



U.S. DEPARTMENT OF THE INTERIOR

Certification of Approval for Special Retirement Coverage

- Under the Civil Service Retirement System (5 U.S.C. 8336(c))
- Under the Federal Employees Retirement System (5 U.S.C. 8412(d))

Bureau: of Land Management, Bureau

Classification Title: Supvy Range Technician

Organization Title: Fire Helicopter Crew Supervisor

Series and Grade: GS-0455-09

Position Number: F166 - Standard P. D.

Category: Primary - rigorous - FF

RECOMMEND:

Marcia L. Seifres 04/15/96  
 Bureau Special Retirement Coordinator Date

x W. J. Scott 04/16/96  
 Delegated Official Date

APPROVAL:

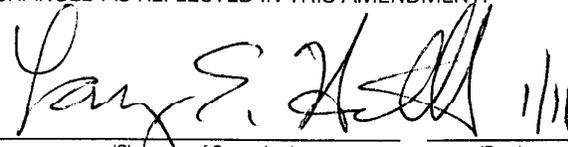
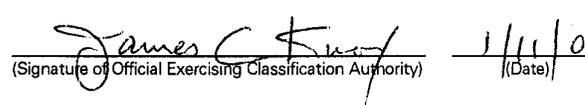
The position described above is approved for special retirement coverage for law enforcement officers and firefighters under the retirement system indicated.

[Signature] 3/25/96  
 Secretary's Designee - Special Retirement Program Date

POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS BUREAU OF LAND MANAGEMENT	2. NAME OF INCUMBENT		
3. ORGANIZATIONAL LOCATION _ AS SHOWN ON CURRENT DESCRIPTION; _ AS HEREBY AMENDED			
11 a. DEPARTMENT OF THE INTERIOR _____ d. _____ b. BUREAU OF LAND MANAGEMENT _____ e. _____ c. _____			
4. CSC TITLE AND BUREAU POSITION NO. Supervisory Range/Forestry Technician #F166	SCHEDULE GS	SERIES 455/462	GRADE 09
_ SAME AS PRESENT; AMENDED FOR: <input checked="" type="checkbox"/> CSC TITLE, _ POS. NO., _ SERIES, _ GRADE _ OTHER			

CERTIFICATIONS

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED IN THIS AMENDMENT.   _____ (Signature of Supervisor) (Date)	6. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.   _____ (Signature of Official Exercising Classification Authority) (Date)
Title Director, Office of Fire and Aviation	Title Personnel Officer

7. DESCRIBE BRIEFLY, BUT IN FULL. THE REASONS FOR CHANGES CHECKED ABOVE, AND THE ADDITIONS, DELETIONS, OR OTHER REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.

This position is classified to both the GS-455 Range Technician Series and the GS-462 Forestry Technician Series. This amendment adds the suffix "Fire" to the title.

**POSITION DESCRIPTION** (Please Read Instructions on the Back)

1. Agency Position No.  
F166

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		5. Duty Station		6. OPM Certification No.	
Explanation (Show any positions replaced)				7. Fair Labor Standards Act <input checked="" 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		9. Subject to IA Action <input 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.) <input type="checkbox"/> SES (CR)				11. Position Is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input 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		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						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Supervisory Range Technician	GS	0455	09		10-04-95
e. Recommended by Supervisor or Initiating Office	Supervisory Range Technician	GS	0455	09		

16. Organizational Title of Position (if different from official title)  
Fire Helicopter Crew Supervisor

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment Department of the Interior	c. Third Subdivision
a. First Subdivision Bureau of Land Management	d. Fourth Subdivision
b. Second Subdivision	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)
Signature _____ Date _____	Signature _____ Date _____

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  
Range Technician Series GS-455 (TS-111) Dec 91  
GS-400 Grade Level Guide for Aid and Technician Work in the Biological Sciences (TS-111) Dec 91  
General Schedule Supervisory Guide (Feb 1993)

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.

Typed Name and Title of Official Taking Action  
Larry E. Hamilton  
Director, Office of Fire & Aviation

Signature \_\_\_\_\_ Date 11-30-00

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

24. Remarks  
FPL: GS-09 HC: BUS: OCM: 5/31/96

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

Standard Job No. F166

SUPERVISORY RANGE TECHNICIAN. GS-0455-09  
(Working Title, Fire Helicopter Crew Supervisor)

INTRODUCTION

This position is the manager of Exclusive Use and Call-When-Needed (CWN) helicopters and is a specialist in helicopter operations. The incumbent supervises a crew of helitack personnel/firefighters that is established to provide fast initial attack, and large fire support, on wildland fires, and other incidents via helicopter. This position manages permanent and temporary helibases, provides contract administration for, and plans and directs helicopter operations in support of, fire suppression, emergency incidents, and resource management projects. The primary line of work of this position is aviation and fire management. Prior wildland fire fighting experience is a requirement of this position.

