

## **Student Temporary Employment Program (STEP) – 2009**

### **Helpful Information for completing the STEP Application:**

You'll need to complete the following forms in order to apply for a STEP position:

1. Resume **or** the resume form. This form is enclosed. You may use your own resume format if you prefer.
2. Completed Enrollment verification for Student Employment form (the enclosed green form).
3. Current copy of your school transcript (this does not have to be an official copy).
4. If you are currently a senior in high school, we'll need a copy of the acceptance letter from the college you plan to attend in the fall.
5. Student application packages should be submitted directly to the district you are applying to. Please talk with the supervisor of the position you are interested in to verify their intent to hire using the STEP program. If you wish to apply to multiple districts, separate application packages should be submitted to each district.

A list of the district offices located throughout the Sawtooth National Forest and other neighboring forests is attached. It may be worthwhile to check around and apply to more than one location.

**Grade/Pay:** GS-02 – 10.76 per hour  
GS-03 – 11.74 per hour  
GS-04 – 13.18 per hour  
GS-05 – 14.74 per hour

**Series/Grade/Title:** GS-02, 03, 04, and 05 in the following job series:

GS-0462 - Forestry Aids (GS-02 or 03)/Technicians (GS-04 or 05)  
GS-0404 - Biological Aids (GS-02 or 03)/Technicians (GS-04 or 05)  
GS-0455 - Range Aids (GS 02 or 03)/Technicians (GS-04 or 05)

**Qualification Standards:** The Office of Personnel Management's (OPM's) Qualification Standards for General Schedule Positions will be used to determine applicant's minimum qualifications. The OPM qualification standards for positions being filled through this recruitment notice are:

<b>Grade Level</b>	<b>General Experience</b>	<b>Specialized Experience</b>	<b>Or Education</b>
GS-02	3 months	none	High school graduate or equivalent
GS-03	6 months	none	1 year above high school with courses related to the position
GS-04	6 months	6 months	2 years above high school with courses related to the position
GS-05	none	1 year at least equivalent to the GS-04 grade level	4 year course of study above high school leading to a bachelor's degree with courses related to the position

- **General experience** is defined as **ANY** work experience.
- **Specialized experience** is that which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position and is in/or related to the work of the position. Examples of specialized experience are provided on the attached page.
- **Part-time Experience** is pro-rated in crediting experience. For example, an employee working 20 hours per week for a 12-month period should be credited with 6 months of experience. Creditable experience is determined on the basis of hours in a pay status (excluding overtime).

**NOTE:** Applicants may meet the above qualification requirements based solely on experience, solely on education, **or** a combination of experience and education.

**Work Environment:** The work may be performed in a forest/range environment. The terrain varies from flat to steep uneven ground. Weather conditions range from very dry to extremely wet and temperatures range from very cold to very hot. Rain, snow, wind, or dust may be encountered. Exposure to insects, wildlife, and poisonous plants are common occurrences in forest/range areas. Work may include wilderness areas, where the employee may live and work in primitive locations.

Fieldwork will require the proper use of personal protective equipment, such as 8-inch boots with nonskid soles, rain gear, gloves, goggles, and hardhat. Some units may provide goggles, gloves, hardhat, and other personal protective equipment as needed. You will need to provide 8" leather boots with vibram soles.

## **Occupational Specialties:**

**Forestry Aid/Technician General:** **Specialized experience.** This block is for positions that cover more than one specialty, or fall into a Forestry Aid/Technician category not listed such as geographic information system (GIS). **Performs work and/or provides technical expertise individually or as a crew member in support of various forestry programs, i.e. recreation, timber, silviculture, and research.** Count your total number of months throughout all the specialties. For instance, if you have six months of any work experience, three months of recreation, and three months of timber, you will qualify as a GS-04 under this specialty, as the work experience is categorized for all specialties. Another example, is if you have 4 months as a GS-04 in timber, 4 months as a GS-04 in fire, and 4 months as a GS-04 in recreation, you will qualify as a GS-05 (this category only).

**Range Aid/Technician General:** **Specialized experience.** Perform duties on range improvement construction and revegetation projects that include construction of fences, cattle guards, water developments, repairing fences, prescribed burning, seeding, and fertilizing. Inspect conditions of boundary fences, water developments, and progress of fence construction by permittees. Inspect range allotments before and after grazing season for evidence of unauthorized livestock use. **Identify and spray noxious weeds.**

**Recreation:** **Specialized experience.** Construct, reconstruct, maintain and/or restore recreation areas in accordance with prescribed standards. Report on current conditions of recreation resources (ie. recreation use, site conditions, needed repairs, weed or campsite inventories). Other recreation work assignments include checking for compliance with Forest regulations and issuing notices for common violations. Make safety checks on camping and day use areas and records data for corrective actions. While in the Forest, educate users on regulations, opportunities, current camp or fire restrictions and "Leave No Trace" techniques.

**Trails:** **Specialized experience.** Construct, reconstruct, maintain and/or restore trails in accordance with prescribed standards. Report on current conditions of trails and recreation (ie. recreation use, site conditions, needed repairs, weed or campsite inventories). Perform a variety of technical duties such as clearing and brushing trails, tread support and construction, installation of rock/log retaining walls and water diversion structures. May be involved in turnpike/puncheon/bridge installations. Makes safety checks of trails and records data for corrective actions. Perform duties that provide the use of forestry practices and techniques to perform work assignments, ie. checking for compliance with Forest regulations; issuing notices for common violations. Makes safety checks of trails and records data for corrective actions. While in the Forest, educates users on regulations, opportunities, current camp or fire restrictions and "Leave No Trace" techniques.

