

Outreach Notice

Shasta-Trinity National Forest



Join our team on the Shasta-Trinity National Forest!

Automotive Repair Inspector Supervisor
WS-5823-11

The Shasta-Trinity National Forest is seeking a dynamic, innovative self-starter to join our team. The duty location is Redding, CA.

If interested in being considered for this position, please send completed outreach form to Virginia Jones at virginiajones@fs.fed.us by **November 2, 2016**

Duties:

This position is located on a Forest Service unit and oversees work and employees that may be located on other Forests or within a Zone. The incumbent prepares plans covering maintenance and repair of a wide variety of automotive, construction, fire, and other specialized equipment.

MAJOR DUTIES

Maintains schedules and flow of equipment between users and the contract service provider. Serves as the Forest Service employee liaison to secure service, repairs, parts and modifications to Working Capital Fund (WCF) and project owned equipment. The equipment may range from heavy duty, diesel powered construction/earth moving equipment and fire engines to sedans and light trucks. The incumbent will personally provide detailed instruction approving job orders for work to be completed and inspecting finished product.

Reviews and performs inspections (pre-work, in process and completed work) of all forest owned equipment which is repaired by the service provider to insure safety, cost effectiveness and contract compliance. Incumbent will also perform inspections, as required, on equipment not included within the scope of maintenance contracts. Operates fleets of vehicles and equipment during inspections.

Performs routine and unscheduled inspections to ensure that service provider is performing the services requested. Coordinates with forest fleet managers to insure upkeep of equipment history folders.

Receives and reviews completed work orders from the service provider. Incumbent reviews work orders for accuracy and insures costs are within parameters for the repair. Forwards copies of the work orders to the COR and Forest Fleet Manager. In coordination with the COR, reviews service

provider invoices against job orders, identifies proper job codes for work performed and recommends payment.

Reviews operator Preventive Maintenance documents for any listed mechanical deficiencies. Coordinates scheduling of repairs between operator and contract service provider creating job orders for work to be completed. Files documents in appropriate locations.

Reviews operator logbook for recorded maintenance compliance.

Diagnosis vehicle recall and warranty issues and coordinates repairs with dealer or service provider for warranty compliance. Assesses and documents recurring manufacturer's defects and coordinates with manufacturers to resolve issues.

Coordinates the delivery/pickup of vehicles to service provider for fluid checks and initial service modifications.

Serves as contact between the Forest Service and contract service provider to secure services in support of incidents. Approves work orders, inspects completed repairs and receives and reviews required reports for completeness and accuracy, forwarding all documentation to proper individuals and units.

Attends and participates in Government Auctions, assists auctioneer, starts vehicles and assist buyers with removal of equipment. Assists potential bidders (walk-in and telephone) during sale preview by providing information on vehicles and equipment.

Upon obtaining information from the service provider, etc. the incumbent will make reports and recommendations to Forest Fleet Manager on any misuse or abuse of forest assigned equipment. This includes inspection of the equipment, research of the condition under which used and any other pertinent factors. Incumbent has the authority to direct discontinued use of the equipment in the interest of safety (red tagged equipment).

Receives required mechanical assessment reports for holdovers, excess equipment and equipment for disposal from the service provider. Incumbent will review for completion and forward the reports to the proper forest fleet manager.

Responsible to ensure service provider meets all conditions of the contract including all safety, OSHA, EPA and other local, state or federal laws and regulations. Incumbent will report any deficiencies to the COR.

Directs, coordinates, and oversees the work of subordinates. Advises staff regarding policies, procedures and directives of higher-level management. Establishes organizational design for the staff, as necessary to eliminate work problems or barriers to mission accomplishment. Plans work for accomplishment by the employees; sets and adjusts short-term priorities, and prepares schedules based on consideration of difficulty of requirements and assignments to meet organizational needs.

Supervisory Responsibilities

Plans the work to be accomplished by the unit, assigns work to employees, and establishes production or quality standards for the unit's work. Establishes and communicates guidelines and performance requirements to employees; conducts formal performance reviews; and identifies and provides for the developmental and training needs of employees. Hears and resolves employee

complaints, effects minor disciplinary measures, and recommends action in more serious cases. Performs administrative and human resources management functions for the unit; provides advice, counsel or instruction on both administrative and work matters; and assures full compliance with safety regulations.

