

A Recreation Plan for the State Parks and State Forests in the Pennsylvania Wilds

Appendix 10 U.S. Forest Service Position Descriptions For Recreation Classifications

Prepared for the Pennsylvania Department of Conservation and Natural Resources

Prepared by Fermata, Inc of Austin, Texas

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Natural Resources Specialist (Recreation)

GS-401-09

Position Number:

Introductory Statement: This position is located on a Ranger District, and has responsibility for the development, execution, and administration of plans for the recreation program.

Recreation Program Planning and Administration 40%

Makes or recommends recreation use planning and management - . decisions for conventional recreation projects of moderate difficulty. Based on evaluations of recreation areas and activities, recommends potential sites or areas for additional recreation use and planned development.

Assists with other resource management activities by analyzing the impact of those resources on the recreation program. Plans and oversees construction of recreation trails, parking areas, trailhead facilities, and new access roads in consultation with engineering personnel. Compiles material and supply estimates for recreation facilities, maintenance, and operation. Drafts action plans for carrying out management decisions. Recommends and executes annual work plans for recreation resources. Develops and administers recreation special use programs in compliance with national guidelines and direction.

Natural Resource Planning 15%

Provides input for the unit land management planning team. This .includes coordinating with other natural resource disciplines, placing emphasis on resource coordination and specific project planning and execution. Provides input to or develops specific portions of annual program of work. Recommends, prepares or reviews annual operating plans and budgets. Prepares environmental analysis reports regarding natural resources activity.

Ecological and Environmental Analysis Report Preparation 15%

Prepares, reviews and/or assists in the preparation of routine environmental analyses, evaluations, assessments, and/or impact statements. Reviews environmental assessments and environmental impact statements and makes recommendations regarding the management of specific natural resources.

Provides input into the development and evaluation of environmental management alternatives, formulating or recommending objectives and mitigation or restoration procedures.

Natural Resource Data Collection, Analysis, and Interpretation 10%

Gathers, compiles and provides data for natural resources databases used as a basis for recommendations to management. Gathers and adds data in order to complete or maintain a current inventory of the natural resources.

Forest Resource Policy/Plan Review and Analysis 10%

Reviews standard plans for well-established programs or projects. Reviews for compliance with agency policies, procedures, practices, and guidelines. Ensures that current plans and practices are consistent with such policies and procedures. Makes or recommends basic land management decisions based on on-site evaluation of conditions. Recommends plans and priorities for the management of the societal demands and utilization activities upon the natural resources. Studies appropriate directives governing administration of forest resource management programs and compiles and analyzes findings. Makes recommendations and identifies conflicts or deviations from acceptable and/or current policies and practices. Adapts current techniques and procedures to local conditions.

Land Use Plan Implementation 5%

Using established agency protocol, reviews, analyzes, and recommends modifications of routine projects or portions of complex plans and/or programs in order to implement various provisions of federal, regional, and State standards. Makes recommendations and provides alternatives on the need, feasibility, design and layout of specific occupancy and use of natural resource setting and for sustainable natural resource management practices. Ensures compliance with agreed-upon plans.

Landscape Architecture Advice and Guidance 5%

Provides advice on smaller or less complex portions of projects. Conducts preliminary site investigations to obtain baseline data for smaller or less complex issues.

Serves as a member on an interdisciplinary team and provides routine suggestions for resolving minor problems relative to scenery and esthetics. Suggestions are consistent with basic principles and standards of landscape architecture. Provides advice and basic information regarding projects and plans to external entities, including state and municipal landscape architects, contractors, and property owners.

OTHER SIGNIFICANT FACTS:

Performs other duties as assigned.

Factor 1-6 Knowledge Required by the Position

Knowledge of established scientific methods and techniques of biological science to perform recurring assignments of moderate difficulty (i.e., the methods and techniques are well established, apply to most situations encountered, and do not require significant deviation from established methods) or discrete portions of more complex projects.

Factor 2-3 Supervisory Controls

The supervisor defines assignment objectives, priorities, and deadlines. The scientist independently plans and carries out assignments, and resolves problems in accordance with accepted practices. Completed work is reviewed for technical soundness, appropriateness, and conformance with policy and objectives.

Factor 3-3 Guidelines

The scientist evaluates, interprets, selects, and applies guidelines to specific cases and requirements; and adapts and modifies existing guides in applying established methods and practices to new situations or in relating new assignments to precedent ones.

Factor 4-3 Complexity

The work includes various duties involving different and unrelated scientific operations and methods. Assignments typically involve conventional, previously studied, or well-defined scientific processes and conditions.

