TEXAS A&M FOREST SERVICE

**POSITION DESCRIPTION**

**I. General Instructions:**

The Position Description form is used to record the duties, responsibilities and qualifications required of classified and nonclassified employee positions. This information is the basis for determining the title, salary rate and Fair Labor Standards Act exemption status for positions. To achieve these purposes, it is essential that detailed and exact information pertaining to current duties, responsibilities and qualifications be accurately recorded on this form.

|  |  |
| --- | --- |
| A. Member(s) of A&M System:**Texas A&M Forest Service** | B. Department or Division: |
| C. Member ADLOC Account Number: | D. Duration of Position:[ ]  Full Time [ ]  Part Time |
| E. Member Funding Account Number(s) and Account Title(s): | [ ]  Student Worker [ ]  Seasonal |
| F. Place of Work or Headquarters (City): | G. Employee’s Name (leave blank if position is new or vacant): |

**II. General Information:**

A. This questionnaire (check appropriate box(es) and complete title(s), title code(s) and PIN as appropriate):

[ ]  Establishes New Position [ ]  Changes Budgeted Position [ ]  Updates Job Description

Security Sensitive Position [x]  Yes

|  |  |
| --- | --- |
| Present Title  | Title Code   |
| PIN   |  |  |  |
| Proposed Title   | Title Code   |

B. Titles and number of employees supervised by this position. If no employees are supervised, indicate “None”:

C. Driver License and Work Capacity Test (WCT) Requirements.

|  |  |  |  |
| --- | --- | --- | --- |
| Driver license required | [ ]  Class C [ ]  CDL (Class A w/in 6 months of hire) | WCT fitness level required*(See TFS Administrative Procedure 10.18.)* | [ ]  None [ ]  Light [ ]  Moderate |

D. Machines or equipment used by the position.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Computer | [ ]  Yes [ ]  No | Fax | [ ]  Yes [ ]  No | Heavy Equipment | [ ]  Yes [ ]  No |
| Phone | [ ]  Yes [ ]  No | Vehicle | [ ]  Yes [ ]  No | Other:  | [ ]  Yes [ ]  No |

E. Qualifications for filling a future vacancy in this position. Keep the position in mind rather than the current or potential occupant.

|  |  |  |
| --- | --- | --- |
|  | Necessary Qualifications | Preferred Qualifications |
| Education: |  |  |
| Experience: |  |  |
| Licenses, certificates or registration: |  |  |
| Special knowledge, abilities or skills: |  |  |
| Other requirements or other factors: | **Ability to multi-task and work cooperatively with others.** |  |

**III. Statement of Responsibility:**

A. General Summary: Please summarize in three or four sentences the general purpose, scope and responsibilities of this position.

1. Specific Duties: Please list the duties assigned to this position and estimate the percent of time given to each duty over a period of time. Percentages must add to 100%, including "Other duties as assigned." Essential duties are why the job was created. They are the basic duties or tasks that must be performed by the position holder, with or without reasonable accommodation.

|  |  |  |
| --- | --- | --- |
| Asterisk if Essential Duty | Work Performed (Physical requirement suggestions follow.) | Percent of Total Time |
|  | **Performs all tasks and job responsibilities safely without injury to self or others in compliance with System and agency safety requirements.** |  |
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|  | **Other duties as assigned.** |  **1%** |
|  | **Total:** | **100%** |

#### Name, title and office telephone number of Team Leader and/or Supervisor

|  |  |
| --- | --- |
|  |  |
|  |  |

**IV.** **Certifications:**

##### Date Signature of Employee

*Date Signature of Team Leader Print Name and Title*

*Date Signature of Supervisor Print Name and Title*

*Date Signature of Department Head*

*Date Signature of Associate Director*

*Date Signature of Director (if required)*

Position Description Suggested Physical Requirements

The following physical requirements may be considered for inclusion in Part III of the Position Description if the supervisor determines that the additional information will appropriately amplify and describe the task to be performed by the position holder. You may consider selecting items from the list below as appropriate for the duties assigned to a given position. This list is not all-inclusive, but is intended to provide examples for the appropriate supervisor.

**Employees with emergency response or fire operations duties:**

1. May require working long hours with minimal rest and in primitive conditions.
2. May result in exposure to emotionally stressful situations for extended periods of time.
3. May require operating heavy equipment with related exposure to equipment vibrations and noise.
4. Must meet Work Capacity Test fitness level requirements defined for the position.

5. May become eligible for additional out-of-state duty in accordance with Wildland Fire Qualification System Guide (PMS 310-1) by meeting applicable fitness levels.

**Employees with resource specialist or forester duties:**

1**.** May require exposure to harsh environmental conditions such as wind, sunlight, rain and temperature extremes.

2. May require walking long distances, standing for extended periods, twisting, bending, reaching and kneeling.

3. May require lifting and carrying heavy objects.

4. May require driving motor vehicles for long distances.

5. May require operating computers with monitors for extended periods of time.

**Employees with mechanic duties:**

1. May require exposure to harsh environmental conditions such as wind, sunlight, rain and temperature extremes.

2. May require walking long distances, standing for extended periods, twisting, bending, reaching and kneeling.

3. May require lifting and carrying heavy objects.

4. May require driving motor vehicles for long distances.

5. May require operating heavy equipment with related exposure to equipment vibrations and noise.

**Employees with nursery worker duties:**

1. May require exposure to harsh environmental conditions such as wind, sunlight, rain and temperature extremes.

2. May require walking long distances, standing for extended periods, twisting, bending, reaching and kneeling.

3. May require lifting and carrying heavy objects.

4. May require operating heavy equipment with related exposure to equipment vibrations and noise.

5. May require exposure to potentially hazardous chemicals.

**Employees with administrative duties:**

1. May require extended bending, reaching, stooping, kneeling, squatting and sitting.

2. May require extended communication with visitors and employees in person, telephonically or electronically.

3. May require infrequent travel in State vehicles with overnight stays.

4. May require operating computers with monitors for extended periods of time.