Bighorn National Forest
Temporary Employment Guide for 2014

Powder River Ranger District
1415 Fort Street
Buffalo, WY 82834
Telephone 307.684.7806

Medicine Wheel/Paintrock Ranger District
604 East Main
Lovell, WY 82431
Telephone 307.548.6541

Supervisor's Office
Tongue Ranger District
2013 Eastside 2nd Street
Sheridan, WY 82801
Telephone 307.674.2600

2014 Temporary/Seasonal Positions
USDA Forest Service, R-2 (Rocky Mountain Region)
Bighorn National Forest

The Bighorn National Forest may be advertising and filling several Temporary positions listed below for the following duty stations:

Powder River Ranger District, Buffalo, Wyoming
Medicine Wheel/Paintrock Ranger District, Greybull and Lovell, Wyoming
Tongue Ranger District, Sheridan, Wyoming
Supervisor's Office, Sheridan, Wyoming

This is a pre-announcement outreach notice. Vacancy announcement numbers for these positions will be available in January 2014. At that time, they may be obtained from the District offices, the Bighorn National Forest website, www.fs.usda.gov/main/bighorn/home, or emailed to you if you complete the enclosed outreach response form.

The Bighorn National Forest, created on February 22, 1897, is located in north-central Wyoming. The Forest is 80 miles long and 30 miles wide, and covers 1,115,073 acres. The Bighorn Mountains are a sister range of the Rocky Mountains. It is located halfway between Mt. Rushmore and Yellowstone National Park. No region in Wyoming is provided with a more diverse landscape – from lush grasslands to alpine meadows, from crystal-clear lakes to glacially-carved valleys, from rolling hills to sheer mountain walls.

The Forest has multiple reservoirs, 30 campgrounds, four group campgrounds, three scenic byways, 10 picnic areas, eight lodges, miles and miles of streams, 189,000 acres of wilderness, 1,500 miles of trails, and much more that provides a special recreation experience.

Some housing is available.

Archeological Technician (GS-0102-5 $15.00/hr or GS-06 $16.73/hr)
This temporary position works with a journeyman landscape architect on preparation of scenic byway plans. The work involves preparation of historical information to create interpretive materials for display or dissemination, including researching reference materials and interviewing source individuals to identify themes and develop storylines for the three scenic byways.

Biological Science Technician - Fish (GS-0404-05 $15.00/hr)
Assists in the acquisition of field data by measuring and recording pertinent biological information peculiar to the specific assignment. Assists in the collection, handling, and preservation of specimens. Records all biological data pertinent to collections and preservation.

Biological Science Technician - Plants (GS-0404-07 $18.59/hr)
The biological science technician will for the summer field season to support the plants/botany management program within the forest for the summer field season to. This person will often work in the field independently or sometimes as a member of an aquatics team. Tasks will include surveys for rare plants within the forest, transect surveys in riparian areas to document plant species composition, computer data entry and report preparation.

Biological Science Tech – Wildlife (GS-0404-04 $13.41/hr or GS-0404-05 $15.00/hr)
Crew member (GS-04) and Crew Leader (GS-05) conduct field surveys for various terrestrial wildlife species, compile and report monitoring data, conduct wildlife habitat surveys and transects. Install and maintain various wildlife structures such as fences and water developments. The types of tools used to complete these tasks include maps, GPS units, cameras, and various hand tools. Individuals will receive training in the different types of survey methods.

Range Technician (GS-0455-05 $15.00/hr)
This is primarily a field position in support of the range program. Conduct vegetation inventories; livestock grazing use monitoring; makes observations concerning livestock use, management, and structural improvements' condition. Compiles monitoring information on various paper forms or electronic data collection devices. Maintenance of structural improvements such as fences and water developments.

Forestry Technician - Recreation (GS-0462-04 $13.41 or GS-0462-05 $15.00/hr)
Contacts visitors to provide information about recreation regulations, opportunities, and current restrictions. Provides information on resource management practices in the area. Checks for compliance with regulations, issues notices for common violations, and reports other violations to supervisor. Assures recreation area and trails are maintained in accordance with standards. Constructs and rehabilitates minor recreation facilities and trails. Makes safely checks of public use areas and takes corrective action.