Factor 5-3 Scope and Effect

The purpose of the work is to apply established scientific techniques to investigate and analyze various conventional problems and questions or to investigate and analyze discrete aspects of more complex problems. Work products contribute materially to the effectiveness of completed projects.

Factor 6-2 Personal Contacts

Contacts are with employees within the agency but outside the immediate organization. Persons contacted engage in different functions, missions, and kinds of work.

Factor 7-2 Purpose of Contacts

The purpose of contacts is to plan, coordinate, or advise on work efforts or resolve operating problems in dealings with others who are working toward mutual goals.

Factor 8-1 Physical Demands

The work requires no special physical demands. It may involve some walking, standing, bending, or carrying of light items.

Factor 9-1 Work Environment

The work is performed in an office or similar setting involving everyday risks or discomforts that require normal safety precautions.

Forestry Technician GS-462-09

Introduction

This position is located on a Forest Service Ranger District, and has responsibility for the development of annual work plans and execution and administration of short range plans for recreation and trails program activities.

Major Duties

Responsible for the on-the-ground planning and implementation of construction, maintenance, and rehabilitation projects associated with the developed and dispersed recreation programs. Serves as a District Fee Collection Officer. Checks for compliance of open and closed areas, signing, safety, maintenance, use and quality customer service. Incorporates accessibility standards into improvements, routine maintenance and service contracting. Inventories materials, supplies, and equipment, and orders recreation related supplies necessary to keep the program operational.

Plans and designs surveys, and collects, compiles, and summarizes survey data in order to monitor visitor use and facility conditions, as needed, to assure resource protection and visitor safety. Uses this information effectively when participating in the preparation of budget requests and work plans. Recommends expansion, maintenance, and rehabilitation opportunities of the existing recreation resource, and identifies new opportunities with suggested priorities. Prepares recreation, operations, and maintenance work plans (annual budget), coordinates with other team members to ensure targets are being met and makes program of work revisions as needed. Member of the Forest Capital Investment Team.

Prepares recreation related contract specifications such as solid waste, toilet pumping, maintenance, and small construction projects and may serve as Contracting Officer's Representative and/or inspector on such contracts. Obtains information from a variety of specialists during contract development. Incumbent also certifies Bills for Payment and insures contractors are paid in a timely manner. Has authority to correct problems on site and issue change orders.

Responsible, as assigned, for the development, preparation, and coordination of recreation partnerships and agreements. Coordinates and provides on-the-ground supervision for recreation work done by inmate crews, volunteers, and seasonals to assure the completion of targets in compliance with Forest Service standards. Serves as the contact for these groups.

Establishes and maintains effective working relationships with members of the public, contractors and cooperators for the purpose of promoting a high level of cooperation, contract compliance and overall enhancement of the recreation experience. Enforces Forest Service rules and regulations as a Forest Protection Officer.

Responsible for the grounds and building maintenance of the District office and shop complexes. Conducts health and safety inspections and coordinates the correction of hazards.

Serves as District sign coordinator. Develops sign plans for District recreation areas, trailheads, river corridors, and special-use areas. Orders signs as plans develop and signs are needed. Maintains sign plans and inventory of District signs for areas of responsibility.

May spend up to 15% of time on recreation planning and design teams at district and forest level. Assesses impacts on recreation and visual resources, provides information for recreation analysis, and recommends mitigation measures as needed. On occasion, may serve as team leader for site specific analysis.

Exercises full range of supervisory duties for up to three permanent employees and up to twenty SCSEP enrollees. Plans, organizes, assigns, monitors, and coordinates employees, identifies training needs and determines that employee meets the requirements for selection for training. Provides necessary support to SCSEP program including employee orientation, training plans, placement assistance, and conducts outreach and interviews with potential enrollees. Approves leave, resolves complaints, evaluates performance, and keeps employees informed. Actively supports the civil rights program in the unit and communicates this support to employees. Cooperates in developing and carrying out affirmative action efforts and those actions described in the Service-wide Affirmative Action Plan that affect the unit.

Factor 1, Knowledge Required by the Position

Extensive familiarity with the methods and practices of forestry and a practical knowledge of conventional methods and techniques sufficient to undertake routine forestry resource management projects involving recreational resource use and development and trails program activities.

Technical knowledge of dispersed and developed recreation management sufficient to evaluate facility condition and maintenance needs, prepare maintenance plans and schedules, coordinate maintenance and construction activities, and participate in recreation development planning.

Knowledge of recreation operation and maintenance plans to schedule daily activities, establish maintenance schedules and inspect cleanup and construction operations.