The incumbent is responsible for furthering the goals of equal employment opportunity (EEO) by taking positive steps to assure the accomplishment of affirmative action objectives and by adhering to nondiscriminatory employment practices in regard to race, color, religion, sex, national origin, age, or handicap. Specifically, incumbent initiates nondiscriminatory practices and affirmative action for the area under his/her supervision in the following: (1) merit promotion of employees and recruitment and hiring of applicants; (2) fair treatment of all employees; (3) encouragement and recognition of employee achievements; (4) career development of employees; and (5) full utilization of their skills. Keeps informed of, supports, and communicates to employees EEO policies, plans, and programs.

NOTE

Operates vehicles in requiring the incumbent to obtain and hold Class A Commercial Driver's License (CDL). This license must be obtained prior to operating vehicles and equipment requiring a CDL. This position is a Test Designated Position (TDP) under the Forest Service/Department of Transportation (DOT) Alcohol and Controlled Substances Testing Program. This portion of the position description is designated as Safety Sensitive. Driver is subject to the requirements of the Department of Transportation drug and alcohol testing program.

Skills and Knowledge

This position requires the knowledge and expertise of industry, Forest Service and Department of Transportation vehicle repair and inspection procedures. Requires a comprehensive knowledge of the maintenance and repair of gasoline and diesel powered automotive and construction equipment, their associated electrical, hydraulic and mechanical systems and possess the skill to independently inspect the repair of this equipment in both shop and field settings. Knowledge must range from small all-terrain vehicles to complex fire apparatus, road graders, bulldozers and other heavy equipment. Knowledge and skills to road test all types of equipment and diagnose all systems for any malfunctions or repair needs. Requires the ability to understand and interpret service provider inspection and repair work orders to verify all necessary repairs prescribed have been accomplished and that the costs for the repair are accurate. Incumbent will have full knowledge of the Quality Assurance Plan as it applies to the service provider. Requires the knowledge of contract provisions and all applicable local, state and federal laws and regulations pertaining to Safety and OSHA compliance, Environmental Protection Agency requirements, etc. Knowledge and skill in written and oral communication for sharing information, training and providing reports and have the ability to foster and maintain productive working relationships with all fleet and forest personnel, commercial vendors and contractor's representatives as well as the general public. Basic knowledge of accounting and procurement procedures to ensure job orders, requisitions and other records and reports are kept properly, accurately and submitted in a timely manner. Incumbent must have a working knowledge of force service procurement rules and regulations associated with the Working Capital Fund (WCF) accounting system. Knowledge of IBM compatible personal computer use and standard office software programs.

Responsibility

The supervisor is available for general administrative guidance and supervision, providing the incumbent with a broad overview of work to be performed and special priorities or deadlines for work completion. Incumbent selects the methods of work, independently planning and carrying out work

assignments. The incumbent discusses with supervisor major decisions that may affect or require changes in policy. Completed work is reviewed for conformance with overall policies and regulations.

Physical Effects

The incumbent frequently works while the equipment is overheated and in hard-to-reach places. This requires standing, stooping, bending, stretching and working in tiring and uncomfortable positions.

The incumbent will be required to respond to fires or other emergencies. Fire assignments most often include outdoor living and working conditions. Workdays can be up to 16 hours a day and assignments can last up to 21 consecutive days.

Working Conditions

Work is accomplished in both office and other workplace settings. Most of the work is done inside a shop work setting, but conditions are often drafty, noisy and fumes from vehicles are usually present. Heating and cooling is often inadequate. The incumbent must stand on hard surfaces for long periods of time. There are times when the incumbent must crawl under vehicles for inspections. Incumbent is often called upon to work outside, sometimes in bad weather, in remote field sites and at fire camp. Dust, dirt and grease are usually present. Vehicle fluids, such as battery acids and hydraulic fluids, may cause burns and irritate the skin. There is frequent exposure to the possibility of cuts, bruises, shock, burns and strains.

