WAYNE NATIONAL FOREST
Outreach Notice
Full Time – Permanent Position
Assistant Fleet Manager (Zone Position) GS-2150-7/9

Wayne National Forest

Wayne National Forest

The Wayne National Forest is located in the hills of southeastern Ohio, in the heart of the heavily populated Midwest. The Forest covers almost a quarter million acres of Appalachian foothills and 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 is seeking qualified applicants to fill an Assistant Fleet Manager (Zone Position), GS-2150- 7/9, in either the Supervisors Office/Athens Ranger District (Nelsonville, OH) or Ironton Ranger District (Pedro, OH). This position is a multi-grade position, with a full performance level as a GS-9. This position is a zone position working with the Allegheny National Forest in Pennsylvania, the Monongahela National Forest in West Virginia, and the Wayne National Forest in Ohio.

Position Duties:

Assists the Lead Fleet manager by providing advice and information to managers and supervisors on procedures and policies related to fleet management in order to ensure there are enough vehicles and equipment for safe and efficient operations. Provides applicable guidance and information on practices, procedures, and policies related to routine Fleet Management Program Operations. Completes routine analysis such as utilization of fleet and equipment, and analysis on problems with equipment and recommends solutions. Creates reports and/or summaries of fleet utilization studies, when requested.

Monitors vehicles accidents and repairs, and reports accidents to Fleet Manager for mitigation measures, if needed, and reports unusual repairs that indicate improper use of equipment to the Flee Manager for further action. Compiles reports on suspected misuse of equipment. This may require testing of the driver under the conditions the vehicle was used.

Documents, analyzes, and provides recommendations to resolve technical problems that have occurred during the use period of vehicles and equipment. Assists in the preparation of recommendations for new equipment and modifications of equipment. Assists with transportation and fleet studies, and makes recommendations for improvement by looking at records of use, replacement program, holdovers, and costs, to arrive at the best possible methods to use in order to meet the Forest's transportation equipment needs. Assists in administering plans to reduce fuel consumption, mileage and numbers of vehicles and equipment. Makes recommendations to forest managers on vehicles and equipment replacement needs based upon maintenance costs, age, use, condition and the needs of the project.

Ensures equipment is prepared for sale and all associated documents are complete. Makes recommendations on other routine fleet matters that are covered by instructions and accepted practices. Advises managers, supervisors and employees on paperwork requirements; accident reporting; and procedures and policies related to routine Fleet Management Program operations. May require some research of existing rules, laws, policies and precedents. Works with vendors to ensure that they are aware of approval processes and that they comply with all requirements.

Performs review of vendors and past performance. Responsible for gathering data needed for contract preparation. Advises employees and vendors on maintenance and operation requirements. Makes small purchases locally, utilizing proper purchasing procedure. Purchases will include tools, equipment, supplies and inventory for the forest maintenance and fleet operation. Maintains control over inventory of tools, supplies and equipment.

Serves as acting Forest/Unit/Zone Fleet Manager when needed. Performs other duties as assigned.

Other Information

Attached is our Outreach Reply Form. Please fill the form out and let us know what location you are interested in applying for. Please send your form to Ann Grasso, Operations Staff Officer. Once the position is advertised in USAJOBS, we will be able to contact you and provide you with the vacancy announcement.

If interested, please reply to this outreach by July 3, 2015

HOW TO APPLY For Positions in USAJOBS

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. 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. Make sure you select the location in order to apply for a job with the Wayne National Forest. 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

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.

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, 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.

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).

OUTREACH REPLY FORM
USDA, Forest Service, Wayne National Forest
Assistant Fleet Manager (Zone Position) GS-2150-7/9

Please respond by July 3, 2015

NAME: __ _____

E-MAIL ADDRESS: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____

CURRENT POSITION TITLE:
_____

How did you hear about this position? Organization Name_____
Agency Contact_____ Other_____

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 ACT
_____ DISABLED VETERANS W/30% COMPENSABLE DISABILITY
_____ VETERANS RECRUITMANT AUTHORITY
_____ FORMER PEACE CORPS VOLUNTEER
_____ PATHWAYS INTERNS/STUDENT CAREER EXPERIENCE PROGRAM
_____ OTHER _____

Location: _____ Ironton Ranger District _____ Supervisors Office/Athens Ranger District

Please return this form to Ann Grasso, Operations Staff Officer at:

Email: agrasso@fs.fed.us
Fax: 740-753-0118
Mail: 13700 US HWY 33, Nelsonville, OH 45764-9880

If you have any questions or need further information, please call Ann Grasso at 740-753-0852.