

# Vacancy Announcement Notice

## Forestry Technicians (2) Timber Sale Administrators



### WILLIAMS RANGER DISTRICT, KAIBAB NATIONAL FOREST Williams, AZ

*“Caring for the Land and Serving the People”*

#### Vacancy Announcement Information

Interested individuals should apply to the following vacancy announcements by the closing date indicated.

- Forestry Technician (Timber Sale Administration), GS-0462-08/09/10, **15-0307-62698G-DQ (Merit)**, closes **11/10/2014**  
<https://www.usajobs.gov/GetJob/ViewDetails/385062500>
  
- Forestry Technician (Timber Sale Administration), GS-0462-07/08/09, **15-0307-72340G-DQ (Merit)**, closes **11/10/2014**  
<https://www.usajobs.gov/GetJob/ViewDetails/385305900>
  
- Forestry Technician (Timber Sale Administration), GS-0462-07/08/09, **15-0307-72340DP-DQ (Demo)**, closes **11/05/2014**  
<https://www.usajobs.gov/GetJob/ViewDetails/385306500>

#### About the Positions

The Kaibab NF, South Zone is actively recruiting to fill 2 Timber Sale Administrator positions to be located at the District Office in Williams, AZ. The positions serve as a permanent, full-time Sale Administrators for timber sale contracts and as Contracting Officer’s Representatives for stewardship

contracts. One position will be filled as a GS-0462-7/8/9 and one position will be filled as a GS-0462-8/9/10.

### ***Job Duties***

These positions will report to the South Zone Timber Staff Officer/Forest Service Representative and are responsible for implementing the requirements of timber sale and stewardship contracts while working with operators/loggers from the private sector. The primary responsibilities of these positions include:

- Monitoring and inspecting timber sale operations having conventional contract requirements and conditions.
- Interpreting and explaining standard timber sale contract provisions, and the rationale behind technical methods to be employed to the timber operator. Informs supervisor of problems that have an effect on other forest resources or accuracy of marking and scaling.
- Scheduling and other planning for inspecting timber sale areas for compliance with contract clauses governing location and construction of non-system roads, fire prevention, personal safety precautions, and cutting provisions. Obtaining compliance or reports noncompliance to supervisor.
- Preparing written reports of all sale inspections and makes follow-ups on deficiencies.
- Performing final inspections and recommends acceptance of the contract for closure.

The Sale Administrator positions will work closely together to manage the South Zone's timber sale/stewardship contract workload. As these are career ladder positions (GS-7/8/9 and GS-8/9/10), the complexity of work assignments will increase as the target grade level is reached. For example, at the GS 7 and 8 level, training (formal and on-the-job training), direction and oversight are provided regularly and the incumbent can expect to be preparing for the Inter-Regional Timber Sale Administration certification exam. At the GS 9 level, the incumbent is expected to be working more independently and resolving the routine problems encountered on timber sales/stewardship contracts; it is expected that the GS-9 Sale Administrator will have passed the written Sale Administration exam and will be working toward full certification by preparing for and passing the practical field exam. At the GS 10 level, the Sale Administrator will be fully certified (i.e. passed the written and field exams) and will be responsible for working with the more complex contract requirements and logging operations and will be directing and/or supervising the work of Harvest/Contract Inspectors.

The majority of a Sale Administrator's time is spent in the field working with logging operations and resolving issues encountered on-the-ground. The job requires understanding, interpretation and explanation of contract provisions and resource protection measures as well as strong communication skills (written and verbal). The ability to work with a wide variety of partnerships (internal and external) will also be very important. This position works most frequently in the field, covering all types of terrain while experiencing the range of weather experienced here in Northern Arizona (from warm summer months through monsoons and cold and snowy winters); working with winter logging operations is common.

As workloads increase in support of the Four Forest Restoration Initiative (see below), it is anticipated that the Sale Administrators/CORs will be asked to occasionally travel to other forests to assist in timber sale and/or stewardship contract administration. This may include working out of barracks or spike camps to complete these projects.

Additionally, the Kaibab has a very proactive fire and fuels management program; and, on occasion, opportunities to assist with prescribed and managed fire as well as fire suppression efforts present themselves. The Sale Administrators also have the opportunity to work with the variety of resource specialists on the forest to coordinate sale/project activities and to lend his/her support to projects in wildlife, archaeology, range and noxious weed management and recreation.

### **About the Program**

Most of the District's timber program is focused on the restoration and management of southwestern ponderosa-pine forests. The District is part of the Four Forest Restoration Initiative ("4FRI"), a landscape-scale approach to provide for long-term ecosystem sustainability through thinning and fuels reduction treatments across the 4 National Forests of northern and eastern Arizona (Kaibab, Coconino, Tonto and Apache-Sitgreaves). The Sale Administrator's duties will focus on administering Task Orders issued for the first stewardship contract awarded under this project which aims to treat up to 300,000 acres over the next 10 years. Given such an ambitious workload, it is an exciting time to be part of the Kaibab's timber program as it will provide a faced-paced work environment filled with learning opportunities in a variety of forestry practices. As mentioned above, travel to assist with projects on the Coconino, Tonto and/or the Apache-Sitgreaves National Forests can be expected. For more information on the Four Forest Restoration Initiative, please visit <http://www.4fri.org>.

