Bighorn National Forest
Temporary Employment Guide for 2016

Powder River Ranger District
1415 Fort Street
Buffalo, WY 82834
Telephone 307.684.7806

Medicine Wheel Ranger District
95 Highway 16/20
Greybull, WY 82426
Telephone 307.765.4435

Supervisor's Office
Tongue Ranger District
2013 Eastside 2nd Street
Sheridan, WY 82801
Telephone 307.674.2600

2016 Temporary/Seasonal Positions
USDA Forest Service, R-2 (Rocky Mountain Region)
Bighorn National Forest

The Bighorn National Forest is advertising and filling several temporary positions for the following locations:

Powder River Ranger District, Buffalo, Wyoming
Medicine Wheel Ranger District, Greybull, Wyoming
Tongue Ranger District, Sheridan, Wyoming
Supervisor's Office, Sheridan, Wyoming

This is a temporary employment outreach notice. Non-Fire Seasonal positions will be posted on www.usajobs.gov between February 02 and 08 2016 and can be searched by the vacancy announcement number (**USAJOBS Vacancy # XXXX**). Announcement numbers may also be obtained from Ranger District offices, the Bighorn National Forest website, www.fs.usda.gov/main/bighorn/home, or emailed to you (if you complete the enclosed outreach response form). *If numbers aren't included in the titles below, the vacancy announcement has not yet been posted in USAJOBS.* As USAJOBS is updated, this notice also will be updated. Please note the date of this notice is shown at the bottom of the page.

The Bighorn National Forest, created in 1897, is located in north-central Wyoming. The Forest is 80 miles long, 30 miles wide, and covers 1,115,073 acres. The Bighorn Mountains are a sister range of the Rocky Mountains. It is located halfway between Mt. Rushmore and Yellowstone National Park. No region in Wyoming is provided with a more diverse landscape – from lush grasslands to alpine meadows, from crystal-clear lakes to glacially-carved valleys, from rolling hills to sheer mountain walls.

The Forest has multiple reservoirs, 30 campgrounds, four group campgrounds, three scenic byways, 10 picnic areas, eight lodges, miles and miles of streams, 189,000 acres of wilderness, 1,500 miles of trails, and much more that provides a special recreation experience.

Some housing is available.

Biological Science Technician – Fisheries GS-0404-04 $13.68/hr USAJOBS Vacancy # 16-TEMP-R2-0404-4FISH-DT
Biological Science Technician – Fisheries GS-0404-05 $15.31/hr USAJOBS Vacancy # 16-TEMP-R2-0404-5FIS-DT
This position assists with watershed management duties on the Forest and includes both field and office work using a variety of surveys, inventory, monitoring and data management. Work will include assistance in conducting fish habitat and population inventories on the Forest. A second primary focus is working as a crew member collecting stream geometry data from long-term stream monitoring locations. Field data is collected with various paper and electronic devices for later compilation, electronic data entry and report preparation.

Biological Science Technician – Plants GS-0404-05 $15.31/hr USAJOBS Vacancy # 16-TEMP-R2-0404-5BSTP-DT
Biological Science Technician – Plants GS-0404-06 $17.06/hr USAJOBS Vacancy # 16-TEMP-R2-0404-6PLA-DT
The biological science technician will for the summer field season support the plants/botany management program within the forest. This person will often work in the field independently or sometimes as a member of an aquatics team. Tasks will include surveys for rare plants within the forest, transect surveys in riparian areas to document plant species composition, computer data entry and report preparation.

Biological Science Technician – Wildlife **GS-0404-04 $13.68/hr USAJOBS Vacancy # 16-TEMP-R2-0404-4WLD-DT**
Biological Science Technician – Wildlife **GS-0404-05 $15.31/hr USAJOBS Vacancy # 16-TEMP-R2-0404-5BSTW-DT**
Crew Leader to conduct field surveys for various terrestrial wildlife species, compile and report monitoring data, conduct wildlife habitat surveys and transects. Install and maintain various wildlife structures such as fences and water developments. The types of tools used to complete these tasks include maps, GPS units, cameras, and various hand tools. Individuals will receive training in the different types of survey methods.

