

## FF Special Retirement Coverage

Standard Position Description (SPD)# F221

Certification of CSRS Secondary-Administrative (FF) coverage approval for the above SPD can be found in the signed OPM general coverage certification letter dated 07/29/91.

Certification of FERS Secondary-Administrative (FF) coverage approval for the above SPD can be found in the signed DOI general coverage certification sheet dated 10/02/91.

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

1. Agency Position No.  
F221

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		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 type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		13. Competitive Level Code	
		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 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 Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		14. Agency Use	

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	Range/Forestry Technician*	GS	455/462	05	JP	11/21/90
d. First Level Review						
e. Recommended by Supervisor or Initiating Office	Range/Forestry Technician*	GS	455/462	05	mlh	05-25-90

16. Organizational Title of Position (if different from official title)  
Logistics Dispatcher

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)

**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)
	L. BARKOW Ch Fire & Aviation
Signature	Signature
	(signed) L. BARKOW
Date	Date
	JAN 18 1991

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  
GS-455/462

Typed Name and Title of Official Taking Action JULIET D. POWELL Personnel Management Specialist	
Signature	Date
	11/21/90

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

24. Remarks  
SUBJECT TO DRUG TESTING  
\*Interchangeable based upon primary vegetation of the unit.

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

Range/Forestry Technician, GS-455/462-5  
Logistics Coordinator  
Position No. F221

### INTRODUCTION

This position is located within a (a) fire suppression organization, or (b) centralized coordination center for supporting fire suppression activities beyond the suppression unit/state's capabilities. During the suppression of wildfires, this position is responsible for the coordination of requests for personnel, aircraft, equipment and supplies using pre-established guides and procedures. During non-fire occurrence periods, the employee performs other assignments within the coordination center organization.

Prior line firefighting experience is required.

### DUTIES

Monitors requests for assistance. Maintains a current awareness of where all crews assigned to the coordination unit are working and the placement of aircraft, helicopters, specialized fire fighting equipment, and/or vehicles that are part of the coordination center organization.

Receives training and works with other logistics dispatchers in the location of requested items and the manner in which the items will be transported. Learns to use a wide variety of guidelines and procedures. Receives training regarding determinations being made on priorities, alternatives, and other factors when more than one requesting unit is involved.

Upon request for fire assistance, plots location on maps, determines routes into area, and coordinates the supply of personnel, equipment and supplies as requested. Researches fire intelligence information as assigned. Maintains log of time, personnel and items dispatched/requested, and time of arrival at fire.

Assists with coordinating requests for meals and sleeping accommodations, setting up of fire camps, and purchase of out-of-stock supplies and equipment for the suppression action. Monitors the status of these type requests with the assigned personnel and notifies requesting unit of estimated dispatch and fire arrival times.

Briefs management and/or fire specialists on status of requests received.

May be assigned as a dispatcher at a fire suppression camp.

As assigned, coordinates other search and rescue operations.

During non-fire occurrence periods, performs other duties as assigned.

### FACTORS

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

Knowledge of fire suppression tactics, methods and procedures, and safety precautions sufficient to gather facts and determine the needs of a variety of agencies with varying internal procedures, and the ability to determine which

predetermined guideline to apply to dispatch the type of personnel, equipment, and supplies needed to take action in a wide variety of resource value, fuel types, environmental and weather situations within the assigned area. Prior line firefighting experience is required.

Knowledge of logistics/dispatch guides and procedures in the dispatch of personnel, aircraft, equipment and/or supplies is required in order to select sources and dispatch items in routine and emergency situations.

Knowledge of how to read and use topographic maps and aerial photographs is required in order to plot activity sites and direct crews and support personnel to the site using the most feasible routes.

Ability to learn and access a variety of computer programs relating to fire suppression reports and program information is required.

Ability to learn and use specialized telephone and/or radio equipment is required in order to transmit and receive messages.

Ability to communicate orally is required.

#### Factor 2, Supervisory Controls

Works under the general supervision of a higher level technician or specialist who outlines the overall duties of the position, explains the use of the specialized equipment, guides and procedures and provides on-the-job training in the fire suppression dispatch function. The supervisor or a knowledgeable fire employee is available for assistance during fire emergency situations. Routine work assignments are completed independently in accordance with established guidelines and procedures. Work is spot-checked at regular intervals for progress and adequacy of records. The efficiency of the dispatch function is reviewed as part of the fire critiques and the feedback received from other activities using the service.

#### Factor 3, Guidelines

A wide variety of established dispatch guides and procedures apply including manning documents, the unit's suppression and aviation plan, sources of supply, specific activity plans, etc. Most of the guides are specific, but the employee must use prior firefighting experience and judgement in interpreting orders/situations to determine which guide to apply. Work assignments relating to the fire suppression organization are explained in general terms at the time of assignment but often require the incumbent to apply prior firefighting and firefighting experiences. Assistance is available, if needed.

#### Factor 4, Complexity

The duties involve a variety of steps which are taken based upon the employee's interpretation of the order received. Since the duties are often performed during emergency situations, the amount of time taken to interpret and respond to requests is important. The employee dispatches a wide variety of personnel, airplanes/helicopters, specialized fire fighting equipment, and supplies which increases the standard operating procedures that must be followed. Part of the complexity of the position relates to the merging of a fire suppression organization into a coordination center.

Factor 5, Scope and Effect

The primary purpose of the position is to coordinate the dispatch of personnel, aircraft, equipment and supplies during fire suppression emergencies and to assist in the relay of messages, equipment and supplies for routine operations of a variety of resources. The timeliness and effectiveness of the employee's actions affect the ability of fire suppressions crew to control emergencies and carry out routine operations in a safe and cost-effective manner.

Factor 6, Personal Contacts

Contacts are made with coworkers, other unit personnel (especially fire suppression), and local suppliers.

Factor 7, Purpose of Contacts

The purpose of the contacts is to give dispatch instructions, coordinate efforts, relay messages, and clarify information and/or assignments.

Factor 8, Physical Demands

This is a primarily a sedentary position requiring communication skills. The working hours/days will be extended during periods of fire emergencies, often without advance notice.

If red-carded and assigned to field duties, the incumbent must meet the established step test and arduous physical requirements for those position(s).

Factor 9, Work Environment

Work is normally performed in an office setting. The employee may be assigned to a fire camp to relay messages between the line and main office. At such times, the employee will be exposed to smoke and dust of a camp situation.