We are preparing to fill a permanent, full-time position. The purpose of this outreach is to share notice of this vacancy and to determine the applicant pool. Responses received from this outreach notice will be relied upon to make this determination.

About the position...

This position is with the Data Collection Team of the PNW Research Station’s Resource Monitoring and Assessment (RMA) Program, Forest Inventory and Analysis (FIA) unit. The FIA unit is part of a nationwide program which collects, processes, analyzes, evaluates, and publishes comprehensive information on forest and other related renewable resources. Administration for this Data Collection team is located in Portland, Oregon and field crews are remotely stationed throughout Washington, Oregon and California.

Surveying, Measuring and Recording of Field Data

Incumbent independently carries out conventional forestry support projects on a routine basis, and provides assistance with various field operations, as necessary. Accompanies field crews into often remote work locations over sometimes arduous terrain and in varying weather conditions to assess effectiveness of gear and assist with data collection for the Forest Inventory and Analysis (FIA) program. Incumbent is the resident expert when assessing gear feasibility for field operations. Must maintain knowledge on the tools necessary for completing mission critical field work. Works independently (i.e. limited supervision) to decide the best tools and gear needed for field staff of up to 70...
people based on knowledge gathered from field work. Maintains knowledge of field operations and protocol to effectively plan agenda for annual field crew protocol, safety and administrative training.

**Fleet Management**

Incumbent provides administrative support of the transportation operations for the Forest Inventory and Analysis (FIA) program which includes a staff of up to 70 individuals throughout the entire states of Washington, Oregon and California. Serves as the main point of contact between our staff, Government Services Administration (GSA), and the Forest Service fleet managers. Oversees the evaluation of fleet management programs and resolution of a variety of problems, such as reviewing various reports relating to vehicle use, expenses, and income, in order to identify problems or trends; investigating and implementing ways to save money on our fleet costs; and gathering information about policies and procedures related to government vehicle usage and disseminating it to employees.

Resolves problems in daily operations and is available as a resource to answer fleet-related questions and related inquiries from users.

Establishes and maintains well-organized files and develops database to house them. Prepares recurring reports, and reviews documents for accuracy. Monitors the status of vehicle equipment and accessories, and coordinates service and replacement of equipment. Orders equipment. Researches, obtains, and coordinates storage for surplus vehicles and supplies.

Coordinates the retention, disposition, replacement, and rotation of vehicles. Obtains and assigns gasoline credit cards and access cards to parking lots/garages. Ensures that mileages and other relevant information are reported to fleet managers as needed.

Serves as the technical advisor for the accuracy and legality of services, payment of invoices and/or contracted services for vehicles.

**General Safety Program Support**

Provides support and assists in the safety policy development and/or technical activities of the safety program staff. Coordinates with entities within and without the research station to ensure safety plans are comprehensive, current, and synchronized. Acts as main contact for staff questions regarding safety matters and ensures availability of relevant safety documentation and literature.

Independently seeks out solutions to a variety of typical safety program data or non-technical problems, researches possible alternatives, and consults functional specialists in order to achieve desired goals within program limitations. Assembles and summarizes data, background information, and other materials from publications and other sources. Tracks accidents within the program and provides staff with resources to prevent future accidents. Stays current with OSHA and FS safety guidelines and regulations, and ensures information is disseminated to office and field staff. Oversees an annual review of Job Hazard Analysis (JHA) documents.
Provides support for the publication and distribution of a recurrent safety pamphlet. Stays current with new developments in Personal Protective Equipment (PPE).

Assists in developing guidelines for new employee safety orientation. Organizes and facilitates safety-related training for field staff. Organizes training for, and maintains records related to, federal driver licensing and defensive driving training. Assists State Coordinators with handling/answering service calls when needed. Serves as a standing member of the RMA program and PNW Station safety committees, PNW Station Wellness Challenge Committee and serves as program’s Collateral Duty Safety Officer.

**Property Management and Accountability**

Oversees a property management program including acquisition, accountability, physical inventory, repair, and surplus in accordance with USDA FS directives for field gear and electronics for a staff of up to 70 employees. Serves as the receiving entity for delivery of materials, equipment and services, and completes purchasing/receiving reports.

Works with State Coordinators and field crew to meet the field crew's gear and electronics needs, and to ensure that gear and electronics are distributed properly and maintained regularly. Acts as the primary contact throughout the field season for gear and maintenance requests, and questions regarding gear and electronics.

Monitors the amount of equipment used by field crews. Manages and maintains inventory of all storage spaces and coordinates inventories between locations. Maintains order and cleanliness in storage facilities. Coordinates access to storage facilities. Seeks out cost savings options for agency equipment storage needs.