Hydrologic Science Technician **GS-1316-04 $13.68/hr USAJOBS Vacancy # 16-TEMP-R2-1316-4HYD-DT**
Hydrologic Science Technician **GS-1316-05 $15.31/hr USAJOBS Vacancy # 16-TEMP-R2-1316-5HYD-DT**
Hydrologic Science Technician **GS-1316-06 $17.06/hr USAJOBS Vacancy # 16-TEMP-R2-1316-6HT-DT**
This position assists with watershed management duties on the Forest and includes both field and office work using a variety of surveys, inventory, monitoring and data management. A primary focus is working as a crew member collecting of stream geometry data from long-term stream monitoring locations. Work will also likely include assistance in conducting fish habitat and population inventories on the Forest. Field data is collected with various paper and electronic devices for later compilation, electronic data entry and report preparation.

Range Aid, **GS-0455-03 $12.19/hr USAJOBS Vacancy # 16-TEMP-R2-0455-3RA-DT**
Range Technician, **GS-0455-04 $13.68/hr USAJOBS Vacancy # 16-TEMP-R2-0455-4RANGT-DT**
Range Technician, **GS-0455-05 $15.31/hr USAJOBS Vacancy # 16-TEMP-R2-0455-5RANGT-DT**
This is primarily a field position in support of the range program. Conduct vegetation inventories; livestock grazing use monitoring; makes observations concerning livestock use, management, and structural improvements' condition. Compiles monitoring information on various paper forms or electronic data collection devices. Conducts maintenance of structural improvements such as fences and water developments.

Visitor Services Information Asst. **GS-1001-04 $13.68/hr USAJOBS Vacancy # 16-TEMP-R2-1001-4VIS-DT**
Visitor Services Information Asst. **GS-1001-05 $15.31/hr USAJOBS Vacancy # 16-TEMP-R2-1001-5VIA-DT**
This is a visitor services position located at the Shell Falls Visitor Center and the Medicine Wheel Medicine Mountain National Historic Landmark. Employee must demonstrate ability to communicate with the public to disseminate information about National Forest Programs and sites.

Forestry Technician – Recreation **GS-0462-04 $13.68/hr USAJOBS Vacancy # 16-TEMP-R2-0462-4FTREC-DT**
Forestry Technician – Recreation **GS-0462-05 $15.31/hr USAJOBS Vacancy # 16-TEMP-R2-0462-5REC-DT**
Forestry Technician – Recreation (OHV/Forest Protection Officer) **GS-0462-05 $15.31/hr USAJOBS Vacancy # 16-TEMP-R2-0462-5RECOF-DT**
Contacts visitors to provide information about recreation regulations, opportunities, and current restrictions. Provides information on resource management practices in the area. Checks for compliance with regulations, issues notices for common violations, and reports other violations to supervisor. Assures recreation area and trails are maintained in accordance with standards. Constructs and rehabilitates minor recreation facilities and trails. Makes safety checks of public use areas and takes corrective action.

Forestry Aid – Trails/Recreation **GS-0462-03 $12.19/hr USAJOBS Vacancy # 16-TEMP-R2-0462-3FA-DT & 16-TEMP-R2-0462-3FARC-DT**
Performs the full range of standardized forestry support duties for fire, timber, silviculture, recreation, wilderness, or research activities. Checks compliance with rules and regulations on parking, campfire, sanitation, use of picnic sites, or hunting and fishing; maintaining and cleaning up recreation/wilderness areas; performing standard fire prevention duties; or performing various standard duties related to silviculture activities.

