

Title: Supply Technician GS 2005 07

Tour of Duty: Permanent- Full Time- Based on the needs of the Center.

ABOUT THIS POSITION:

This position is located on the Mingo Job Corps Civilian Conservation Center, a USDA Forest Service unit that provides students with training opportunities to develop the necessary social, educational, and vocational skills that will enable them to obtain and maintain useful and productive employment.

MAJOR DUTIES:

Property Management: Prepares quarterly plan for the acquisition and disposal of excess property. Conducts studies on the utilization of property within functional or specialty areas, analyzes findings, and makes recommendations accordingly considering program requirements. Locates surplus property, determines age and probable condition by checking records, contacting local vendors, and making physical inspection. Analyzes value of excess property acquisition as opposed to purchase or rental of needed equipment in terms of shipping costs, special transportation needs, and urgency of the need. Determines feasibility of sharing unique or specialized equipment with other organizations and possible temporary loans. Makes complete arrangements for transfer of property that can be utilized. Handles individual case reviews to resolve needs and/or problems of accountability. Collects needed information, establishes the facts, analyzes findings, and takes action for standard situations. Ensures adherence to established standards for property acquisition, utilization, accountability, and disposal. Prepares reconciliation reports upon receipt of authorizing documentation for biannual and special inventories of personal accountable property. Ensures warehouse is properly stocked and items are distributed to all departments as appropriate. May provide assistance with laundry facilities as needed.

KNOWLEDGE:

Basic Qualification Requirements: Knowledge of acquisition, property management, disposal of government property. Report writing capabilities.

Duty Station Specifics: Mingo Job Corps Civilian Conservation Center is operated by the U.S. Forest Service and is located adjacent to the 21,592-acre Mingo National Wildlife Refuge. The Center is located 2½ miles southwest of Puxico, Missouri. The Center has a capacity to house and train 224 students. The Center is closely tied to the community for providing additional training opportunities through an active work-based learning program.

The basic responsibility of the Job Corps Program is to provide America's disadvantaged youth an opportunity to develop labor skills and to participate more fully in the world of work and citizenship. The U.S. Forest Service Job Corps Mission Statement is *To establish and maintain a safe, positive instructional environment which encourages the educational, vocational, and social growth and development of students.*

Mingo Job Corps Civilian Conservation Center offers entry-level vocational training in the following vocational areas: Union Carpentry, Union Painting, Union Brickmasonry, Union Heavy Equipment, Welding, Business Technology, and Health Occupations.

Mingo Job Corps Civilian Conservation Center offers a broad-based academic educational program. Mingo Job Corps Civilian Conservation Center is an accredited high school through the local high school.

Four dormitories (one female, three male) housing 56 students each, comprise the living quarters on Center.

Community Information: Mingo Job Corps Civilian Conservation Center is located approximately 2½ miles southwest of Puxico, Missouri. Puxico is located in Stoddard County, Missouri and is 150 miles south of St. Louis, Missouri; 200 miles east of Springfield, Missouri; and 30 miles northeast of Poplar Bluff, Missouri.

The area is predominately a bottomland hardwood swamp bordered on the west by the foothills of the Ozark Uplift and on the east by a terrace called Crowley's Ridge. Elevations along the top of these ridges range as high as 405' msl compared to the 340' msl elevation of the basin.

Temperatures in the Puxico area vary from 21°F to 71°F in winter, 23°F to 88°F in spring, 56°F to 105°F in summer, and 18°F to 97°F in fall.

While Puxico is a small community with a population 1,145, it offers many churches, two medical clinics, two nursing homes, two banks, senior citizen center, police department, city offices, and a volunteer fire department with 25 volunteers. Puxico has gas stations, grocery stores, convenience stores, restaurants, pharmacy store, public library, many other businesses, and three city parks with tennis courts, playground equipment, picnic shelter, and ball fields.

Puxico has an excellent school system. Elementary classes average 22 students per classroom, grades K-6. Total elementary enrollment is approximately 420 students. The high school (grades 7-12) has an average enrollment of 330 students. Special needs classes are also provided.

Puxico has available housing either for rent or purchase. Average rental prices range from \$350 - \$700 and average purchase prices are \$45,000 - \$125,000.

Contact Information: Interested applicants desiring further information should contact

Stacey Griffin, Administrative Officer

573-222-2547 fax

573/222-2614 office

stacygriffin@fs.fed.us

The vacancy announcement will be posted at www.usajobs.gov once available. If interested, please complete the following form and return via email or fax to Stacey Griffin.

USDA Forest Service is an equal employment opportunity employer.

MINGO JOB CORPS CIVILIAN CONSERVATION CENTER

OUTREACH NOTICE FORM

Supply GS 2005-07

(Permanent, Full-Time Position)

Date: _____

Name: _____

Email Address: _____

Phone Number: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Are you currently a Federal Employee? Yes _____ No _____

If yes, what is your current appointment type:

Permanent _____ Temporary _____ Term _____

Veterans Readjustment Appointment _____

Persons with Disabilities _____ Other (identify) _____

Job Series/Grade _____

Position Title _____

If not a current permanent (career or career-conditional employee, are you eligible to be rehired under any of the following special authorities: Persons with Disabilities, Disabled Veterans with 30% or more Compensable Disability, Veterans Employment Opportunities Act of 1998, Former Peace Corps Volunteer, Student Career Experience Program, or Other.

Please return your completed form electronically to: stacygriffin@fs.fed.us

Submission of this form will indicate to us of your interest in the position. **If interested please respond no later than November 16, 2012 at which time you will be sent directions on how to submit your application once the vacancy announcement becomes available.**

Thank you for your interest in our vacancy.

