required, including protective clothing and or equipment when warranted by the job.

Total Points 430, Convert's to ^{GS-2 (255-450)}
~~GS-4 (655-850)~~

D. OTHER

The incumbent may be required to operate a motor vehicle in the performance of official duties.

The Bureau of Indian Affairs has determined that the duties of this position are not suitable for telework under any circumstances.

Student Trainee (Fire), GS-0499-04

INTRODUCTION

The Bureau of Indian Affairs' mission is to enhance the quality of life, to promote economic opportunity, and to carry out the responsibility to protect and improve the trust assets of American Indians, Indian tribes and Alaska Natives. We will accomplish this through the delivery of quality services, maintaining government-to-government relationships within the spirit of Indian self-determination.

The mission of the Division of Forestry and Wildland Fire Management is to provide for the efficient and effective protection and integrated management of trust resources for the benefit of the Indian and Alaska Native owners through recognition of their goals; all within the spirit of self-determination, and consistent with the Secretary's trust responsibilities.

The incumbent contributes to the mission by serving a participant in the Internship Program of the Pathways Program. The Pathways Program is designed to provide seasonal employment and tuition assistance for students who are still in school. Students receive up to \$5,000 in tuition assistance and are provided with employment opportunities working for BIA or tribal wildland fire programs. This position is designed to serve as a developmental experience and in conjunction with formal education, to provide the incumbent with the knowledge, skills, and/or abilities for employment in a civil service career. Each of the participants will be provided with a formal training and development plan, plus the appropriate performance standards and appraisal.

This position may be located at any organizational level at any geographic location within the Bureau of Indian Affairs.

This is a Testing Designated Position (TDP) under the Department of Interior Drug Free Workplace Program.

MAJOR DUTIES (70%)

Constructs fire control lines using a variety of specialized tools, equipment and techniques to suppress wildfires, such as Pulaski, shovel, McLeod, ax and chainsaw; and performs work with handcrews, fire engines, helicopters and fuels management crews.

Carries out basic fireline activities such as line construction, hose layout, operations of pumps and accessories, lopping and scattering of fuels using hand tools and holding, patrolling, monitoring, and mop-up operations.

Moves dirt, chops brush and small trees construct fire line; observes the rules of wildland firefighting safety; and applies practices and techniques to minimize resource damage.

Other Duties: (30%)

Trainees will:

become familiar with wildland fire management activities by participating in fire and safety training including the operation and use of tools, equipment and vehicles;

receive orientation pertaining to organizational structure of the BIA and its methods of managing wildland fire on trust lands; and

undertake other assignments to broaden knowledge of BIA activities in related program areas.

FACTORS

1. Knowledge required by the position

FL 1-3, 350 points

Knowledge of standard fire program requirements, suppression tactics, methods and procedures; of wildland fire behavior; causes of fire; influence of local wind, slope and moisture; and methods of extinguishing fire.

Knowledge of wildland fire hazards and accepted ground and aviation wildland fire safety practices and procedures to prevent injury and loss of life.

Knowledge of fire apparatus operation and pumping mechanisms to ensure equipment is operated in a safe, efficient manner.

Skill in the use of and in maintaining wildland firefighting hand tools, such as axes, shovels, Pulaskis, McLeods, radios, pumps and hoses, and chainsaws and other power tools to perform routinely assigned fire suppression and prescribed fire assignment in various types of fuels and under a variety of weather and terrain conditions.

Ability to perform duties under stressful and adverse operating conditions, such as long work hours, heavy workloads, emergency situations, adverse working and environmental conditions.

Knowledge and skill of standard first aid procedures sufficient to perform preliminary first aid and triage as necessary.

Skill in following instructions to profit from training assignments.

2. Supervisory Controls

FL 2-2, 125 Points

Assignments are designed to provide on-the-job training. The incumbent receives and carries out assignments under the direction and supervision of higher graded specialist.

General instructions are provided for recurring assignments to be carried out independently on the processing of tasks covered by established guides and procedures.

The incumbent consults with the specialist for guidance on unfamiliar situations. However, the employee is expected to perform with minimum supervision those tasks which require simple and direct application of acquired knowledge or experiences including applicable academic training. Work is reviewed in progress and on completion for adequacy, accuracy, and compliance with instructions.

3. Guidelines

FL 3-1, 25 Points

Specific written and oral guidelines or instructions covering assignments are applicable and immediately available. The student trainee works in strict adherence to the guidelines, consulting the supervisor or higher grade employee for authorization of deviations. Little or no judgment is required to apply the guidelines which provide step-by-step procedures.

4. Complexity

FL 4-2, 75 Points

Work assignments consist of specific tasks designed to provide the student trainee the on-the-job experience and training for future professional work. Assignments provide orientation in the application of learned theories and principles as they apply to fire suppression activities.