MAJOR DUTIES

Plans, coordinates, and directs helicopter support to execute a wide variety of District-wide resource management projects requiring multi-functional participation to complete. Is responsible for broad gauge, long term planning to comply with agency policies, procedures, and objectives, and to assess readiness to meet short-term project and emergency needs.

During initial attack, ongoing fires, other natural disasters, search and rescue, and other emergencies, serves in the capacity of helicopter manager, crew boss, helibase manager, or other positions as needed or assigned. Responses can occur on the District or on an interagency basis in support of other agency efforts. Is certified as a Helibase Manager I and independently manages complex helicopter operations, utilizing different helicopter models with varying capabilities. Provides pilots, crews, and dispatchers with detailed instructions on incident objectives, situations and tactics. Determines incident needs, orders personnel, equipment and supplies, and directs and monitors initial incident activities.

Is fully qualified and approved as a Project Inspector (PI) and is designated as the field Project Inspector for the helicopter service contract assigned to the base. Performs day-to-day contract administration for contracts, which annually expend in excess of \$100,000.00 in programmed funds. When assigned to manage a CWN helicopter, is designated as the Contracting Officer's Administrative Representative (COAR). The CWN contract expenditures range from several hundred to several hundred thousand dollars per assignment. Enforces helicopter contract provisions, proposes contract language changes to the Contracting Officer, issues work orders and notices of non-compliance to the Contractor as necessary, and has full authority to suspend operations for violations of safety regulations or contract compliance. Is responsible for completing and maintaining reports and records for aircraft use. Completes daily flight invoices and contract daily diaries. Signs for receipt of services and recommends payment approval to the Contracting Officer on a daily basis.

Provides documentation to the Contracting Officer regarding any claim filed by the Contractor. May be required to serve as a witness for the Government in contract appeal hearings.

Performs as helicopter specialist on the District providing technical expertise for helicopter projects (e.g. aerial ignition, spraying, seeding, etc.). Will be annually certified to operate, maintain, inspect, and service a wide range of accessory equipment such as the helitorch, Premo Mark III Plastic Sphere Dispensers, rappelling equipment, medivac equipment, longline/remote hooks, and infrared detection equipment. Equipment is very technical, highly specialized, and expensive. Independently evaluates new aviation accessories and equipment and makes written recommendations to the District and State Office regarding future use and modifications for improvement.

Responsible for helicopter safety and compliance with applicable policies and procedures. Ensures subordinates are trained and qualified to perform missions safely and efficiently. Ensures all flight-following policies and procedures are adhered to. Monitors and tracks flight and/or duty hours of pilots, mechanics, and fuel truck drivers to ensure that light/duty hour limitations are not exceeded. Conducts preflight and post-flight briefings with pilot and helitack crew. Responsible for inspecting, maintaining and testing aviation fuel caches on the District. Ensures that turbine engine power checks are completed, and results documented. Reviews aircraft logbook entries to assure that appropriate aircraft maintenance is documented.

Exercises the full range of supervisory duties for a work force which varies from a minimum of six to a maximum of fifteen, including one or more assistant managers. Responsible for annually recruiting and hiring of temporary employees. Plans work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules for completion of work. Assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees. Develops performance standards and evaluates work performance of subordinates. Gives advice, counsel, or instruction to employees on both work and administrative matters. Hears and resolves minor complaints from employees. Refers group grievances and more serious unresolved complaints to a higher level supervisor or manager. Effects minor disciplinary measures such as letters of warning, caution, or admonishment, and recommends other official disciplinary actions. Initiates requests for vacancy announcements and recruitment notices for WAE employees. Interviews candidates for positions in the unit; recommends appointments, promotions, and reassignments to such positions. Identifies and provides for training needs. Finds ways to improve production or increase the quality of work directed.