Forestry Technician – Trails GS-0462-04 $13.68/hr USAJOBS Vacancy # 16-TEMP-R2-0462-4FTWT-DT
Leader or crew member in support of programs in recreation and wilderness management with the ability to hike long distances in a remote setting. Duties include maintaining and constructing trails, installing water bars, livestock guards, and/or bridges, using various tools and equipment. Performs trail log, condition surveys, trail clearing, and reconstruction. Patrols trails to ensure operation, use, and maintenance in accordance with standards. Uses tools such as chain saws, crosscut saws, adze, axes, and hand tools, and may operate ATV's, UTV's, 4X4 trucks and trailers.

Forestry Technician – Wilderness GS-0462-04 $13.68/hr USAJOBS Vacancy # 16-TEMP-R2-0462-4FTWT-DT
Crew member for duties in support of programs in recreation and wilderness management with the ability of hiking long distances in a remote setting. Duties include checking visitor use, monitoring compliance with agency rules and regulations for campfires, sanitation, camp sites, party size, etc., performs trail log, condition surveys, trail clearing. Uses tools such as crosscut saws, adze, axes, and hand tools to maintain wilderness areas and trails utilizing minimal tool concept. Assists in re-establishment of native plants at denuded campsites and abandoned trails, completes water quality sampling, provides wilderness education and Leave No Trace guidance to visitors.

Customer Service Representative GS-0303-03 $12.19/hr 16-TEMP-R2-0303-3CUSR-DT
Greets visitors and responds to phone and written inquiries to disseminate information about National Forest Programs and sites. Serves as Collection Officer to sell such items as National Forest maps, Christmas tree permits, 2400-4's (Forest Product Sale Permits), and Golden Age Passports.

Laborer WG-3503-03 $13.06/hr USAJOBS Vacancy # 16-TEMP-R2-3502-3LAB-DT
The position performs a variety of manual labor work using a variety of hand and/or power tools. Assignments often require heavy lifting, over 50 pounds, and strenuous physical effort, prolonged standing and walking, stooping and bending, climbing over uneven forest terrain and up steep slopes.

Maintenance Worker WG-4749-05 $15.80/hr USAJOBS Vacancy # 16-TEMP-R2-4749-5MAWO-DT
Incumbent serves as Maintenance Worker on a Forest Service unit. Performs various duties to accomplish preventive maintenance, repair, and upkeep of buildings and grounds. Operates heavy and light power equipment in a safety first manner. Assignments include but not limited to carpentry, painting, operation of tools and equipment and general laborer tasks. Working knowledge of current plumbing and electrical practices necessary. The position often requires heavy lifting (over 50 pounds), and strenuous physical effort, prolonged standing and walking, stooping and bending, climbing over uneven forest terrain and up steep slopes. The ability to operate motor vehicles in performance of assigned duties required.

Engineering Equipment Operator WG-5716-10 $22.61/hr Vacancy # 16-TEMP-R2-5716-10-EEO-DT
Incumbent operates one or more types of heavy equipment, such as graders, tractors with bulldozer or angle dozer blades, front-end loaders, backhoes, trench diggers, and large industrial tractors with pan or scraper attachments. Work is generally done on flat or rolling terrain with simple terrain problems, such as forest roads or compounds. Incumbent maintains ditches, road shoulders, and beds and fire lines and clears brush, tree stumps and rocks. Reviews the work to be performed and adjusts equipment attachments for a set level, angle, or depth, according to the type of equipment used. Ensures equipment is maintained in good working condition.

For additional information about which positions will be at each duty location as well as additional points of contact please visit the Region 2 Temporary hiring page:
http://www.fs.usda.gov/detail/r2/jobs/?cid=fseprd479263

APPLICANT GUIDE

These appointments are temporary seasonal positions. The vacancy announcements are posted on USAJOBS at www.usajobs.gov/.

To apply for a job, there are four basic steps:

1. **CREATE AN ACCOUNT** - Enter your profile information on USAJOBS and create or upload a resume. Please note that you do not need to create a "My Account" to search for jobs, but you must create an account to apply for jobs online. You will need to request a user ID and password. Allow yourself at least two days before the application deadline to complete this process to ensure you have time to get your application submitted.

