

POSITION DESCRIPTION

Position Title (CODE)

INTRODUCTION

Write a short description of where the position is assigned organizationally and a brief overview of the role & responsibilities.

MAJOR DUTIES

List the primary duties of the position. This can be done in a bulleted list or narrative.

KNOWLEDGE REQUIRED BY THE POSITION

In a bulleted list or narrative, describe the knowledge & skills required for the position and how they are applied in order to perform at an acceptable level. Any certifications or specific requirements required for the position should be listed here. Will this position require the ability to apply or use specialized, complicated techniques or equipment? Will this position be expected to instruct others in the requirements of the job, plan work, or supervise positions at the next lower level or will this position be required to supervise other professionals or a group of technical specialists? This is the most important area of the position description in terms of accurately rating the AD level of the job.

SUPERVISORY CONTROLS

Describe how the work is assigned, what the employee's responsibility is for carrying out the work, and how the work is reviewed. Does the supervisor make specific assignments, or is the work performed independently?

GUIDELINES

Describe what guidelines, policies and procedures are available for the employee to use to accomplish the work.

COMPLEXITY/SCOPE AND EFFECT

Describe the nature of the assignment in terms of the level of decision making the employee uses to complete the job. Does the employee have little choice in how to perform the work, or do they develop, analyze and evaluate information before work can progress?

How is the work performed – is it routine with few separate tasks; are there specific procedures to be accomplished; does the work involve a variety of situations within established criteria; or does it involve analyzing problems or situations?

PERSONAL CONTACTS/PURPOSE OF CONTACTS

Who does the employee have contact with – other employees in the unit; employees outside the unit but on the IMT or at the incident unit; or people outside the unit such as the public, political representatives, etc.?

Why does the person interact with the people described above? To get their work assignment or obtain information; to plan or advise on work; or to influence or control persons or groups?

PHYSICAL DEMANDS/WORK ENVIRONMENT

What fitness level is required for the position – is the work sedentary; does it require moderate physical exertion; or considerable and strenuous physical exertion? Note here if the work requires an arduous fitness rating.

Where is the work performed: In an office setting; an area with moderate discomforts; or in an area of high risk with potentially dangerous situations.

POSITION NEEDS

List required training.

List other position qualifications required.

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Guidelines for completing position description:

- Use existing information from sources such as training materials, job aides, Interagency Standards for Fire & Aviation (Redbook), Position Task Books, 310-1 etc.
- Be thorough but concise.
- Do not skip any of the sections described above; this is the information required to accurately determine the AD level of the position. Stay away from describing insignificant duties.
- While not required, a unit organizational chart can be helpful to the person determining the AD level.