



# OUTREACH NOTICE

Mark Twain National Forest

Houston, MO

*“Caring for the Land and Serving People”*



Timber Sale Administrator

GS-0462-7/8/9

**Mark Twain National Forest** (USDA – Forest Service) is planning to fill one Timber sale Administrator position located in Houston, Missouri at the Houston Ranger District.

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 of account and maintains controls to insure that all payments and deposits are made.

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.

## **Vacancy Announcement**

This notification is being circulated to inform prospective applicants of this upcoming opportunity and to determine the interest in this position. Vacancy announcement for this position has not yet been posted on USA Jobs. Applicants are encouraged to check [USA Jobs](#) website for information.

FOREST SERVICE EMPLOYEES ON THE WORKFORCE REDUCTION AND PLACEMENT LIST

WILL RECEIVE PRIORITY CONSIDERATION; AND CTAP/ICTAP CANDIDATES WILL RECEIVE THE APPROPRIATE CONSIDERATION.

**Interested candidates are encouraged to obtain/create a USA Jobs profile and prepare their resume in that format. The vacancy will be advertised at [http:// the USJOB site at http://www.usajobs.gov](http://www.usajobs.gov).**

Because of the new hiring process with eRecruit, we will be contacting those responding to the outreach listed regarding the application process and vacancy announcement details. We expect the vacancy announcement to be posted by April 20, 2015.

**Office of Personnel Management Qualifications:** Complete qualification requirements for this position can be found in the Office of Personnel Management (OPM) Operating Manual for Qualification Standards for General Schedule Positions, which is available from any Federal Government Personnel Office and OPM on their web site [web site \(www.opm.gov/qualifications/index.htm\)](http://www.opm.gov/qualifications/index.htm).

**Time-in-Grade Requirement:** If you are a current or former federal employee and applying for a promotion opportunity, you must have 52 weeks of Federal service at the next lower grade in the normal line of progression for the position being filled. This requirement must be met within 30 days of the closing of this announcement.

### **ABOUT THE FOREST:**

[Mark Twain National Forest](#) is made up of six ranger districts, mainly located in the southern third of the state. The Forest Supervisor's Office is located in Rolla, Missouri. The Forest contains approximately 1.5 million acres, comprised mainly of upland hardwoods and some associated shortleaf pine. A full range of vegetation and recreation management activities on the forest include timber harvest and regeneration activities, TSI, prescribed fire, developed and dispersed recreation, and mining.

### **DISTRICT INFORMATION:**

The HRCC District covers approximately 350,000 acres with approximately 196,800 acres being in Federal ownership. It is located in seven Missouri counties: Boone, Callaway, Laclede, Phelps, Pulaski, Texas, and Wright. The District is rich with rivers and streams: the beautiful bluffs of the Big Piney River, the Gasconade River and Little Piney River in the southern part of the district and Cedar Creek at the north end. Fishing and canoeing opportunities abound. Smaller creeks supplied by springs provide other fishing or water-based recreational opportunities, including trout fishing. The oak/hickory and shortleaf pine forests provide abundant opportunities to observe and/or hunt wildlife such as turkey, white-tailed deer and squirrels.

The H/R/CC District hosts 22 PFT positions. The district contains four campgrounds, four day-use areas, several developed trailheads and river accesses. The program of work also includes the management of the Paddy Creek Wilderness ( 7,019 acres) on the Houston unit, a large special uses program, a diverse wildlife management program, a large prescribed fire program, a well-developed openlands habitat management program including grazing permits, and a timber management program. Fort Leonard Wood, a 63,000 acre military installation lies within the district boundary. The District fire program averages approximately 20 to 40 wildfires per year with a prescribed fire goal of over 10,000 acres per year.

### **ABOUT THE COMMUNITY:**

**Houston, Missouri:** Elevation: 1,160 feet. Population: 1,196 (2010 census). Houston, Missouri is on

Highway 63 45 miles south of Rolla, Missouri; 85 miles east of Springfield, Missouri -. Homes sell for \$60,000.00 to \$250,000.00; a majority are three-bedroom homes, with some two-bedroom homes. Rental houses are difficult to obtain with moderately high rent for this area; \$450 to \$900 per month plus utilities. Stoves and refrigerators are normally not included except with furnished apartments.

**Government Quarters:** None.

**Schools:** Kindergarten through High School with an enrollment of approximately 1,100. The High School has an A+ status in 1999, with program focus on academic and technical education; for qualifying students two years free tuition at any Missouri public community college, post secondary vocational school, technical school or Missouri State University. Missouri State University – West Plains (Houston Extended Campus). Texas County Technical Institute (800) 835-1130.

**Hospital:** Texas County Memorial Hospital located in Houston, has 66 beds. A 96-bed skilled nursing home is also located in Houston (Houston House).

**Doctors:** 12 doctors and 3 chiropractors; one dentist’s office. Nearest specialists located in Rolla and Springfield, Missouri.

**Churches:** Catholic, Methodist, Christian, several Baptist churches, Church of Christ, Assembly of God, Church of God, and Lutheran Church.

**Recreation & Fitness Opportunities:** public swimming pool, supervised summer playgrounds, full-time Parks and Recreation Director, summer day camp, Little League, Babe Ruth, girls softball, Toss and Tee Ball. One walk-in theater and one drive-in theater; fitness center.

**Sports and Events:** Basketball, football, and baseball. A 9-hole golf course, Texas County Fair; annual tree lighting festivities. Adundant opportunities for good hunting and fishing, Sportsman Club; tennis, bowling and canoeing.

**Shopping:** One supermarket, three clothing shops, one shoe store, two drug stores, dollar stores, appliance store, Super Wal-Mart, two car dealers, Chevrolet – Oldsmobile & Ford - Mercury. There are three banks with full banking facilities.

**Climate:** Texas County enjoys the beauty of all four seasons. The average temperature of the warmest month (July) is 80 – 85 degrees. The coolest month (January) is 20 – 25 degrees. The average rainfall is 41 inches with an average snowfall of 15 inches.

**Houston, Missouri Web sites of interest:**

Texas County Medical Clinic	<a href="#">Texas County Memorial Hospital</a>
ReMax Farm & Home	<a href="#">United Country Realty</a>
Houston Herald	<a href="#">Houston Herald</a>
Chamber of Commerce	<a href="#">Chamber of Commerce</a>



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If you are interested in this position, please complete this form by April 25th and send:

**E-mail** to: Brian Emerson ([link for email to:bemerson@fs.fed.us](mailto:bemerson@fs.fed.us))

**Mail** to: USDA Forest Service, Mark Twain National Forest, ATTN: Brian Emerson, 108 S. Sam Houston Blvd, 65483, or

**FAX** to: 417-967-2524, ATTN: Brian Emerson

## Timber Sale Administrator

Location: *Eastern Region, Region 9, Mark Twain National Forest*

### PERSONAL INFORMATION

Name:

Date:

Mailing Address

E-Mail Address

Phone: Work:

Home:

Are you currently a Federal employee? Yes \_\_\_\_\_ No \_\_\_\_\_

Permanent? \_\_\_ Temporary? \_\_\_ TERM? \_\_\_ VRA? \_\_\_ PWD? \_\_\_ OTHER? \_\_\_\_\_

Current Title/Series/Grade:

Agency Employed with and location:

Thank you for your interest!