2. **SEARCH JOBS** – Use basic search to enter in job and location keyword information from the USAJOBS home page. Or you can use the advanced search function which allows you to search by vacancy announcement number or series and grade (cut and paste announcement numbers from above). Review the job opportunity announcements and note of those of interest. Carefully review the "Qualification and Evaluation" section to determine whether you will qualify for the position. GS-3 positions are entry level positions. As the grades get higher (GS-4, GS-5, etc.), they require more specialized experience or qualifications, often a full year of experience (may be multiple "seasons") at the lower grade and/or with higher than high school education.

3. **APPLY FOR JOBS** – Carefully follow the instructions in the "How to Apply" section for each announcement. You may store up to five uploaded or "resume builder" created resumes in your profile. Submit any additional documentation to verify your qualifications such as high school or college transcripts, SF-50 Notification of Personnel Action (if you have previously worked for the federal government), and/or Veterans' Form DD-214. *Please see the "Additional Information" below regarding supplemental documentation and resumes.* For fire jobs, please enclose a cover letter that states which Forest, which location(s) on each Forest, and which position(s) you would like considered.

4. **MANAGE YOUR CAREER** – Log into your account to obtain application status for positions for which you have applied. Contact the agency for specific follow-up questions or those related to the particular job. The agency contact information is listed on the right hand side of the announcement. You may also contact District personnel regarding the position. However, please note that we do not see your application until the vacancy announcement has closed and we have requested a list of candidates. Only those applicants that are qualified for the position will be referred to the hiring official.

ADDITIONAL INFORMATION

REGARDING APPLICATIONS:

- If you have experience as a federal wildland firefighter, be sure to attach your IQCS, or IQS, Master Record to both your USAJOBS account and your application. This documentation supports what you are submitting in your application. Failure to attach it may disqualify you from being eligible for higher graded fire positions, specifically at the GS-5 level or higher.

- **If you are basing any of your qualifications on your education, you must attach valid transcripts**. There is no method to verify education (including coursework completed and GPA) without these. High school transcript or GED diploma must be submitted to qualify for GS3, with completion required by the start date of the job.

  - Special Notes:
    - Valid transcripts are those that are issued by the school (official or unofficial). Course listings/grades pulled from your student profile or account are not transcripts.
    - Transcripts that have been altered in any way (i.e. written on, edited) are not considered valid.
    - Attaching password protected transcripts is not recommended. There is not a remarks section within the application that will allow you to provide the password. If they cannot be accessed, they cannot be verified.
- **If you are claiming Veteran's preference, you must attach your DD-214**.
- It is important to remember that your answers to the minimum qualification – knowledge, skills, and abilities – questions must be supported by the contents of your resume or attached documents.

REGARDING RESUMES:

Your resume is the basis for determining qualifications, so it needs to be as complete as possible. There are a number of items that should be included to improve your chances of making the referral list and being selected for a seasonal/temporary position with the Forest Service.

Work Experience:

- Be sure to include specific dates of employment, in **mo/day/yr format** (i.e. 05/15/2012 – 08/24/2012), and hours per week. This helps determine experience level. Note: the resume builder in USAJOBS only allows you to select mo/yr. It is recommended that you upload your own resume or include the specific dates in the remarks section where you explain your work experience for that position.
- Be very specific and detailed when describing your work experience. **Include everything**: duties, responsibilities, equipment and tools used. It is important to remember that the people determining your qualifications are comparing your work experience to the position description of the job you are applying for. This is especially true for higher graded positions (GS-4, GS-5).
- Volunteer Experience also counts. If you have volunteered for any local organizations be sure to include it.

Certifications:

- Include all relevant certifications and training. For instance, if you are a certified pesticide applicator, this would be good to include on a resume for a Weeds/Range position. If you are applying for a fire position and have completed S-190 Introduction to Wildland Fire Behavior, document this on your resume.

References:

- References are checked during the selection process. Be sure to include at least two professional references.