Forestry Technician – Crew Trail Boss (GS-0462-05 $15.00), Forestry Technician – Trails (GS-0462-04 $13.41), Forestry Aid - Trails (GS-0462-03 $11.95/hr),
Leader or crew member in support of programs in recreation and wilderness management with the ability to hike long distances in a remote setting. Duties include maintaining and constructing trails, installing waterbars, livestock guards, and/or bridges, using various tools and equipment. Performs trail log, condition surveys, trail clearing, and reconstruction. Patrols trails to ensure operation, use, and maintenance in accordance with standards. Uses tools such as chain saws, crosscut saws, adze, axes, and hand tools, and may operate ATV's, UTV's, 4X4 trucks and trailers.

Forestry Technician - Wilderness (GS-0462-04 ($13.41/hr or GS-0462-05 $15.00/hr)
Crew member for duties in support of programs in recreation and wilderness management with the ability of hiking long distances in a remote setting. Duties include checking visitor use, monitoring compliance with agency rules and regulations for campfires, sanitation, camp sites, party size, etc., performs trail log, condition surveys, trail clearing. Uses tools such as crosscut saws, adze, axes, and hand tools to maintain wilderness areas and trails utilizing minimal tool concept. Assists in re-establishment of native plants at denuded campsites and abandoned trails, completes water quality sampling, provides wilderness education and Leave No Trace guidance to visitors.

Landscape Architect (GS-0807-05 $15.00/hr or GS-0807-07 $18.59/hr)
This is a temporary position working with a journeyman landscape architect on preparation of scenic byway plans. The work includes: evaluation of intrinsic byway qualities and timber management opportunities; preparing conceptual site plans with preliminary specifications and cost estimates for wayside improvements and recreation sites; incorporating interpretive and tourist information; design guidelines; graphic design and assembly of three corridor management plan documents.

Survey Technician (GS-0817-04 $13.41/hr)
The primary duties associated with this position include the inventory and survey of Forest roads, collecting water samples from administrative and recreational potable water systems and the associated reporting with other government agencies, and assisting with preparing engineering construction project packages to include

the preparation of preliminary specifications, cost estimates and conceptual site plans. Knowledge of Microsoft Office is required. Individuals will receive training in the different types of survey methods needed for this position.

Visitor Services Information Assistant (GS-1001-04 $13.41/hr)
This is a visitor services position located at the Shell Falls Visitor Center and the Medicine Wheel Medicine Mountain National Historic Landmark. Employee must demonstrate ability to communicate with the public to disseminate information about National Forest Programs and sites.

Hydrologic Technician (GS-1316-05 $15.00/hr)
Primary duties include the inventory of road-stream crossings, conducting soil disturbance surveys, spring and wetland identification, and conducting mass movement surveys. The types of tools used to complete these tasks include: map, GPS units, cameras, and shovels. Individuals will receive training in the different types of survey methods.

Laborer (WG-3503-03 $12.93/hr)
The position performs a variety of manual labor work using a variety of hand and/or power tools. Assignments often require heavy lifting, over 50 pounds, and strenuous physical effort, prolonged standing and walking, stooping and bending, climbing over uneven forest terrain and up steep slopes.

Maintenance Worker (WG-4749-8)
Incumbent serves as Maintenance Worker on a Forest Service unit. Performs various duties to accomplish preventive maintenance, repair, and upkeep of buildings and grounds. Operates heavy and light power equipment in a safety first manner. Assignments include but not limited to carpentry, painting, operation of tools and equipment and general laborer tasks. Working knowledge of current plumbing and electrical practices necessary. The position often requires heavy lifting (over 50 pounds), and strenuous physical effort, prolonged standing and walking, stooping and bending, climbing over uneven forest terrain and up steep slopes. The ability to operate motor vehicles in performance of assigned duties required.

Engineering Equipment Operator (WG-5716-10)
Incumbent operates one or more types of heavy equipment, such as graders, tractors with bulldozer or angle dozer blades, front-end loaders, backhoes, trench diggers, and large industrial tractors with pan or scraper attachments. Work is generally done on flat or rolling terrain with simple terrain problems, such as forest roads or compounds. Incumbent maintains ditches, road shoulders, and beds and fire lines and clears brush, tree stumps and rocks. Reviews the work to be performed and adjusts equipment attachments for a set level, angle, or depth, according to the type of equipment used. Ensures equipment is maintained in good working condition.

CONDITIONS OF EMPLOYMENT – FIRE POSITIONS

Successfully complete the WORK CAPACITY TEST (WCT) for **Wildland Firefighters.** Based on the type of work performed, TAKING and PASSING the WCT at the ARDUOUS level is a "condition of employment." The Arduous fitness (Pack) Test consists of a three (3) mile hike, within forty-five (45) minutes, while carrying a forty-five (45) pound pack.