Provides leadership, allocates resources, and implements activities to accomplish Bureau of Land Management multicultural organization direction and Equal Opportunity and Civil Rights requirements, goals, policies, and objectives. Supports and participates in the Work Environment Continuous Improvement Process. Ensures all communication - written, oral, visual, signed - is nondiscriminatory and sensitive to all employees and publics. Creates a work environment which respects, appreciates, and accepts the contributions and perspectives of all employees.

Coordinates, supervises, and serves as lead instructor for District and State Office courses or workshops that instruct helitack, District, and other cooperating agency personnel in helicopter operations, wildland fire, and related resource management. Conducts hands on training through demonstration and on-the-job experiences in the use of aircraft, hand and power tools, pumps, hoses, chemicals, rescue equipment, helicopter equipment, manifesting, loading/unloading, and embarking/disembarking from aircraft.

Assists supervisor in current and out-year planning of the helitack budget which includes supplies, equipment, training, and personnel necessary for the safe and efficient implementation of the helicopter operation. Is responsible for independently administering the current year helitack budget. Submits requests for acquisition of supplies and materials through the agency procurement process. Is responsible for tracking property issue and use.

May be certified to function as heli-rappel check spotter, spotter, rappeller, and execute cargo let down operations. Responsible for insuring that State Office policies and procedures are adhered to in the training and qualifications of all people involved in the rappel program. Responsible for all rappel equipment and records pertaining to its use.

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

Expert knowledge and extensive experience in the planning and coordination of complex air operations at remote, isolated work locations. Thorough knowledge of capabilities and limitations of numerous helicopter models is needed to adapt helicopter capabilities to highly specialized individual projects. Incumbent must possess and utilize knowledge of current management practices, technical methods, and agency policies and procedures. The successful planning and execution of helicopter operations requires judgment based on independent analysis and evaluation of helicopter operations programs and projects. With other helicopter managers, develops interagency helicopter operations policy contained in the Interagency Helicopter Operations Guide (IHOG).

This position provides technical operations expertise on wild and prescribed fires. Incumbent must have a thorough knowledge and previous experience in complex wildland firefighting techniques, fire equipment, fire behavior, fuel models, and the Incident Command System. Prior wildland firefighting experience is required by this position. Must have expert knowledge of complex air operations as they apply to wildland firefighting.

Expert knowledge and experience operating and maintaining helicopter accessory equipment such as the helitorch, Premo Mark III plastic sphere dispensers, rappelling equipment, medivac equipment, longline/remote hooks, and infrared detection equipment. A working knowledge of aircraft communication and navigation systems capabilities, and operation.

Thorough knowledge of helicopter contract administration and contract provisions to effectively administer aircraft contracts, recommend contract language changes to the Contracting Officer, and to complete related reports, records, and payment documents. A working knowledge of current Federal and State helicopter regulations, policies, and procedures, which include pertinent Federal Aviation Regulations (e.g. parts 135, 133, and 137), general aviation safety, and DOT regulations.

Must have a thorough knowledge of land management policies, resource values, agency directives Departmental Manual 350-354 and related handbooks, BLM Manual 9400, and applicable handbooks and guides such as the Interagency Helicopter Operations Guide (IHOG). Thorough knowledge of current aviation safety practices and procedures. Knowledge and ability to develop and implement a base/project operational safety plan.

Knowledge of acceptable and unacceptable flight practices to evaluate pilot performance. Working knowledge of safe mountain flying techniques, helicopter aerodynamics and flight characteristics. Incumbent must be able to review and correctly interpret technical material, such as flight handbooks, aircraft logbooks, performance charts, and aeronautical literature.

Knowledge of program management, supervision, and personnel practices and regulations in order to carry out supervisory responsibilities.

Knowledge of teaching techniques including formalized classroom instruction and on the job training to plan and execute successful aviation and fire suppression training programs. Skill in written and verbal communications to prepare plans and reports, supervise effectively, and to meet and deal with the public and contractor personnel.

#### Factor 2, Supervisory Controls

The supervisor over this position assigns project work in terms of objectives with instructions on new projects or major changes. Helicopter related work project objectives and priorities may be assigned by the District Aviation Manager or the District Dispatch Office.

The incumbent plans and carries out recurring work without detailed instructions and plans, schedules, and completes inspections and reports. Incumbent often functions independently in the field, relying on his/her own experience, expertise, and judgment.

The supervisor reviews reports and checks work on the basis of meeting program objectives and on the effectiveness of overall helicopter operations. Completed work is reviewed for adherence to guidelines and established policy and safety objectives.

