



OUTREACH NOTICE

Mark Twain National Forest

Salem, 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 Salem, Missouri at the Salem 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. The selected person will also need to hold a valid state drivers license.

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://theUSJOBsiteathttp://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 June 1, 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.

About the Ranger District:

The Salem Ranger District encompasses approximately 180,000 acres of pine and oak/hickory forest. Within the District, a portion of the Ozark Trail, 2 developed recreation areas, 3 dispersed recreation areas, ATV trail near Sutton Bluff Campground, and other features of local, regional and national significance. Active programs include: vegetation management, prescribed fire application and suppression, recreation, trails, TES/NNIS/wildlife and wilderness management.

Recreation on the Zone is primarily hunting/fishing, tubing, canoeing, horseback riding, hiking, and ATV riding. For more about the Mark Twain National Forest, visit <http://www.fs.usda.gov/mtnf>

About the community of Salem:

Salem has an elevation of 1,200 feet and the population is 5,000; it's located about 2 hours from St. Louis, Springfield, Columbia and Jefferson City and about 4 hours from Kansas City. Rolla, population 14,500, is located about 30 minutes away. Median prices for houses are in the \$55,000 to \$100,000 range with rentals going for \$300 to \$500 per month. Apartments average \$300 to \$500 per month.

SCHOOLS: There are four rural schools: R-1, R-2, R-3, and R-4 teaching grades K-8. For Grades 9–12, the county children attend the City of Salem's Jr. High and High School. Salem city schools (R-80) are comprised of lower elementary (grades K-2), upper elementary (grades 3-6), junior high (grades 7-9), and high (grades 10-12). Southwest Baptist University - Salem Campus is located in Salem, offering two year and four year degrees. Missouri University of Science and Technology (formerly, University of Missouri-Rolla) and two other Junior colleges are within a commuting distance of 25 miles.

Medical: 1 hospital - 5 MD'S, 3 Dentists and 2 chiropractors.

Church: Catholic, Methodist, Christian, Baptist, Church of Christ, Assembly of God, Lutheran, Church of Latter Day Saints and many more.

Entertainment: Things to do include bowling, indoor archery, hunting, fishing, canoeing, FFA, youth soccer and baseball, several cultural and heritage festivals, and service clubs such as Eagles and Rotary.

Government Quarters: None.

Salem, Missouri Web sites of interest:

Salem Dist. Hospital [website http://www.smdh.net/getpage.php?name=Index](http://www.smdh.net/getpage.php?name=Index)

Salem News [website http://www.thesalemnews.com/](http://www.thesalemnews.com/)

Chamber of Commerce [website-
http://www.salemmo.com/chamber/aboutchamber.asp](http://www.salemmo.com/chamber/aboutchamber.asp)



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If you are interested in this position, please complete this form by May 29th and send:

E-mail to: Greg Pugh (gspugh@fs.fed.us)

Mail to: USDA Forest Service, Mark Twain National Forest, ATTN: Greg Pugh, 1301 S. Main, Salem, MO, 65560, or

FAX to: 573-729-2867, ATTN: Greg Pugh

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:

How did you learn of this job?

Thank you for your interest!