Problems are readily solved by application of basic principles, theories and established practices.

5. Scope and Effect

FL 5-2, 75 Points

The purpose of this position is to provide the student trainee with experience involving fire suppression activities within the broader framework of Federal agency rules, regulations and procedures. The effect of the work is to minimize loss of natural resources, improvements, property or life. The performance as a crewmember contributes to the overall effectiveness of the wildland fire management effort.

6. & 7. Personal and Purpose of Contacts

Level 1/A, 30 Points

Contacts are with primarily with other members of the crew, the crew leader/supervisor, and others in the wildland fire management organization. Contacts are to exchange information about the immediate work situation in which crewmembers are to receive instructions and to clarify how the work is to be done.

8. Physical Demands

FL 8-3, 50 Points

Arduous: Duties involve rigorous fieldwork requiring above average physical performance, endurance and conditioning. Work requires prolonged standing, walking over rough, steep or rocky surfaces, and recurring stooping, reaching, bending or similar activities. May require lifting of items over 50 pounds and shared lifting and carrying of heavier items and similar strenuous activities requiring at least average agility and dexterity.

9. Work Environment

FL 9-3, 50 Points

The work involves moderate risks, discomforts, or unpleasantness such as dust, hot or cold weather. Special safety precautions are required, including protective clothing and or equipment when warranted by the job.

Total Points 780, Converts to GS-4 (655-850)

OTHER

The incumbent may be required to operate a motor vehicle in the performance of official duties.

The Bureau of Indian Affairs has determined that the duties of this position are not suitable for telework under any circumstances.

**POSITION DESCRIPTION ADDENDUM
MOTOR VEHICLE OPERATION – INDIAN AFFAIRS**

Position Description Number: F325-BIA

The incumbent of this position will:
[Place an "X" next to appropriate category]

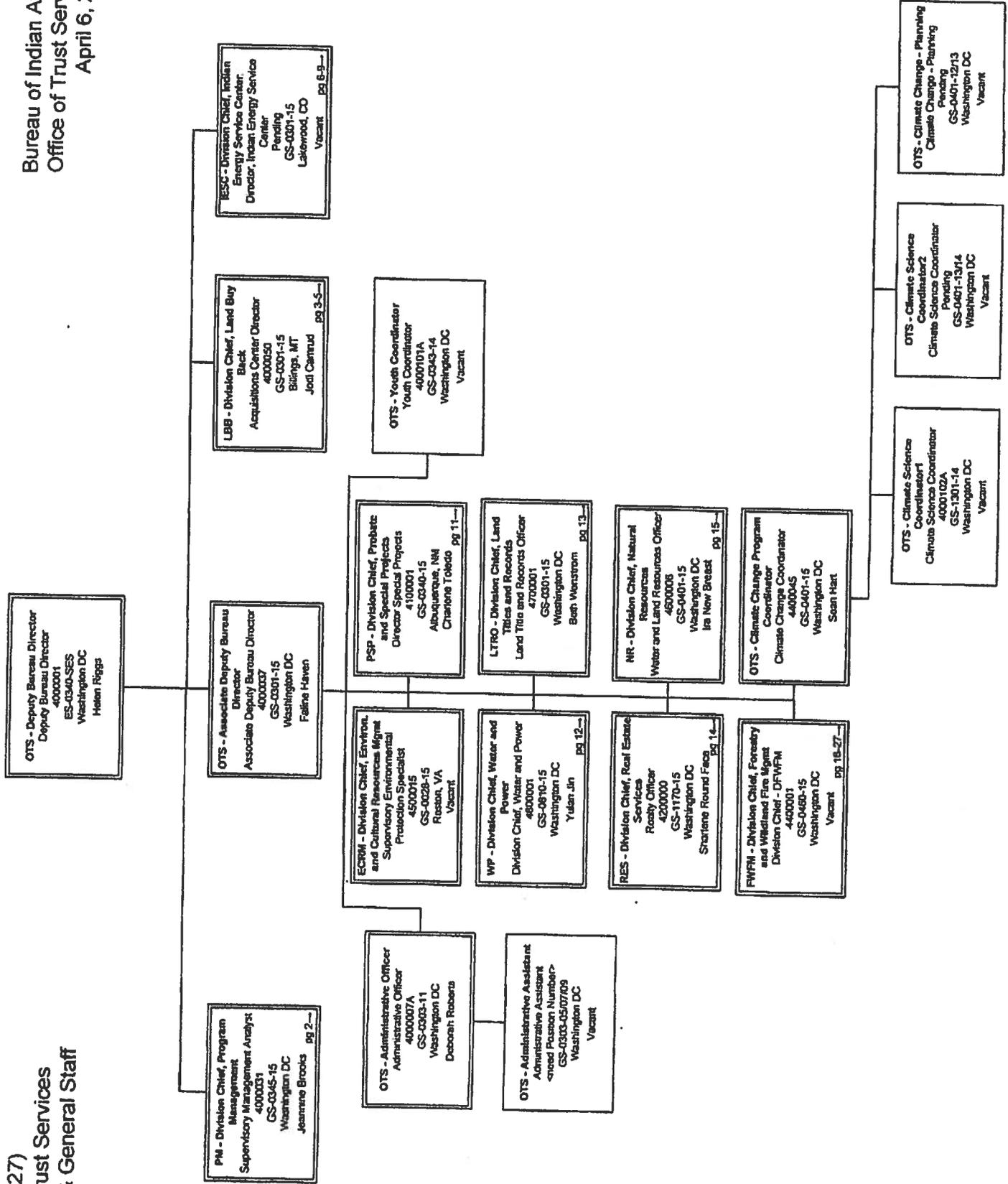
Regularly operate government vehicles or equipment to perform the duties of the position.

