



## OUTREACH NOTICE

### USDA FOREST SERVICE INTERMOUNTAIN REGION, R4

Fishlake National Forest  
(435) 896-1600

### **Forest Environmental Coordinator (NEPA Planner) GS-0401-12** *Response requested by November 14, 2014*

#### **The Position**

The purpose of this outreach notice is to gauge interest in the position and to alert interested individuals of this upcoming employment opportunity. One position is expected to be advertised on [www.usajobs.gov](http://www.usajobs.gov) in November or December.

#### **Duty Station**

Richfield, UT - *other Fishlake NF Ranger District offices may be considered*

#### **Primary Contact**

Mel Bolling, Public Services Staff Officer at 435-896-1075 or [mfbolling@fs.fed.us](mailto:mfbolling@fs.fed.us)

#### **Position Duties and Responsibilities**

The purpose of this position is to serve as primary assistant in natural resources planning and environmental law compliance, including the National Environmental Policy Act (NEPA) and National Forest Management Act (NFMA).

General duties and responsibilities associated with the position include but are not limited to the following:

- Coordinates with the Forest Leadership Team in developing, implementing, and monitoring the annual program of work for all aspects of the unit NEPA accomplishment program.

- Serves as the primary point of contact for NEPA activities for the unit and a primary expert in the development and processing of NEPA documents. Is a point of contact to the public and other federal or public office on the NEPA processing of documents, appeals, etc.
- Provides direction and supervision during the NEPA process. Direction may include scoping, identification of issues, development of alternatives, and the creation of the NEPA document. Provides on-going guidance during the development of the documents from beginning to completion. Ensures the NEPA documents created by the interdisciplinary team are developed in accordance with applicable law, regulation and policy. Reviews NEPA documents and specialist reports. Coordinates higher-level reviews as needed.
- Advises and counsels line officers and resource specialists working on interdisciplinary teams and contributes to the team as they work through the evaluation, analysis and documentation concerning the proposals and decisions in environmental impact statements, environmental assessments, and/or categorical exclusions.
- Responsible for maintaining and updating the Planning, Appeals, and Litigation (PALS) database and Schedule of Proposed Actions (SOPA).
- Manages the processes for the development of resource assessments, Environmental Impact Statements (EIS), Environmental Assessments (EA), decision documents, and related support documents for proposed forest plan changes. Manages the development and review of environmental documents prepared by forest personnel and others including contractors, grantors, and other agencies.
- Serves as contact for facilitating the project planning efforts between inter—and intra-agency organizations.
- Serves as the point of contact for enterprise teams and/or acts as contracting officer's representative (COR) for NEPA contracts. Based on environmental analyses develops contract statement of work. Based on NEPA documents, regulations, directive, manuals, etc. develops supplemental material when needed.
- Produces various documents e.g., decision memos, environmental assessments and environmental impact statements and related instruments and make recommendation in order that Responsible Officials can make decisions on issues and affected resources.
- Reviews and develops final documents concerning status of projects. Works with others concerning the efforts to utilize state-of-the-art techniques for analytical decision-making, statistical and economic analysis, information display and modification or adaption of them to fit units planning needs.
- Conducts field surveys and accomplishes technical reconnaissance to gather information required to define study objectives.
- May use natural resources databases in order to formulate recommendations to superiors.
- As an Interdisciplinary Team (ID) Leader for forest level land management planning or ID team member of district projects, provides expertise and guidance to forest and district

personal to ensure the project planning and implementation comply with NEPA and NFMA laws and regulations, forest policies, and the forest land management plan.

- Prepares forest plan amendments, supplements, or revision according to the requirements of NEPA and NFMA. Prepares a wide variety of assessments, reports, studies, and other actions required by NFMA and related laws and regulations. Ensures Forest Plan adjustments, amendments, and revisions are incorporated in the management plan.
- Participates in the development of local policies and procedures, and the periodic evaluation of the effectiveness of NEPA planning and compliance with policies, laws and regulations
- Ensures program and project documentation, records, budgets, expenses, and deliverables are accurate, up-to-date and available for review and audit.
- Performs supervisory duties 20% or less of the time. Supervises one GS-11 Assistant Environmental Coordinator.
- Performs other duties as assigned.