Knowledge of agency policies, procedures, and statutory requirements concerned with the multiple-use resource management.

Knowledge of the practical aspects of related resource management, economics and sociology and an understanding of these management relationships for making recommendations regarding best use suitability of Forest land.

Knowledge sufficient to recognize potential effects and impact of any changes in, the level or type of use of assigned resources on other resources such as timber, wildlife, soils, and water.

A limited practical knowledge of forestry related disciplines such as hydrology, soils, plant pathology, wildlife biology, etc., sufficient to recognize how they relate to recreational issues and to recognize when specialized advice is needed.

Knowledge of Forest Service standards for recreation facilities. These include maintenance, health and safety, and access standards.

Knowledge of the work planning, budget process, and recreation inventory and planning systems in order to develop the recreation program of work.

Knowledge of basic contracting regulations and manual requirements sufficient to prepare specifications for recreation construction and maintenance work.

Knowledge of user fee collection system to serve as a recreation fee collection officer.

Knowledge of Forest Service sign standards and policy. Knowledge sufficient to order and install signs in accordance with these standards and policies.

Knowledge of Integrated Resource Management and NFMA planning principles to provide input and be a member of interdisciplinary teams and opportunity area analyses.

Knowledge of health and safety hazards, first aid, and accepted safety practices.

Ability to prepare reports and analyses that are clear, concise and articulate.

Knowledge of law enforcement techniques and skills necessary to perform as a Forest Protection Officer.

Mechanical knowledge necessary to keep a variety of tools and equipment operational.

Skills in human relations to handle a wide variety of public contacts, such as contractors, partners, volunteers, co-workers, and Forest visitors.

Knowledge of the principles of supervision to handle the day-to-day scheduling, performance, and recognition of employees to efficiently accomplish the recreation program of work.

Knowledge of the Forest Service mission and civil rights program. A commitment to principles of workforce diversity.

Factor 2, Supervisory Controls

The supervisor identifies boundaries of the project assignments, critical deadlines, and the overall nature of the expected results.

The incumbent independently plans the steps and techniques necessary to complete the assignment in accordance with established practices. Where unusual or unconventional environmental conditions are encountered, or where problems require modification of established local practices, the incumbent discusses the planned action in advance with the supervisor.

The supervisor reviews the work for adequacy, soundness and accomplishment of overall objectives.

Factor 3, Guidelines

Guidelines available include handbooks, manuals, land use plans and the annual program of work which provide standards and constraints on such matters as actions to be taken and timing of the action. However, guides are not

specific as to on-the-ground conditions that exist at a given time, the handling of particular problems on a specific area, or the effect of a proposed action on other resources.

The incumbent must use judgment to select from alternative methods or approaches which best satisfy recreation management considerations as well as total environmental conditions.

Factor 4, Complexity

Assignments involve various duties concerned with resource inventory, analysis of existing conditions and the application of information. The development of annual work plans, as well as the execution and oversight of such plans, is in the primary areas of developed and dispersed recreation.

The problems encountered are caused chiefly by over-use, distribution of the recreation resource, and conflict with other resources. Incumbent must retain flexibility, always looking for ways to improve management opportunities and willing to depart from traditional methods to improve quality. Incumbent must be able to consider a number of variables when completing management plans.

The problems associated with recreation resource programs have substantial precedents and are amenable to the application of standard techniques and practices.

Factor 5, Scope and Effect

The purpose of the position is to administer and execute the developed and dispersed recreation program on the unit.

The work directly impacts other resource programs in the unit for which the incumbent has no direct responsibility (e.g., timber and watershed).

Therefore, the efficiency of the multiple-use management of all resources on the unit and the economic and social well-being of the public which is dependent on the use of the Forest resources are directly affected by the actions planned or taken.

Factor 6, Personal Contacts

Contacts usually occur in a moderately unstructured setting and are with foresters and other technicians; specialists at the next higher office level; contractors; permittees, such as packers; special interest groups such as preservation groups; and the general public.

Factor 7, Purpose of Contacts

The purpose of contacts is to inspect work, conduct training, coordinate recreation use with other resource uses, gather and exchange information with external contacts, monitor user activities, obtain compliance with permits and contracts, and ensure protection of the Forest area.

Factor 8, Physical Demands

The work requires physical exertion such as walking over rough, uneven, or rocky terrain, and operating all terrain vehicles, motorcycles, snowmobiles, and related equipment.

Factor 9, Work Environment

The work involves moderate risks or discomforts associated with working in a Forest under all types of weather conditions. Much of the work is performed in remote areas. Special safety precautions are required when operating vehicles and protective clothing such as goggles and helmets must be worn.