#### Factor 3, Guidelines

Guidelines include, but are not limited to, the Interagency Helicopter Operations Guide, Office of Aircraft Services Contract Administration Handbook, aircraft flight manual, Interagency Helicopter Training Guide, Incident Command System Air Operations Standards, Federal Aviation Regulations, Bureau of Land Management Directives, Health and Safety Code, Office of Aircraft Services Contract for Helicopter Services, Department of Transportation Regulations, Office of Aircraft Services Transportation of Hazardous Materials Handbook, and other written guides and work plans. The incumbent selects, interprets, and applies these guides frequently using initiative, judgment, and resourcefulness in solving unforeseen problems and resolving conflicts.

#### Factor 4, Complexity

The management of a helicopter operation is a specialized and distinct kind of responsibility in fire suppression and incident management. Special experience and training is needed which is not acquired in any other established position. The duties assigned cover divergent and unrelated processes such as training, helicopter scheduling, weather knowledge, emergency procedures, billing, procurement, fire suppression, training and coordination activities on a District level. Incumbent must be able to prioritize and delegate tasks and assigned projects. Incumbent must weigh economics, safety, and efficiency in arranging work and training schedules for the helicopter in a constantly changing atmosphere of conditions, priorities and helicopter limitations. Incumbent must use initiative and experience to make decisions under time pressures and constraints, often without opportunity to consult with a supervisor or other technical advisor.

#### Factor 5, Scope and Effect

The management of a helicopter by this position provides safe and effective availability of the helicopter and crew for rapid initial attack fire or other incident dispatches and for the movement of personnel and materials to fires and project work sites. This position provides leadership for a trained project work force to maintain a station and to accomplish District objectives. The helicopter is a District resource maintained primarily for fire suppression, however, the helicopter and crew regularly support resource management activities as well as State Office and National incident needs. The management of this resource affects the goals of the District and the State Office for fire suppression and project work.

#### Factor 6, Personal Contacts

Contacts are primarily with crew, pilots, mechanics, District Fire Management Officers, Contracting Officer's Administrative Representatives, Contracting Officers, District Aviation Manager, District Dispatcher, BLM and other Federal agency aviation operations specialists, others in fire organizations and other District resources. Has contact with other Federal, State, and local fire and law enforcement protection agencies, media representatives and District visitors.

#### Factor 7, Purpose of Contacts

Contacts are made to provide orientation and training to cooperating agencies, to exchange information about fire suppression, projects, aviation operations, contract administration, immediate work situations, and to resolve operational differences. Contacts other crews for coordination of fire suppression activities. Contacts involve coordination of pilot and driver work schedules, maintenance schedules, equipment deficiencies and repairs. Contacts are also information networking opportunities to better implement the ICS and NIIMS systems. Contacts require frequent independent coordination with various unit personnel to accomplish project objectives.

#### Factor 8, Physical Demands

The helicopter manager is required to meet the firefighter physical fitness qualifications at the level III arduous level. The work frequently involves long shifts and complex decision making, and extended periods of time away from home.

#### Factor 9, Work Environment

The work is performed at remote locations, airstrips, helibases, unimproved helispots, and forest and range environments of extreme high and low temperatures, steep terrain, and uneven work surfaces. Due to the mission requirements of low-level flight in mountainous terrain, firefighting, and incident support, the position is subject to substantial hazards on a regular and recurring basis. The work involves exposure to potentially dangerous situations caused by uncontrolled wildfire, numerous aircraft being flown in close proximity and mountainous terrain. Errors could be catastrophic and result in serious injury or death. Other hazards include, the handling of hazardous materials, carbon monoxide, dust and debris and the use of other mechanical or motorized equipment.

EVALUATION STATEMENT  
Supervisory Range Technician, GS-0455-09  
Standard Job No. F166

Background

The enclosed position description was developed by the U.S. Forest Service and has been altered only to substitute Bureau of Land Management terminology for Forest Service terminology where appropriate. The enclosed position description has been reviewed by the BLM Office of Fire and Aviation and by the Aviation Management specialist for the state of Nevada. Both sources have declared that this position description accurately describes the typical BLM Fire Helicopter Crew Supervisor position.

Additionally, this evaluation statement is essentially the same as the one developed by the Forest Service, with BLM terminology substituted for Forest Service terminology. The reasoning in this evaluation statement has been thoroughly checked against the classification standards listed below.

