

WAYNE NATIONAL FOREST

Permanent Vacancy Outreach Notice

Forest Engineer - GS-810-12

Supervisors Office - Nelsonville, OH

Wayne National Forest



Wayne National Forest

The Wayne National Forest is located in the hills of southeastern Ohio. This small national forest, in the heart of the heavily populated Midwest, covers almost a quarter million acres of Appalachian foothills. The Wayne is divided into three blocks administered by two Ranger Districts at Athens and Ironton. A field office is also located east of Marietta.

Visitors to national forest lands are welcome to camp, hike, hunt and fish. The Forest boundaries surround a checkerboard pattern of ownership, with public and private ownership interspersed.

There are over 300 miles of trails on the Forest for hiking, [all-terrain vehicle \(ATV\) riding](#), mountain biking, or horseback riding.

The Wayne National Forest will soon be filling a permanent full-time Forest Engineer GS-0810-12, located in our Supervisors Office in Nelsonville, OH to join our Forest team.

Position Duties:

The position serves as a Forest Engineer coordinating activities and plans for engineering projects on the Forest with other staff officer's and with District Employees.

As appropriate within area of responsibility, ensures that input to the Forest Plan is provided in a manner responsive to program needs. Develops short and long-range programs that reflect functional needs, resource capabilities, opportunities, and national and Regional direction.

Prepares annual Program of Work and recommends allocation of fund that reflects Forest workload and complexities. Coordinates with the Workflow planning and programming group in interpreting direction and provides guidance within the engineering program. Facilitates accomplishment of Forest objectives commensurate with available funding and other constraints.

Evaluates design plans and layouts prepared by others prior to start of construction. Serves as Engineering Representative (ER) or as Contracting Officers Representative (COR), providing professional engineering expertise, technical advice, recommendations, and suitable alternatives to the Contracting Officer and Forest officials. Confers with contractors' representatives about improvement or adoption of construction practices and procedures necessary to produce a satisfactory finished project.

Conducts safety inspections and condition surveys of structures and facilities such as buildings, water and wastewater systems, recreation site facilities, and utilities according to agency requirements; and evaluates and recommends corrective action as needed to ensure the safety of all users. Conducts periodic inspections of facilities to ensure they are maintained to the original standard of construction and to ensure the safety of the public. Inspects and directs construction and maintenance projects keeping safety consideration in mind.

For questions about the position, or needing additional information, you can contact:

Gary Willison, Resources Group Leader at either (740) 753-0684 or gwillison@fs.fed.us

If you are interested in joining our team, please complete the attached Outreach Response Form and return it to Ann Grasso, Administrative-Resources Group Leader at agrasso@fs.fed.us by the close of business on September 18, 2014.

When we receive your outreach response form, we will notify you of the announcement number in USAJOBS automated application system at WWW.USAJOBS.GOV for you to apply for the position.

HOW TO APPLY: go to <https://www.usajobs.gov/>

Step 1 — Create a USAJOBS account (if you do not already have one). It is recommended that as part of your profile you set up automatic email notification to be informed when the status of your application changes. If you choose not to set up this automatic notification, you will need to log into your USAJOBS account to check on the status of your application.

Step 2 — Create a resume with USAJOBS or upload a resume into your USAJOBS account profile. You may want to customize your resume to ensure it accurately depicts your duties and accomplishments as they pertain to the position for which you're applying. Include accurate information about the length of time you performed such duties as it is a key factor in determining whether or not you qualify for a specific grade. In addition, your resume must support your responses to the online questionnaire (you may preview the online questionnaire by clicking on the link at the end of the "How You Will Be Evaluated" section of the job announcement.

Step 3 — Search for the job announcement number or simply click on the provided hyperlink. Please read the entire announcement and all the instructions before you begin. Click "Apply Online" and follow the prompts to complete the "Occupational Questionnaire" and attach any additional documents that may be required.

You may update your application or documents anytime while the announcement is open. Simply log into your USAJOBS account and click on "Application Status." Click on the position title, and then select "Update Application" to continue.

If you need assistance with navigating through the USAJOBS website, please visit:

https://help.usajobs.gov/index.php/Main_Page

Non-Discrimination Statement

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

To File an Employment Complaint

If you wish to file an employment complaint, you must contact your agency's EEO Counselor (PDF) within 45 days of the date of the alleged discriminatory act, event, or in the case of a personnel action. Additional information can be found online at http://www.ascr.usda.gov/complaint_filing_file.html.

To File a Program Complaint

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Persons with Disabilities

Individuals who are deaf, hard of hearing or have speech disabilities and you wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish). Persons with disabilities, who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

OUTREACH REPLY FORM
USDA, Forest Service, Wayne National Forest
Forest Engineer, GS-0810-11/12

Please respond by September 18, 2014

NAME: _____

E-MAIL ADDRESS: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____

CURRENT POSITION TITLE:

How did you hear about this position? Organization Name _____
Agency Contact _____ Other _____

**IF NOT A CURRENT PERMANENT (CAREER OR CAREER CONDITIONAL)
EMPLOYEE, ARE YOU ELIGIBLE TO BE HIRED UNDER ANY OF THE FOLLOWING
SPECIAL AUTHORITIES:**

- _____ **PERSON WITH DISABILITIES**
- _____ **VETERANS READJUSTMENT**
- _____ **DISABLED VETERANS W/30% COMPENSABLE DISABILITY**
- _____ **VETERANS EMPLOYMENT OPPORTUNITIES ACT OF 1998**
- _____ **FORMER PEACE CORPS VOLUNTEER**
- _____ **PATHWAYS INTERNS/STUDENT CAREER EXPERIENCE PROGRAM**
- _____ **OTHER _____**

Please return this form to Ann Grasso, Administrative-Resources Group Leader at:

Email: agrasso@fs.fed.us

Fax: 740-753-0118

Mail: 13700 US HWY 33, Nelsonville, OH 45764-9880

**If you have any questions or need further information, please call either Ann at 740-753-0852
or Gary Willison at (740) 753-0684.**