### **Pay Scale**

Annual salary at "Step 1" for each pay grade is as follows:

GS – 7: \$39,179

GS – 8: \$43,389

GS – 9: \$47,923

GS – 10: \$52,775

Each grade has 10 "step" rates (steps 1-10) that are each worth approximately 3 percent of the employee's salary. Within-grade step increases are based on an acceptable level of performance and longevity (waiting periods of 1 year at steps 1-3, 2 years at steps 4-6, and 3 years at steps 7-9).

### **About the Kaibab National Forest**



The Kaibab National Forest operates as two Zones. The South Zone is south of the Grand Canyon and includes the Williams and Tusayan Ranger Districts. The Supervisor's Office and the Williams Ranger District Office are located in Williams, Ariz., and the Tusayan Ranger District is located 50 miles north in Tusayan, Ariz. The North Zone is located north of the Grand Canyon and includes the North Kaibab Ranger District. Although assigned to the Williams Ranger District, the South Zone Timber program operates across the Williams and Tusayan Ranger Districts.

The South Zone lies on the southern end of the Colorado Plateau, and is a relatively flat with interspersed volcanic hills and peaks, and rugged canyons on the south end near the Mogollon Rim. Elevations range from 4500 feet to just over 10,000 feet. Primary vegetation types include pinyon-juniper woodlands and extensive ponderosa pine forests. The South Zone has 40 permanent employees and numerous summer temporary positions—the majority work out of the Williams Ranger District Office. The Williams Ranger District Office is in Williams, Arizona (30 miles west of Flagstaff, Ariz., on Interstate 40). The South Zone is responsible for a large, diverse, management program.

The Williams Ranger District covers approximately 600,000 acres of National Forest land and has 16 developed recreation sites and a number of dispersed sites, a wide variety of system trails, direct management responsibilities for the 6,510 acre Kendrick Mountain Wilderness and a portion of Sycamore Canyon Wilderness. Elevations on the Williams Ranger District are from 5,000 to 10,000 feet; most management activities occur between 5,000 and 7,500 feet.

The Tusayan Ranger District is 50 miles to the north and is immediately adjacent to the south rim of Grand Canyon National Park. The Tusayan Ranger District covers approximately 300,000 acres. The Tusayan District has 3 developed recreation sites including one large fee campground, and several system trails including portions of the Arizona Trail and the Great Western Trail.

More information about the Kaibab National Forest can be found at <http://www.fs.usda.gov/kaibab>

### [About the Community](#)

Williams Ranger District employees generally live in the Williams, Flagstaff, Parks, and Ash Fork areas.

**Williams** is a small, mountain community with a population of about 3,000. It was founded in 1882 and named after the famous trapper and "mountain man" Bill Williams. Historic Route 66 runs through downtown Williams, and the Grand Canyon Railway makes its daily run from Williams to Grand Canyon and back. Williams is 50 miles south of the Grand Canyon and 35 miles west of Flagstaff. Williams offers many places of worship, a medical clinic with ambulance service, and a dental facility. A regional medical center and other medical facilities are located 30 miles away in Flagstaff. Williams also offers an aquatics center, local gym, an 18-hole golf course, numerous restaurants and a large rodeo grounds. The population of **Flagstaff** and surrounding area is approximately 65,870 (2010 census). Some of Flagstaff's major employers include; the tourism industry, Northern Arizona University, Flagstaff Medical Center, Flagstaff Unified School District, W.L. Gore, Government Agencies like the Forest Service, National Park Service and Coconino County.

Recreation opportunities around the area include many hunting opportunities for both small and large game such as deer, trophy elk, turkey, squirrel and many others. Small lakes stocked annually with trout and some other species provide fishing opportunities in the immediate area of Flagstaff and Williams.

However, within a 2-4 hour drive of the district you can find trophy trout fishing, crappie and bass fishing. Other recreation activities include mountain biking, downhill and cross-country skiing, camping, wildlife viewing, and hiking

***Housing:***

Costs for quality single-family houses in and around Williams vary widely, but a reasonable range would be \$200-300,000 for newer 3BR homes. In nearby Flagstaff, homes, rentals and apartments are available but thought to be in the expensive range depending on where you are moving from. Single family homes usually range in prices at from \$250,000 to \$450,000 (average home). Two bedroom apartments can range at the lower end from \$1000 to \$1200 a month to rent. Rental housing is scarce. Housing and other development in Northern Arizona is generally limited by lack of available water and limited private land. For big-city shopping and amenities, Phoenix is about a 2.5 hour drive. For more information on Williams, visit the Williams-Grand Canyon Chamber of Commerce at <http://www.williamschamber.com>.

***Schools:***

Schools in **Williams** are K-12, and Coconino Community College has a satellite campus in town. **Flagstaff** has 15 public schools including two high schools, 2 middle schools, eight charter schools, several parochial and private learning centers scattered throughout the community. Northern Arizona University and Coconino Community College provide a wide array of higher education.

***Climate:***

There are plenty of sunny days in northern Arizona, although winters can be cold and snowy, with lows between 0 and 20 degrees above zero and snow cover most of the winter. Summers are generally warm-70 to 80 degrees at higher elevations, 90+ degrees in the lower elevation areas. Most of the precipitation falls as snow in the winter, or during the summer monsoon season which extends from July to September.

**Government Housing**

*Government Housing is not available to permanent employees*

**Contacts**

We would be glad to answer any questions you may have about this position; contact Micah Grondin at 928-527-8214 or [mgrondin@fs.fed.us](mailto:mgrondin@fs.fed.us) .