Reviews and prepares procedures for supply inventories. Initiates and conducts property inventories as required for audit purposes. Reviews records and data to determine which pieces of property have become obsolete or excessive to the needs of the organization.

Establishes and maintains accountability records and files on all property changes, such as acquisitions, storage, use, maintenance, disposal, loss, destruction, theft, and transfer of property items. Screens, reviews, and analyzes requests for acquisitions and determines their applicability for official use. Maintains records and inventories in a way that is logical and well-documented.

**Procurement/Purchasing Support**

Procures field gear and electronics for the Forest Inventory and Analysis (FIA) program. Establishes relationships with vendors and repair companies and oversees program's service accounts. Applies conventional practices to solve a variety of problems in procurement transactions, such as a need for more efficient processing procedures, requests to expedite urgently needed items, coordinating large bulk orders with field crews, or a vendor's inability to meet delivery schedules. Reviews and reconciles various documents and records and resolves a variety of problems through coordination with vendors and personnel in receiving, supply, and buying offices.
Responsible for the collection and compilation of data and the preparation of all recurring and special purchasing reports. Tracks costs and trends related to gear usage. Provides technical assistance to procurement specialists in preparing solicitations, evaluating offers, preparing documentation, and resolving discrepancies with vendors.

Performs other duties as assigned.

**Duty Station information:**

**Portland, Oregon:**

**Community information:** Portland, located in the northwest corner of Oregon, is strategically situated on the Pacific Rim and along the Interstate 5 corridor. Its high quality of life, a growing and diversified economy, excellent transportation linkages, skilled work force and access to beaches, rivers, and mountains make it an excellent place to live, work, and play. Portland’s housing market offers a broad range of neighborhood and housing options. For more detailed information see the Wikipedia page:

http://en.wikipedia.org/wiki/Portland,_Oregon

**IF YOU’RE INTERESTED...**

If you are interested in the Gear/Fleet/Safety position with Pacific Northwest Research Station, in Portland, Oregon, please use the attached response form to express your interest by **March 26th, 2019** and you will be notified when the position is advertised.

You can send your response electronically to: sldunn@fs.fed.us (please use the subject line “G/F/S Permanent Outreach Response”).

When the position is advertised, the announcement will be posted on the Office of Personnel Management web site: [http://www.usajobs.gov](http://www.usajobs.gov). The announcement will contain all of the information you need to apply for the position.

PLEASE NOTE: The purpose of this Outreach Notice is to determine the potential applicant pool for this position and to establish the appropriate recruitment method and area of consideration for the advertisement. Responses received from this outreach notice will be used to make this determination. The vacancy announcement for this position, when open, will be posted at the USA Jobs website, the U.S. Government’s official site for jobs and employment information: [http://www.usajobs.gov/](http://www.usajobs.gov/).
For more information Please visit our team’s website for more information, including an information page on how to join our team! http://www.fs.fed.us/pnw/rma/fia-topics/data-collection/

Those desiring further information about the position duties, may inquire via the email listed above or contact:

Summer Dunn  
Data Collection Team Leader  
620 SW Main St., Suite 400  
Portland, OR  97205  
sldunn@fs.fed.us

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual’s income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA’s TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).
OUTREACH RESPONSE FORM
Forest Inventory and Analysis Gear/Fleet/Safety
GS-462-07/08
PNW Research Station, Resource Monitoring and Assessment Program
Please complete this form and submit to sldunn@fs.fed.us
PLEASE REPLY by March 26th, 2019

NAME:
EMAIL ADDRESS:
MAILING ADDRESS:
TELEPHONE NUMBER:

If you are currently employed by the Federal Government:
WHAT AGENCY ARE YOU EMPLOYED BY:
TYPE OF APPOINTMENT: PERMANENT____ TEMPORARY____ TERM____ OTHER (describe)____

If employed by the Forest Service:
WHAT IS YOUR CURRENT REGION/FOREST/DISTRICT/STATION?
CURRENT SERIES AND GRADE:
CURRENT POSITION TITLE:

If you are not currently a Federal Employee:
CURRENT EMPLOYER:
CURRENT POSITION TITLE AND SALARY:

Are you eligible for appointment under any of the following special authorities?
☐ Former Peace Corps
☐ Person with Disabilities
☐ Student Intern Program
☐ Veteran with 30% Compensable Disability
☐ Veteran’s Employment Opportunities Act of 1998
☐ Veteran’s Recruitment Appointment
☐ Reinstatement Eligibility
☐ Other________________________________

Thank you for your interest in our vacancies.