Standards/Guides Used

Range Technician Series GS-455 (TS-111) December 1991, the GS-400 Grade Level Guide for Aid and Technical Work in the Biological Sciences (TS-111, December 1991); and the General Schedule Supervisory Guide (February 1993).

Series Determination

The work of the position provides technical support of aviation and fire management in a range and forestry environment, and is consistent with the Range Technician Series, GS-455.

Grade Level of the Technical Work of the Position

Factor level points are applied as follows:

Factor 1. Knowledge Required by the Position

The incumbent applies a high degree of very technical knowledge and skills in the management and planning of complex helicopter operations. This involves knowledge of all details of an incident such as elevation, aspect, time of year, etc. The incumbent must know how much material to move, how much fuel will be needed, where the best place to stage a project is, the best time of day, the logistics of moving people to remote sites, the weight of items to be moved, the best way to package the material so the helicopter will fly correctly. The incumbent must also know what must be adhered to in the contract for the helicopter, and must ensure the contractor is doing everything included in the contract. Must manage a CWN helicopter when needed which requires being a qualified Contracting Officer's Representative (COR) with the necessary knowledge of COR work. Knowledge required of a Helibase Manager I requires

annual certification by the State Aviation Manager helicopter specialist. This knowledge includes three successful assignments as Helibase Manager II and one season as a Manager or Assistant Manager in order to qualify. The incumbent must know budgeting procedures in order to administer the helitack budget independently, as well as plan for all costs such as daily use of the helicopter, fuel truck, equipment repair and replacement, and charges for the crew. And finally, the incumbent must have highly technical knowledge and experience in rappelling, spotting and cargo let down operations which involves several steps, none of which can be missed. For example, while rappelling, a 250 foot rope weighing 60 pounds is used to rappell the crew down during intense fires and rescue operations. The employee is required to develop local written plans in helicopter operations, fire suppression rappelling fire qualifications training for the crew, and accessory equipment such as helitorch, premo longline/remote hooks, and infrared detection equipment.

The position meets the 1-6 level of this factor because the employee uses knowledge of the technical methods and procedures, management practices, agency policies and programs, and an extensive familiarity with the methods and practices of the discipline supported in order to plan all of the helicopter program operations mentioned above. Specifically, the employee must demonstrate expertise in a narrow specialty area of a scientific field or administrative responsibility over a block of technical work which is the helicopter program. This is also the equivalent of using seasoned judgment, resourcefulness, and comprehensive practical knowledge of fire management, as well as helicopter operations, to develop comprehensive fire management operating and project work plans and oversee the scheduling, organization, and implementation of such plans. The work does not require the development or modification of existing methods and procedures to resolve objectives that are described in level 1-7.

Level 1-6                      950 points

### Factor 2, Supervisory Controls

The work supervisor assigns project work in terms of objectives with instructions on new projects or major changes. Helicopter related work objectives and priorities are assigned by the District Aviation Officer or the District Dispatch Office. The incumbent plans and carries out recurring work without detailed instructions and plans, schedules, and completes inspections and reports. Incumbent often functions independently in the field, relying on own experience, expertise, and judgment. The supervisor reviews and checks work on the basis of meeting program objectives and on the effectiveness of overall helicopter operations. This meets level 2-3, which is described in the standard as the supervisor providing direction on the priorities and objectives for types of work previously performed by the unit and covered by precedent. The technician identifies the work to be done, plans and carries out the procedural and technical steps required, and seeks assistance as needed. The technician develops solutions to common technical and procedural problems, reviewed usually in the form of an assessment as to how the employee resolved technical and related problems. The supervision is closer than the 2-4 level which indicates that the employee would interpret and apply program policy, select techniques and methodology, and coordinate work with others.

Level 2-3                    275 points

Factor 3, Guidelines

Guidelines include a large number of helicopter manuals and handbooks from which the incumbent must work. The incumbent selects, interprets, and applies these guides frequently using initiative, judgment, and resourcefulness in solving unforeseen problems and resolving conflicts. This meets level 3-3 which states that the employee exercises judgment independently in applying the guides or extending their applicability to situations not specifically covered.