This position requires a unique combination of skills, education, and experience. To be successful, candidates should:

*Be customer service oriented.*

*Be open to new ideas and willing to learn new ways of doing business.*

*Be energetic, organized, resourceful, self-motivated, and able to think outside the box.*

*Exhibit effective communication skills – written and verbal.*

*Be adept at working independently or in a team setting.*

*Take pride in being a steward of public lands and enjoy working with a diverse public.*

*Represent the Forest Service in a professional manner and be responsible, honest, and accountable.*

### **Fishlake Forest Information**



**Fishlake**



**Box Creek Canyon**

The Fishlake National Forest located in south-central Utah, encompasses 1.5 million acres in Beaver, Garfield, Iron, Juab, Millard, Piute, Sanpete, Sevier and Wayne Counties. The Forest

features majestic stands of aspen encircling open mountain meadows that are lush with a diverse community of forbs and grasses. Fish Lake, from which the forest takes its name, is considered by many to be the gem of Utah. The largest natural mountain lake in the state, it offers trophy fishing and bird watching. The mountains of the Fishlake are a source of water for many of the neighboring communities and agricultural valleys in the region. Hunting, fishing and OHV use are among the most popular forms of recreation enjoyed by forest visitors.

There are four ranger districts on the Forest; Beaver, in Beaver; Fillmore, in Fillmore; Fremont River in Loa; and Richfield. The Supervisor's Office is co-located with the Richfield Ranger District in Richfield. Additional information about the forest and the districts is available at: [www.fs.fed.us/r4/fishlake/about/index.shtml](http://www.fs.fed.us/r4/fishlake/about/index.shtml)

### [Richfield, Utah](#)

Richfield is a mid-sized town (population 6,800) located in south-central Utah. The city lies along I-70, about 25 miles east of the junction with I-15. It is a traditional small western town where activities center on families, school and church activities, rodeos, hunting and fishing. Richfield is the county seat for Sevier County. There are many small nearby communities, all within a 25-mile commuting distance. Provo, the closest major city, lies approximately 115 miles north of Richfield, while Cedar City lies about 120 miles south. Salt Lake City lies about 160 miles north of Richfield, and contains the Salt Lake City airport. These major cities are easily accessed using the major interstates and highways.

There are numerous mountain bike, OHV, and equestrian trails and camping sites for the outdoor enthusiast. Fishing areas include Otter Creek Reservoir, Piute Reservoir, Fish Lake and many small lakes and reservoirs located in close proximity to Richfield. Winter sports opportunities within driving distance include downhill skiing, cross-country skiing, ice fishing, and snowmobiling. Average housing rent starts at approximately \$450/month. Home prices range from \$70,000 to \$300,000+ and building lots from \$25,000 to \$45,000. Government housing is not available.

To learn more see: <http://www.sevierutah.net/>  
<http://www.sevierutah.net/index.aspx?nid=105>  
<http://www.richfieldcity.com/>

***Thanks for your interest!***

# **Fishlake National Forest**

## **Outreach Response – Forest Environmental Coordinator GS-0401-12**

Name \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Employer:

FS Unit (if applicable) \_\_\_\_\_

Other \_\_\_\_\_

Location: \_\_\_\_\_

Current Position Title: \_\_\_\_\_

Series/grade if Federal Employee: \_\_\_\_\_

Location Preferred (Richfield, Price, Either) \_\_\_\_\_

Are you eligible to be hired under any of the following special authorities?

\_\_\_\_\_ Schedule A (Person with Disabilities)

\_\_\_\_\_ Veterans Readjustment

\_\_\_\_\_ Veterans w/30% Compensable Disability

\_\_\_\_\_ Veterans Employment Opportunities Act Of 1998

\_\_\_\_\_ Former Peace Corps Volunteer

\_\_\_\_\_ Pathways Program (Students and Recent Graduates)

\_\_\_\_\_ Other \_\_\_\_\_

**PLEASE EMAIL OUTREACH RESPONSES TO: [mfbolling@fs.fed.us](mailto:mfbolling@fs.fed.us)**

**NOTE:** In your email response, please briefly describe your experience, skill level and interest in the position.