OUTREACH NOTICE

Forest Service Representative GS 462-11
Willamette National Forest
Forest Headquarter’s Office
Springfield, Oregon

The Willamette National Forest will soon be advertising one permanent, full-time Forest Service Representative, GS 462-11. The duty station is the Forest Headquarter’s Office, Springfield, Oregon. The purpose of this Outreach Notice is to inform the potential applicant pool of this position.

If you are interested in this position please complete the attached Outreach Response Form and return it to Jeff Trejo: jtrejo@fs.fed.us, no later than October 15, 2012.

APPLICANT INFORMATION:
The vacancy announcement for this position will be posted on the U.S. Government’s official website for employment opportunities at www.usajobs.gov

ABOUT THE POSITION:
This position is located in the Forest Headquarter’s Office where the incumbent serves as the delegated Forest Service Representative for all timber sale contracts on the Willamette National Forest. The Willamette National Forest has a large, active timber sale program.

The duties of the position include:

- Deals directly on a person-to-person basis with representatives of the timber industry, district rangers and district staffs on resource issues and current status of timber sales.

- Plans, organizes, inspects, and reviews work sequences for active timber sales on the basis of approved management plans, Environmental Assessment Reports, and sale contracts.

- Takes action on timber sale contracts commensurate with delegated authority.

- Prepares modifications, extensions, transfers, CTA calculations and recommendations to proceed with closing timber sale contracts for approval of the Contracting Officer.

- Prepares reappraisals and rate determinations on sales when termination date is Reached or at times when such actions are required.

- Assists Contracting Officer in processing appeals and requests for administrative reviews, which originates out of timber sale contracts.

- Assists Forest with timber sale audits and reviews.

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- Performs annual Level I maintenance inspections of Forest Certified Sale Administrators.

- Provides training and mentoring for Sale Administrator candidates.

- Performs other duties as assigned.

THE DUTY STATION:
The position will be stationed in Springfield, Oregon. Applicants must apply to this location if they wish to be considered.

More information about the Willamette National Forest may be found on the web at: http://www.fs.fed.us/r6/willamette/

ABOUT the Forest Headquarter’s Office: Located at 3106 Pierce Parkway, Springfield, OR, 97477, the Forest Headquarter’s Office is a shared facility with the Oregon National Guard, Navy Reserves, Marine Corps Reserves, and Bureau of Land Management. The office is also known by the name of the Springfield Interagency Office. To learn more about the area visit: www.eugenechamber.com, www.visitlanecounty.org, www.springfield-chamber.org.

For more information about this vacancy please contact Jeff Trejo, jtrejo@fs.fed.us (541) 225 – 6470 or Mike Mullen, mmullen@fs.fed.us (541) 225 - 6448.
Willamette National Forest Outreach Response Form

Attn: Jeff Trejo

Title of Position: Forest Service Representative

Pay Plan, Series, Grade: GS 462-11

Response Information

Name:

E-mail Address:

Phone:

Are you a current federal employee? Yes_____ No_____

Agency_________________________ 

Location______________________

Current Position, Series, and Grade_____________________

Status (Permanent or Temporary Appointment)____________________

Describe skill level and interest:

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