These are full time, seasonal positions that begin in late May and continue through the summer fire season. These positions may require considerable travel and irregular work hours. Most firefighters live at remote stations on the Bighorn National Forest, where they will serve as crew members on initial attack fire crews.

The Powder River Ranger District (Buffalo, WY) staffs one eight-person wildland fire module and one three-person engine module.

The Medicine Wheel/Paintrock Ranger District (Lovell, WY) staffs one five-person hand crew and one three-person engine module.

The Tongue Ranger District (Sheridan, WY) staffs one four-person hand crew and one four-person engine module.

The Medicine Wheel/Paintrock Ranger District (Greybull, WY) is home of the Wyoming Interagency Hotshot Crew, a national fire team located on the Bighorn National Forest. The Wyoming Hotshots are anticipating filling approximately four (4) 1039 Temporary Seasonal positions for the 2014 Fire Season.

Fire crews are responsible for initial attack fire suppression on their district and assisting fire crews on adjoining districts. Fire assignments nationwide are possible through the fire season, so applicants must be willing to travel with the crew and be on assignments for up to 16 days. Other activities include fuels reduction projects, facility maintenance, prescribed fire, continuous training, and various other projects on the national forest.

Forestry Aid - Fire (GS-0462-03 $11.95/hr)
These positions are part of a wildland fire crew, performing firefighting work on an engine or hand crew. Assignments include developing a working knowledge of fire suppression and fuels management techniques, practices and terminology. This consists of fireline construction, use of pumps and engines, hose lays, hand tools, chainsaws, working around aircraft, and patrolling fireline to locate and extinguish hotspots that may be a threat. Cleans and maintains fire tools and equipment. During prescribed burns, monitors and controls the fire, and collects data on fire weather and fire behavior. There may be frequent travel associated with these positions.

Forestry Technician – Engine (GS-0462-04 $13.41/hr or GS-0462-05 $15.00/hr)
Serves as a skilled crew member on a wildland fire engine. Personally performs and may direct others in starting pump engine, priming pump, adjusting engine speed and pump valves, laying hose, and using appropriate nozzles and nozzle adjustment in effective use of water and additives. Responsible for positioning the fire engine or apparatus for safe and efficient operation. Performs engine operation duties in the suppression of wildland fires and prescribe fire. Drives engine to fire locations in consideration of safety of crew and equipment, and how the equipment can be best used in control and mop-up operations.

Forestry Technician – Hotshot Crew (GS-0462-04 $13.41/hr or GS-0462-05 $15.00/hr)
The Wyoming Hotshots are a well-established crew that has a long and rich history starting in 1967. The crew is funded to operate from the middle of May through the middle of October. The crew's primary mission is to fight fire, ranging from initial attack to large fire support. The crew provides assistance to the Bighorn NF fire management program and the surrounding agencies in northern Wyoming and eastern Montana by assisting the prescribed fire programs.

Forestry Technician – Hand Crew (GS-0462-04 $13.41/hr or GS-0462-05 $15.00/hr)
A minimum of 90 days of wildland firefighting experience is required prior to applying for the GS-5 level. This position serves as a skilled crewmember on a handcrew assigned to performing fire suppression duties under the most adverse conditions of climate, fuels, and terrain on the full range of complexity of fires. Utilizes a variety of specialized tools, equipment and techniques while actively suppressing wildfires, such as a Pulaski, shovel, McLeod, ax and chainsaw to control the spread of wildfire. Performs basic fireline activities such as line construction, lopping and scattering of fuels using hand tools and holding, patrolling, monitoring and mop-up operations. Moves dirt, chops brush, small trees, etc. to construct fire line. During prescribed burns, monitors and controls the fire, and collects data on fire weather and fire behavior. This position requires frequent travel to all parts of the country to perform suppression activities.

APPLICANT GUIDE

These appointments are temporary seasonal positions. The vacancy announcements are posted on USAJOBS at www.usajobs.gov/.

To apply for a job, there are four basic steps:

1. **CREATE AN ACCOUNT** - Enter your profile information and create or upload a resume. Please note that you do not need to create a "My Account" to search for jobs, but you must create an account to apply for jobs online. You will need to request a user ID and password. Allow yourself at least two days before the application deadline to complete this process to ensure you have time to get your application submitted.

