OUTREACH NOTICE
Transportation Assistant (Fleet)
GS-2102-5/6/7
Intermountain Region, R4
Salmon-Challis National Forest
Please Respond by November 14, 2016

The Salmon-Challis National Forest is looking for a Transportation Assistant (Fleet). This notification is to inform prospective applicants of this upcoming opportunity and to determine interest in the position.

Position: Transportation Assistant (Fleet)
Series/Grade: GS-2102-5/6/7
Duty Station: Forest Supervisors Office, Salmon, Idaho
Tour of Duty: Permanent Part Time (20 hours per week)
Housing: Government quarters are not available at this time.

Duties:
This position assists with managing, planning, directing, and overseeing the operation, maintenance, repair, replacement, and sale of motor vehicles, ranging from sedans to heavy trucks, and a variety of specialized equipment (e.g., trailers, forklifts, road construction equipment, or off-road vehicles) through accomplishment of the following assignments:

- Perform full range of Fleet Management support duties using specific guidelines, such as assist the fleet manager in evaluating the overall fleet management program for the unit/zone. Collects data and reviews a variety of reports relating to vehicle use, expenses, and income, to identify problems or trends for further review. Assists the fleet manager in auditing vehicle files, procurement actions, license plates and credit card registers, motor vehicle accident reports, etc.
- Prepares, processes, and maintains fleet documentation; reviews documents for accuracy; maintains files; prepares recurring reports, including expenditure reports, credit card monitoring reports for the current fleet card system, and the Federal Motor Vehicle Registration System (FMVRS). Prepares documentation to obligate funds for repairs, licensing, and registration fees. Creates and maintains vehicle log books for assigned and pool vehicles; creates and/or order specific utilization forms and documents for use in vehicle log books. Collects monthly fuel, maintenance, and other Fleet Card receipts from operators and from pool vehicles as appropriate.
- At the target grade, this position will require proficiency in spreadsheets, databases and other electronic tools, and to process technical and financial information. Responsible for various reports such as utilization, GSA vehicle accounting system, credit card usage, etc. Insures that transportation related data, such as USE, FOR, and equipment transfer are compiled and input correctly into various automated data systems, such as the Federal Equipment Database (FED), and FMVRS. Monitors computerized data for trends, indicating potential fleet management problems, and keeps the fleet manager informed. Reviews fleet credit card purchases for validity, and notifies fleet manager of issues or problems. Compiles bills for obligation of funds and prepares appropriate documentation for review and approval by the Fleet Manager.

- As required, works directly with the fleet manager to revise work procedures and programs. Implements changes that may be warranted by new or revised policies and procedures. Interprets regulations and directives and recommends procedures for local implementation. Develops plans and schedules to assure timely accomplishment of work, establishment and maintenance of necessary fleet files and records, and conformance with regulatory rules and deadlines.
- Receives bills from GSA, which they determine to be other than usual wear and tear and notifies projects of those changes. Consults the unit fleet manager when large repairs are requested and authorizes the credit card charges for the work before it is performed. Cross checks bills for accuracy, and researches and corrects any discrepancies noted. Prepares recurring reports.
- Performs other duties as assigned.

Transfer of Station: TOS is not authorized for this position.

Contact Information: Interested applicants or those desiring further information about the position may contact Michael Carroll, Forest Engineer, at mdcarroll@fs.fed.us, 208-756-5101 or Larry Sinclair, Forest Fleet Manager, at ltsinclair@fs.fed.us, 208-756-5228

To Respond to this outreach:

- Fill out attached response form
- Provide a brief Resume
- Provide a narrative to include experience related to the duties as described above.

About the Forest: Visit the Forest webpage at: http://www.fs.fed.us/r4/sc

The Salmon-Challis National Forest covers over 4.3 million acres in east-central Idaho. The Forest is bordered by the Bitterroot Range on the border with Montana to the east, and to the west includes over 1.3 million acres of the Frank Church-River of No Return Wilderness.

Rugged and remote, this country offers adventure, solitude and breathtaking scenery. The Forest also contains Mt. Borah, Idaho's tallest peak and the Wild & Scenic Salmon River and Middle Fork of the Salmon River. The area is a highly desired destination for hunting, fishing, white-water rafting and many other popular recreational pursuits. The Forest features diverse, rough topography, geologic conditions, and miles of streams with anadromous fish spawning habitat creating a highly complex land management situation. The Forest Supervisor's Office is located in Salmon, Idaho. There are currently six administrative units on the Forest: Salmon/Cobalt, North Fork, Leadore, Challis/Yankee Fork, Lost River and Middle Fork Ranger Districts.

About the Town:

Salmon is the heart of the Salmon River Valley, surrounded by three mountain ranges, situated at the junction of Idaho State Highway 28 and U.S. Highway 93, and at the forks of the Lemhi and Salmon Rivers. The town has a population of about 3,100 and is the seat of Lemhi County which has a population of 8,000. The main industries are ranching, mining, timber and recreation. Salmon is known as the "White Water Capital of the World" serving as the hub of personal and outfitter, jet boat and rafting river activities. At 4,000 feet elevation, the surrounding terrain varies greatly from rolling, arid hills to steep, forested slopes.