Nature of Supervisory Responsibility

- Planning: Plan use of subordinate workers equipment, facilities, materials on a week-to-week or month-to-month basis; Establish deadlines, priorities, and work sequences, and plan work assignments based on general work schedules, methods, and policies set by higher level supervisors; Coordinate work with supporting or related work functions controlled by other supervisors; Determine the number and types of workers needed to accomplish specific projects; Redirect individual workers and resources to accomplish unanticipated work (e.g., work resulting from "open and inspect" types of work orders); Inform higher level supervisors of the need to revise work schedules and re-estimate labor and other resources; and Participate with their superiors in the initial planning of current and future work schedules, budget requests, staffing needs, estimates, and recommendations as to scheduling projected work.
- Work Direction: Investigate work related problems such as excessive costs or low productivity and determine causes; Implement corrective actions within their authority to resolve work problems; and Recommend solutions to staffing problems, engineering requirements, and work operations directed by other supervisors.
- Administration: Plan and establish overall leave schedule; Determine training needs of subordinates and arrange for its accomplishment, set performance standards, and make formal appraisals of subordinate work performance; and Initiate recommendations for promotion or reassignment of subordinates.

Level of Work Supervised

The occupation and nonsupervisory grade level which best reflects the nature of the overall work operation supervised is Automotive Mechanic, WG-5823-11.

Scope of Work Operations Supervised

Supervisors have first or second level supervisory and decision authority over an organizational segment which typically has been established on the basis of being a distinct work function or mission; or a designated geographic location or work area. Supervisors make routine decisions regarding execution of policy which has been interpreted or established by the next higher level. At this level, subordinate supervisors and/or leaders may be necessary to accomplish work operations. Supervisors at this level react to variations in the workplace and maintain a balanced workload between subordinate work groups, making adjustments in workload as necessary. Decisions typically involve the work or assignments and how they are completed.

Forest:

The Shasta-Trinity National Forest, located in north central California, is the largest national forest in California and provides some of the highest quality fish and wildlife habitat in the Pacific Northwest. It is comprised of 2.1 million acres ranging in elevation from 1,000 feet to 14,162 feet at the summit of Mt. Shasta. This forest encompasses five wilderness areas, hundreds of mountain lakes and more than 6,000 miles of streams and rivers. In addition, there are wild and scenic rivers, national trails and scenic byways and a National Recreation Area. For further information on the forest, please see www.fs.usda.gov/stnf

Community:

The Headquarters for the Shasta-Trinity National Forest is located in Redding, California, a full service community of over 90,000 people. Redding is located along Interstate 5 and has a fine variety of medical facilities, schools including Shasta College, restaurants, retail stores, museums and a variety of housing opportunities. Cultural and outdoor recreational activities include music, art, fishing, rafting, skiing, hiking, sailing, swimming and much more. The climate in the Redding area is generally moderate though summer temperatures can be very hot. Housing is readily available with an average 3-bedroom house selling for about \$209,900. Rent for 2-bedroom apartment ranges from \$450 to \$1,000 a month, 3-bedroom house ranges from \$600 to \$1,400 a month. Government housing is not available.

<http://www.ci.redding.ca.us/>

<http://www.reddinganesthesia.com/redding/>

<http://www.redding.com/>

<http://www.fs.usda.gov/detail/stnf/about-forest/?cid=stelprdb5056544>

For any technical questions regarding the above position, please contact either:
William Van Auken at 530-226-2315 or by email at wvanauken@fs.fed.us.

For additional information, contact Fran Lindquist, Civil Rights Officer at (530)-226-2367.

SHASTA-TRINITY NATIONAL FOREST
Outreach Response Form
Automotive Repair Inspector Supervisor, WS-5823-11
Redding, California



Please submit outreach response by **November 2, 2016** to
Virginia Jones at viriniadjones@fs.fed.us or phone 530-226-2524

NAME:

EMAIL ADDRESS:

MAILING ADDRESS:

TELEPHONE NUMBER:

CURRENT EMPLOYER:

CURRENT REGION/FORREST/DISTRICT:

TYPE OF APPOINTMENT:

(IF USFS) SERIES AND GRADE:

CURRENT POSITION TITLE:

HOW DID YOU HEAR ABOUT THIS OPPORTUNITY?

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
- VETERANS RECRUITMENT ACT
- DISABLED VETERANS WITH 30% COMPENSABLE DISABILITY
- VETERANS EMPLOYMENT OPPORTUNITIES ACT OF 1998
- FORMER PEACE CORPS VOLUNTEER
- STUDENT INTERN PROGRAM
- OTHER:

THANK YOU FOR YOUR INTEREST IN OUR VACANCY!
USDA FOREST SERVICE IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.