Level 3-3                    275 points

Factor 4, Complexity

The duties of the position cover different and unrelated processes such as training, helicopter scheduling, weather knowledge, emergency procedures, billing, procurement, fire suppression, capabilities and limitations of many helicopter makes and models, training and coordination activities. The incumbent must weigh economics, safety, and efficiency in arranging work and training schedules for the helicopter in a constantly changing atmosphere of conditions, priorities and helicopter limitations. Must use initiative and experience to make decisions under time pressures and constraints, often without opportunity to consult with a supervisor or other technical advisor. This meets Level 4-3 which states that duties involve different and unrelated processes and methods and requires shifting from one type of assignment to another type which is substantially different in terms of equipment, techniques, and methods used. There are a number of courses of action for planning and execution and the incumbent exercises discretion in selecting among them. Technical and procedural problems encountered with precedents are independently resolved. Judgment is used in applying a wide range of conventional approaches, methods, and techniques.

Level 4-3                    150 points

Factor 5, Scope and Effect

The contracted helicopter, the crew, and this position are assigned to a District and operate to provide fire suppression help. However, the helicopter and crew regularly support resource management activities as well as State, National, and Geographic Area incident needs. The duties performed are conventional practices in fire suppression and helicopter management. The duties affect District, State, Geographic Area, and National fire suppression activities. Level 5-3 work involves applying conventional, technical and administrative solutions and practices to a variety of problems. A major consideration is to assure that established operations are adhered to. The work directly affects the operation of equipment systems. The position meets level 5-3.

Level 5-3                    150 points

Factor 6 and 7, Personal Contacts and Purpose of Contacts

Contacts are primarily with crew, pilots, mechanics, District Fire Management Officers, Contracting Officer's Representatives, Contract Officers, State Aviation Officers, District and Coordination Center Dispatchers, other Federal agency aviation operations specialists, and others in fire organizations or other District resources. Incumbent also has contact with fire and law enforcement protection agencies, media representatives and District visitors. Level 6-2 describes contacts that are with employees in the agency at various levels and with the general public, contractor personnel, special users, and other Federal agencies. Level 6-3 describes contacts with noted subject matter experts, influential local community leaders, and legal representatives of private landowners. The incumbent does not make these contacts. The position meets level 6-2.

Contacts are to provide orientation and training, to exchange information about fire suppression and other work related functions, coordination of fire activities, coordination of pilot and driver work schedules, maintenance schedules, equipment deficiencies and repairs, and coordination with different unit personnel to accomplish project objectives. Level B is for the purpose of planning and coordinating work efforts which this positions does. Level C is described to influence, motivate, interrogate, or control persons or groups. None of the duties indicated that this is a part of the position. Level 7-B is met.

Level 2B                    75 points

Factor 8, Physical Demands

The incumbent is required to meet firefighter physical fitness qualifications at the level III for arduous exertion in a wildland environment. This is regular and recurring. Level 8-2 is met which requires physical exertion in dense vegetation and mountainous terrain.

Level 8-2                    20 points

Factor 9, Work Environment

The work is performed at remote locations, airstrips, helibases, unimproved helispots, and forest environments of extreme high and low temperatures, steep terrain, and uneven work surfaces. The work is performed in this environment on a regular and recurring basis. Level 9-2 is described as working under conditions of regular and recurring moderate risks which require special safety precautions. These conditions include out of doors with exposure to extreme conditions such as temperature and weather.

Level 9-2                    20 points

### Summary

Factor 1-6	950 points
Factor 2-3	275
Factor 3-3	275
Factor 4-3	150
Factor 5-3	150
Factors 6 & 7, 2b	75
Factor 8-2	20
Factor 9-2	<u>20</u>
Total	1915

### Grade Level of Supervisory Work

Grade GS-9

General Schedule Supervisory Guide is applied as follows:

#### Factor 1, Program Scope and Effect

This factor is divided into two parts: Scope, and Effect. In order to credit a level, the criteria dealing with both scope and effect must be met. The position meets level 1-1, which is directing procedural type work that affects only localized functions. Level 1-2 involves program segments or work that is administrative, technical, complex clerical, or comparable in nature. The functions, activities, or services provided have limited geographic coverage and support most of the activities comprising a typical agency field office, an area office, a small to medium military installation, or comparable activities within agency program segments.

Scope addresses general complexity and breadth of the work directed. This includes geographic and organizational coverage of the work. The work this position supervises meets the geographic coverage of this level based on the size of fires and the geographical impact of the fire. However, the work directed does not meet the complexity aspect of this level. This position supervises GS-4 Forestry Technicians which should be equated to the procedural, routine type work included at level 1-1.

