

# WAYNE NATIONAL FOREST

## Outreach Announcement

***Forestry Technician - Timber Sale Administrator – GS-0462-8/9***

**Supervisors Office and/or Ironton Ranger District**

**Nelsonville and/or Pedro, OH**

**One or more positions maybe filled with this announcement**

### 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 (one or more) permanent full-time Forestry Technician - Timber Sale Administrator, GS-0462-8/9 with a duty station at either our Supervisors Office or Ironton Ranger District in Nelsonville and/or Pedro, OH.

### **MAJOR DUTIES**

Reviews the contract and related pre-sale data such as preliminary logging plan, environment assessment report, appraisal, etc. Determines that all prerequisites to contract work are taken care of such as, but not limited to, advance deposits, delegations of authority, road construction and timber cutting coordination, improvement locations, operating schedule, logging plan preparation, scaling arrangements, and environmental protection measures. Reviews plans and schedules with purchasers to assure common understanding of conditions and responsibilities.

Throughout the life of the sale, is responsible for continuing field inspection and control of purchaser's operations such as falling, skidding yarding, loading, and hauling. Determines whether utilization, slash disposal, and erosion control are adequate. Documents all findings for the sale record. Takes appropriate action to correct deficiencies, and assesses penalties when needed. Insures that stream courses and other land features are protected.

Advise purchaser's field representatives of adequacy or inadequacy of operations and achieves compliance with contract terms, including safety and employment requirements.

Determines when log hauling may be allowed on system roads under construction, agreements, and monthly reports of progress. Initiates requests for payment, bond changes, or cooperative work. Reviews timber sale statements or account and maintains controls to insure that all payments and deposits are made.

Coordinates sale administration duties with other unit timber and related activities. Keeps supervisor informed of major problems.

Serves as the Contracting Officer's Representative (COR) on service contracts and inspects work for compliance with contract specifications and provisions. Uses approved procedures and techniques in preparing service contracts that include delineating areas and preparing the sample contract. Ensures that all contractual obligations are met before making final inspection and recommending sale closure.

May train and supervise one or two inspectors or trainees who perform limited phases of sale administration.

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

Jarel Bartig, Forest Management Program Manager at (740) 753-0903 or Will Dienst, Timber Program Manager (CO) supporting both the Monongahela and Wayne National Forest at (304) 636-1800 x 201.

If you are interested in this vacancy, please complete the attached Outreach Response Form and return it to Ann Grasso, Operations Staff Officer at [agrasso@fs.fed.us](mailto:agrasso@fs.fed.us) by the close of business on March 27, 2015. Once the position is advertised in USAJOBS, you will be notified with the announcement number and closing dates.

When we receive your outreach response form, we will notify you of the announcement number in USAJOBS automated application system at [WWW.USAJOBS.GOV](http://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](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](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](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](mailto: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).

*The USDA Forest Service is an equal opportunity provider and employer*

## **Outreach Response Form**

**(Reply Requested by March 27, 2015)**

I am interested in the following position on the Wayne National Forest Position  
**Forestry Technician - Timber Sale Administrator - GS-0462-8/9**

### **PERSONAL INFORMATION**

Name: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

Phone: [Click here to enter text.](#)

E-Mail Address: [Click here to enter text.](#)

### **EMPLOYMENT INFORMATION**

Are you currently a Federal employee: [Choose an item.](#)

If YES, Current Region/Forest/District: [Click here to enter text.](#)

Current Series and Grade: [Click here to enter text.](#)

Current Position Title: [Click here to enter text.](#)

Agency employed with if NOT the Forest Service: [Choose an item.](#)

Type of Appointment: [Choose an item.](#)

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 Veteran w/30% Compensable Disability
- Veterans Employment Opportunities Act of 1998
- Former Peace Corps Volunteer
- Pathways Intern/Student Career Experience Program
- Other, explain: [Click here to enter text.](#)

[Return this form to Ann Grasso at agrasso@fs.fed.us or 13700 US HWY 33, Nelsonville, OH 45764 by close of business Friday, March 27, 2015.](#)

If you have any questions, feel free to contact either Jarel Bartig at (740) 753-0903, Will Dienst at (304) 636-1800 x 201 and/or Ann Grasso at (740) 753-0852.