Climate: Salmon enjoys a dry, warm climate during the summer and fall months with daily highs averaging between 75 to 95 degrees, and nightly lows from 45 to 60 degrees. The climate in winter is ideal for snow sports, the lowest temperatures averaging from 14 to 25 degrees with occasional sub-zero readings.

Shopping and Services: Salmon is a self-contained community with a full variety of shopping, business, medical, and professional services. In addition to basic services, there are a variety of specialty shops and art galleries. Salmon also has nursing and residential care facilities, hospice and a spectrum of social services. Also, most service clubs and associations are represented. The public library offers computer and other services.

Medical: The City of Salmon has a local 30-bed community hospital affiliated with the major hospital of Missoula, Montana, and provides Life-Flight helicopter, EMT, Search and Rescue units, physicians, dentists, optometrists, and also specialist affiliations with the Western Montana Medical Clinic.

Schools: A variety of pre-schools and day-care centers are available in addition to the elementary, junior and senior high schools. The schools offer numerous extra-curricular activities and sports, and strive for quality education with creative, athletic, and scholastic achievements. Adult education classes are also offered yearly.

Transportation: The Salmon Valley Airport provides charter services, is equipped with night-lights and can accommodate executive jets and other small aircraft. Major commercial airports are located within 160 miles.

Housing: There are four motels in Salmon and various bed and breakfast accommodations in the surrounding vicinity. A typical three-bedroom house costs $150,000 and up. Monthly rental for a typical three-bedroom home runs around $700. Several real estate offices are available. There are also mobile home parks and two in-city campgrounds.

Churches: Salmon has an active church community, school, and fourteen churches representing a large variety of denominations.

Entertainment and Activities: A wide assortment of entertainment is provided by various organizations throughout the year. The Salmon Arts Council provides events for the community presenting a wide range of performers in music, theater, and dance, visual art shows and sales, artist workshops, juried art exhibitions, and other programs for the local schools. The Sacajawea Center offers numerous historical programs and activities. Other celebrations include the Salmon Marathon, the Spokes and Chrome Car Show, Fourth of July Salmon River Days, Lil' Britches Rodeo and the Lemhi County Fair. Salmon also has numerous restaurants, a movie theater, and a fitness center. Recreation facilities include a nine-hole golf course, tennis courts, bowling alley, baseball diamonds and an outdoor community swimming pool.

Recreation for Salmon and Challis Areas: The Salmon River and the Middle Fork of the Salmon River, federally protected as Wild and Scenic Rivers, are renowned for white-water rafting, kayaking, floating and jet boating. Outfitter and guide services are offered and both Salmon and Challis serve as gateways to the Frank Church-River of No Return Wilderness, encompassing 2.4 million acres, the largest wilderness in the United States outside of Alaska. The primitive mountain area provides spectacular and abundant hunting (white-tailed and mule deer, elk, bighorn sheep, mountain goats, bear, moose, and cougar). Many species of game birds and waterfowl can also be found. Fishing (trout and steelhead) is open virtually all year. Miles of groomed trails and routes are prepared for cross-country skiing and snowmobiling while down-hill skiing, ice fishing and other winter fun can be enjoyed nearby. Salmon is 40 miles south of the Lost Trail Ski Area and within 140 miles of the world-famed Sun Valley Ski Resort. Salmon offers hiking and wilderness walks, camping and picnicking, rock hounding, prospecting, bird watching, photography, hot springs, back-country air tours, guest ranches, mining ghost towns and museums, all adding to the immense opportunity for pleasure and adventure to be had by avid sportsmen and casual outdoor enthusiasts alike. For more information on the area visit SalmonIdaho.com.

OUTREACH NOTICE FORM

Transportation Assistant (Fleet), Forest Supervisor's Office
Salmon-Challis National Forest
GS-2102-5/6/7 Permanent Part Time (20 hours per week)
Please return your completed response form by November 14, 2016

If you are interested in this opportunity and/or plan on applying for this vacancy, please return this Outreach Response Form electronically to Michael Carroll, Forest Engineer, at mdcarroll@fs.fed.us, or Larry Sinclair, Forest Fleet Manager, at ltsinclair@fs.fed.us, or mail to Michael Carroll or Larry Sinclair, SCNF 1206 S. Challis Street, Salmon, ID 83467.

Your Name:_____ Email:_____

Mailing Address:_____

Phone Number:_____

If Current Federal Employee, Agency Employed With: ____USFS, ____BLM, ____OTHER_____

If Current Federal Employee, Type of Appointment: ____Perm ____Temp ____Term
____VRA ____PWD ____Other

Current FS Employee, Region/Forest/District:_____

Current Series and Grade:_____

Current Position Title:_____

Please briefly describe your qualifications/interest for this position:_____
_____
_____
_____
_____

If you are not a current permanent (career or career conditional) employee, indicate if you are you eligible to be hired under any of the following special authorities:

_____Person with Disabilities
_____Veterans Readjustment
_____Disabled Veterans with 30% Compensable Disability
_____Veterans Employment Opportunities Act of 1998
_____Former Peace Corps Volunteer

_____Other _____

How did you learn of this vacancy? _____

Thank you for your interest and response!