Green Mountain and Finger Lakes National Forests
Employment Opportunities

Locations in Manchester, Rochester & Rutland, VT and Hector, NY

Visit our websites at: http://www.fs.usda.gov/greenmountain
http://www.fs.usda.gov/fingerlakes

The Green Mountain and Finger Lakes National Forests are currently recruiting for seasonal crew member positions in the Fisheries & Wildlife, Recreation, and Timber programs. The duration of the positions range from 3-6 months; beginning in late April/early May and generally running to mid-November, dependent on budget constraints. Those positions filled under a student hiring authority will be structured to accommodate an academic schedule.

FISHERIES & WILDLIFE:

Typical duties include but are not limited to; stocking brook trout, Management Indicator Species surveys, stream and pond habitat surveys, participating in prescribed fires, apple tree release, wildlife opening maintenance/mowing, fisheries population surveys, and stream habitat improvement projects.

We anticipate offering Biological Aid/ Technician positions at the GS-3, 4, and 5 levels on both the Rochester and Manchester Ranger Districts with Government housing likely to be available on the Manchester Ranger District.
Biological Aid

Biological Science Technician (Fish)

Biological Science Technician (Fish)

For Additional Information Contact:

- Rochester Ranger District - Sue Staats 802-767-4261 x515, sstaats@fs.fed.us
- Manchester Ranger District - Scott Wixsom 802-362-2307 x219, swixsom@fs.fed.us

RECREATION:

Typical duties include clearing fallen trees and campground maintenance activities. 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.

We anticipate offering Forestry Aid/ Technician positions at the GS-3, 4, and 5 levels on both the Hector and Manchester Ranger Districts with Government housing likely to be available on the Manchester Ranger District.

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<th>SERIES/GRADE</th>
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<tr>
<td>GS-0462-03</td>
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<td>GS-0462-04</td>
<td>Forestry Technician (Recreation)</td>
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<td>GS-0462-05</td>
<td>Forestry Technician (Recreation)</td>
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For Additional Information Contact:

- Manchester Ranger District – Danna Strout 802-362-2307 x230, dstrout@fs.fed.us
- Hector Ranger District – Hector, NY – Jodie Vanselow 607-546-4470 x 314, jvanselow@fs.fed.us

TIMBER:

Takes and or records basic measurements such as compass readings, distance measurements, tree heights, tree diameters, tree growth, and determines common species. Receives training on marking trees for cutting using tools such as Spiegel Relaskop, clinometer, compass, chain, diameter tape, increment borer, electronic field data recorder, etc. Selects and marks
individual trees for harvest using well defined marking guidelines, silvicultural prescriptions, and specific instruction.

We anticipate offering Forestry Aid/ Technician positions at the GS-3, 4, or 5 levels on the Manchester Ranger District with Government housing likely to be available.

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For Additional Information Contact:

- Manchester Ranger District - Jeff Tilley, (802)-362-2307 x224, jtilley@fs.fed.us

General Information:
The work involves regular and recurring moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, heavy equipment, or machines. For some positions the work may, on a regular and recurring basis, require working outdoors, in other such environments with extreme temperatures, and/or exposure to adverse weather conditions. Employees are required to use protective clothing or gear such as hard hats, earplugs, coats, boots, goggles, gloves, or shields to moderate risks, or to follow procedures for minimizing risk. The work can be physically demanding, often carrying equipment and backpacks weighing up to 40 lbs. and usually consists of a 40 hour work week.

How to Apply:

All positions can be found at https://www.usajobs.gov/. The vacancy announcements will begin opening in early – mid February. Please select Manchester Center, VT, Rochester, VT, or Hector, NY as your duty station. We will not be hiring under Open Continuous Rosters (OCR) as we have in the past. Please contact the individuals listed above in order to identify the specific vacancy announcements you’re interested in. After identifying the standard announcement number for the position you are interested in applying for, type in the announcement number in the ‘Advanced Search’ tab, click on the job title and click ‘Apply Online’. If you have not done so, you will be asked to create a user profile to log in to apply. Enter all the mandatory information.

Be as specific as possible when entering work experience and college transcripts as this will be used to qualify you for a position. These appointments are temporary seasonal positions.

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 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. 05/15/2014 – 08/24/2014), 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
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.

**Hourly wages for:**

GS-3 = $11.95; GS-4 = $13.41; GS-5 = $15.00

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