Although the position supervises GS-5 and/or lead positions, they require the same level of knowledge as the GS-4 firefighters, with the higher grade based on leader or supervisory duties. Level 1-1 is appropriate for this factor.

Level 1-1	175 points
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## Factor 2, Organizational Setting

The position is located on a District and reports directly to the District or Assistant District Fire Management Officer. This is 2 or more levels below the first SES position. This meets level 2-1.

Level 2-1                    100 points

## Factor 3, Supervisory and Managerial Authority Exercised

Directs the work of 6 to a maximum of 15 employees in the full range of supervisory duties, including assigning the work, and formally evaluating work of permanent subordinates. The work does include supervision and direction of others (i.e., pilots, fire personnel from other agencies, etc.) on incidents to which the employee is dispatched. The incumbent meets all ten of the items in paragraph c. in level 3-2.

Level 3-2                    450 points

## Factor 4, Personal Contacts

### Subfactor 4A, Nature of Contacts

Frequent contacts are made with representatives of other Federal, state, and local agencies who are at the technical operating level. Contacts are also made with some reporters of the media, local public interest groups, and the general public. This meets level 4A-2 which requires these contacts to be frequent.

Level 4A-2                    50 points

### Subfactor 4B, Purpose of Contacts

The purpose of the contacts is to administer and coordinate helicopter operations during wildfires or other natural disasters, train various fire personnel on Districts, and from other agencies, and deal with the public during fires and search and rescue operations. Contacts involve problems of considerable consequence to the safety and protection of fire personnel and the public. This meets level 4B-2 which is to ensure that information provided to outside parties is accurate and to plan and coordinate the work with others outside the subordinate organizations.

Level 4B-2                    75 points

#### Factor 5, Difficulty of Typical Work Directed

The highest grade which best characterizes the nature of the nonsupervisory work performed is GS-4. The GS-4 grade level is the target level of skilled crew positions and constitutes more than 25% of the workload of the helitack crew which generally consists of 6 to 15 seasonal or temporary employees. This workload fits within level 5-2.

Level 5-2                      205 points

#### Factor 6, Other conditions

The work supervised involves technical work at lower than the GS-6 grade level. This would meet level 6-1. The position does not have full and final technical authority. Except in rare instances there is typically a supervisor available to give technical advice and assistance for the most difficult and unusual problems or conditions. Because of the very narrow limits where this authority may be exercised, it is not creditable. Under Special Situations, numbers 3, 4, and 8 are credited. Number 3 is credited for constantly changing deadlines. The primary mission of the helitack unit involves immediate emergency call-up and mobilization to any location in the country for fire suppression or other incident assignments. The crew is used on initial attack and other fire assignments which are extremely unpredictable and require a high degree of adaptability for which the supervisor has responsibility. The requirements of each incident are different and the crew may be given new responsibilities on the incident or sent to other incidents on very short notice.

Number 4, physical dispersion is credited. During the fire season, there is often physical dispersion of the crew in order to meet fire and project work needs, resulting in work being carried out at more than one separate location. The supervisor is responsible for the employees while they are at the other locations while on the home unit, as well as on fire assignments.

Number 8, special hazard and safety conditions also applies. There are significant hazard conditions that occur during the performance of the work of the crew for which the supervisor must make provisions. This includes helicopter flight to fires, rappelling from the helicopter to steep and rugged terrain, extremely erratic and dangerous fire behavior, the use of power tools such as chain saws, carrying volatile or toxic cargo, and handling helicopter fuel. This is a separate and distinct job requirement than personally performed work, which the supervisor is given hazard pay for, in that the supervisor is responsible for recognizing hazards, making provisions for the safety of employees, and assuring that proper procedures are carried out. Because three of the special situations are credited, an additional level is added to the original 6-1 level assignment. The proper level for factor 6 is 6-2.

Level 6-2                    575 points

Summary

Level 1-1	175 points
Level 2-1	100
Level 3-2	450
Level 4A-2	50
Level 4B-2	75
Level 5-2	205
Level 6-2	<u>575</u>

Total	1630
Grade	GS-8

The supervisory grade is GS-8. The grade based on the Range Technician duties are at the GS-9 grade level and determine the final grade.

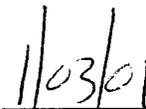
Final Title, Series, and Grade

Supervisory Range Technician, GS-0455-09

FLSA: Exempt



\_\_\_\_\_  
Larry Hamilton  
Director, Office of Fire & Aviation



\_\_\_\_\_  
Date