2. **SEARCH JOBS** – Use basic search to enter in job and location keyword information from the USAJOBS home page. Or you can use the advanced search function which allows you to search by vacancy announcement number or series and grade. Review the job opportunity announcements and note of those of interest. Carefully review the "Qualification and Evaluation" section to determine whether you will qualify for the position. GS-3 positions are entry level positions. As the grades get higher (GS-4, GS-5, etc.), they require more specialized experience or qualifications.

3. **APPLY FOR JOBS** – Carefully follow the instructions in the "How to Apply" section for each announcement. You may store up to five uploaded or "resume builder" created resumes in your profile. Submit any additional documentation to verify your qualifications such as transcripts, SF-50 Notification of Personnel Action (if you have previously worked for the federal government), and/or Veterans' Form DD-214. *Please see the "Additional Information" below regarding supplemental documentation and resumes.*

4. **MANAGE YOUR CAREER** – Log into your account to obtain application status for positions for which you have applied. Contact the agency for specific follow-up questions or those related to the particular job. The agency contact information is listed on the right hand side of the announcement. You may also contact District personnel regarding the position. However, please note that we do not see your application until the vacancy announcement has closed and we have requested a list of candidates. Only those applicants that are qualified for the position will be referred to the hiring official.

ADDITIONAL INFORMATION

REGARDING APPLICATIONS:

- If you have experience as a firefighter, be sure to attach your IQCS, or IQS, Master Record to both your USAJOBS account and your application. This documentation supports what you are submitting in your application. Failure to attach it may disqualify you from being eligible for higher graded fire positions, specifically at the GS-5 level or higher.
- **If you are basing any of your qualifications on your education, you must attach valid transcripts**. There is no method to verify education (including coursework completed and GPA) without these.

- Special Notes:
    - Valid transcripts are those that are issued by the school (official or unofficial). Course listings/grades pulled from your student profile or account are not transcripts.
    - Transcripts that have been altered in any way (i.e. written on, edited) are not considered valid.
    - Attaching password protected transcripts is not recommended. There is not a remarks section within the application that will allow you to provide the password. If they cannot be accessed, they cannot be verified.

- **If you are claiming Veteran's preference, you must attach your DD-214**.
- It is important to remember that your answers to the minimum qualification – knowledge, skills, and abilities – questions must be supported by the contents of your resume or attached documents.

REGARDING RESUMES:

Your resume is the basis for determining qualifications, so you need to be as complete as possible. There are a number of items that should be included to improve your chances of making the referral list and being selected for a seasonal/temporary position with the Forest Service.

Work Experience:

- Be sure to include specific dates of employment, in **mo/day/yr format** (i.e. 05/15/2012 – 08/24/2012), and hours per week. This helps determine experience level. Note: the resume builder in USAJOBS only allows you to select mo/yr. It is recommended that you upload your own resume or include the specific dates in the remarks section where you explain your work experience for that position.
- Be very specific and detailed when describing your work experience. **Include everything**: duties, responsibilities, equipment and tools used. It is important to remember that the people determining your qualifications are comparing your work experience to the position description of the job you are applying for. This is especially true for higher graded positions (GS-4, GS-5).
- Volunteer Experience also counts. If you have volunteered for any local organizations be sure to include it.

Certifications:

- Include all relevant certifications and training. For instance, if you are a certified pesticide applicator, this would be good to include on a resume for a Weeds/Range position. If you are applying for a fire position and have completed S-190 Introduction to Wildland Fire Behavior, document this on your resume.

References:

- References are checked during the selection process. Be sure to include at least two professional references.

2014 Temporary/Seasonal Employment
Bighorn National Forest
Outreach Response
Please respond as soon as possible or no later than January 31, 2014, to:
Sonia Anderson, soniaanderson@fs.fed.us, Ph: (307) 674-2655, Fax: (307) 674-2664

Name: _____

Email Address: _____

Phone Number: _____ Work, Home or Mobile? _____

Location/Duty Station Preference: _____

Position(s) Interested In: _____

_____

Experience that qualifies you for this position? _____

_____

Agency Contact _____ Other _____

If not a current permanent employee, are you eligible to be hired under any of the following special authorities?
_____ Schedule A (Person with Disabilities)
_____ Veterans Recruitment Appointment (VRA)
_____ Veterans w/30% Compensable Disability
_____ Former Peace Corps Volunteer
_____ Pathways Program (Students and Recent Graduates)

You may also mail this form to:

Bighorn National Forest
Attn: Sonia Anderson
2013 Eastside 2nd St.
Sheridan, WY 82801