Occasionally operate a motor vehicle, but not on a regular basis.

Not be required to operate a vehicle.

Employees occupying positions with the requirement to **regularly** operate a vehicle must successfully complete the web-based National Safety Council Defensive Driving Course every 3 years.

All positions are subject to the Indian Affairs Motor Vehicle Operation Policy. Incumbents must be in compliance with all policy requirements depending upon position motor vehicle operation status.



**FWFM - Fire Management
Specialist - DC
Fire Management Specialist
C62.1001
GS-0460-14
Washington DC
Vacant (vico A. Baldwin)**

**FWFM - Student Trainee (Fire)01
Student Trainee (Fire)
Pending
GS-0499-04
Washington DC
Vacant (TRM)**

**FWFM - Student Trainee (Fire)02
Student Trainee (Fire)
Pending
GS-0499-04
Washington DC
Vacant (TRM)**

**FWFM - Student Trainee (Fire)03
Student Trainee (Fire)
Pending
GS-0499-04
Washington DC
Vacant (TRM)**

**FWFM - Student Trainee (Fire)04
Student Trainee (Fire)
Pending
GS-0499-04
Washington DC
Vacant (TRM)**

**FWFM - Student Trainee (Fire)05
Student Trainee (Fire)
Pending
GS-0499-04
Washington DC
Vacant (TRM)**

**FWFM - Student Trainee (Fire)06
Student Trainee (Fire)
Pending
GS-0499-04
Washington DC
Vacant (TRM)**

**FWFM - Student Trainee (Fire)07
Student Trainee (Fire)
Pending
GS-0499-04
Washington DC
Vacant (TRM)**

**FWFM - Student Trainee (Fire)08
Student Trainee (Fire)
Pending
GS-0499-04
Washington DC
Vacant (TRM)**

**FWFM - Student Trainee (Fire)09
Student Trainee (Fire)
Pending
GS-0499-04
Washington DC
Vacant (TRM)**

**FWFM - Student Trainee (Fire)10
Student Trainee (Fire)
Pending
GS-0499-04
Washington DC
Vacant (TRM)**

**FWFM - Student Trainee (Fire)11
Student Trainee (Fire)
Pending
GS-0499-04
Washington DC
Vacant (TRM)**

**FWFM - Student Trainee (Fire)12
Student Trainee (Fire)
Pending
GS-0499-04
Washington DC
Vacant (TRM)**

**FWFM - Student Trainee (Fire)13
Student Trainee (Fire)
Pending
GS-0499-04
Washington DC
Vacant (TRM)**

**FWFM - Student Trainee (Fire)14
Student Trainee (Fire)
Pending
GS-0499-04
Washington DC
Vacant (TRM)**

**FWFM - Student Trainee (Fire)15
Student Trainee (Fire)
Pending
GS-0499-04
Washington DC
Vacant (TRM)**

**FWFM - Student Trainee (Fire)16
Student Trainee (Fire)
Pending
GS-0499-04
Washington DC
Vacant (TRM)**

**FWFM - Student Trainee (Fire)17
Student Trainee (Fire)
Pending
GS-0499-04
Washington DC
Vacant (TRM)**

**FWFM - Student Trainee (Fire)18
Student Trainee (Fire)
Pending
GS-0499-04
Washington DC
Vacant (TRM)**

**FWFM - Student Trainee (Fire)19
Student Trainee (Fire)
Pending
GS-0499-04
Washington DC
Vacant (TRM)**

**FWFM - Student Trainee (Fire)20
Student Trainee (Fire)
Pending
GS-0499-04
Washington DC
Vacant (TRM)**