**Timber/Silviculture:** **Specialized experience.** Perform presale duties such as timber cruising and marking. Record tree measurements, assesses quality, and determines defect; traversing harvest unit boundaries, road locations, and determining area; selecting marking individual trees for harvest. Silviculture duties such as inspection of contracts for reforestation or timber stand improvement (ie. planting, thinning, fertilizing, and stand exam contracts). Examine plantations to determine present tree stocking and survival, tree species and conditions, presence of plantable areas for replanting, competing vegetation species and density, evidence of animal, insect or disease damage.

**Research:** **Specialized experience.** Conduct forest resource or forest health inventories for research. Locate new or previously established sample sites. Measure and classify attributes of forest conditions and health which may include: tree species, diameter, age, height, crown condition; lower vegetation species, cover, structure; site conditions may include ground cover, lichen community, habitat type, soils; and other resource conditions including wildlife cover, snags, recreation use, ozone damage. Gather and prepare field samples and data from experimental field plots for laboratory and statistical analyses. These samples may involve an array of scientific disciplines utilized in Forests.

**Forest Inventory Analysis:** **Specialized experience.** Serve as a member or crew leader conducting forest resource/health inventories. Locate new or previously established sample sites; measure and classify attributes of forest conditions and health which may include: tree species, diameter, age, height, crown condition; lower vegetation species, cover, structure; site conditions which may include ground cover, lichen community, habitat type, soils; and other resource conditions including wildlife cover, snags, recreation use, ozone damage. Field sites are often located in remote and rugged country. Duties may require extensive foot travel with heavy backpack over arduous terrain during inclement weather with exposure to a variety of hazardous conditions. Duties may require extended stays in backcountry environments (camping). Duties may require accessing remote areas by alternative modes of transportation including but not limited to 4-wheel drive vehicles, ATV's, helicopters, boats, and horses.

As duty areas vary, applicants are encouraged to indicate the specific State(s) they prefer or indicate "any State" on their resume/application. For more information about employment opportunities in any of the five Forest Inventory and Analysis Programs please go to Forest Inventory locations in Appendix A on our website.

**Wilderness:** **Specialized experience.** Construct, reconstruct, maintain and/or restore wilderness areas and trails in accordance with prescribed standards. Report on current conditions of wilderness and trail resources (ie. recreation use, site conditions, needed repairs, weed or campsite inventories). Perform duties which provide the use of forestry practices and techniques to perform recreation work assignments, ie. checking for compliance with Forest regulations; issuing notices for common violations. Makes safety checks of wilderness cam areas, outfitter areas and records data for corrective actions. While in the Forest, educates users on wilderness philosophy, regulations, opportunities, current camp or fire restrictions and "Leave No Trace" techniques.

**Fire: GS-0462 -Forestry Aids/Technicians in the following specialty areas:**

Engine	Dispatch	Lookout
Helitack or Helishot	Fire Prevention	
Hotshot or Handcrew	Fuels	

**1. Hot Shot or Hand Crew**

Hotshot: Serves as a crew member or leader of a 20-person organized interagency hotshot suppression crew building fireline, conducting burn out operations, and mopping up after the fire using chainsaws and hand tools such as pulaskis and shovels. The crew is made up of temporary and career agency personnel. Hotshot crews draw specialized assignments that reflect their higher levels of experience and training, and they're often dispatched nationwide to larger fires.

Hand Crew: Serves as a crewmember or leader of a suppression crew. Builds fire line using Pulaskis, shovels and chainsaws to control spreading wildland fire. Patrols areas of controlled fires. Performs mop-up by searching out and extinguishing any remaining burning material. Observes, collects, and preserves evidence of the cause of fires.

**2. Engine**

May serve as fire engine driver/operator. Drives fire engine to fire locations, frequently over unimproved roads. Places engine for safety and optimum utilization of water, foam, and water handling equipment.

Engine crew members work with specialized firefighting equipment and perform many strenuous activities, including construction of fireline with hand tools or hose lays, burnout operations, and mopping up hotspots near the fire's edge.

**3. Helitack or Helishots**

Helitack: Serves as member or leader of a wildland fire suppression crew, which specializes in helicopter operations; helicopter operations may include loading helicopter cargo and completing manifests of crews and equipment being transported. Crew members may land at or near a fire or rappel from a hovering helicopter in remote areas to construct helispots or to initial attack fires. Build fireline using hand tools, chainsaws and support equipment.

Helishot: Serves as member or leader of a wildland fire suppression crew, which combines the skills and crew size of a **Hotshot** crew and a **Helitack** crew. Helishots have the capability to perform on a hand crew, while at the same time conducting tactical and logistical helicopter operations.

**4. Fire Prevention/Patrol**

Serves as a fire prevention technician, establishing contact with forest users, visitors, and local residents. Informs the public of fire danger, advises of precautions to prevent occurrence of destructive fires, and explains pertinent laws and regulations.

**5. Fuel**

Performs fuel management duties, including prescribed burning, collecting fuel inventory data, hand and machine piling and other brush disposal techniques. Gathers data and records information on fuel types, weather conditions, fire behaviors, and status of work accomplished.

**6. Lookout**

Serves as a fire lookout at remote tower stations. Observes, plots and reports fire starts, reporting locations, estimated size, and fire behavior. Interacts with fire suppression crews and dispatch through radio communications.

**8. Dispatch**

Serves as a dispatcher, operating two-way radios, telephones, faxes, and computer terminals to mobilize resources for all risk incidents. Responsible for processing information for fire weather conditions, forecasts, and other factors affecting fire management.

**Physical Requirements:** Selected applicants must be physically able to perform the duties of the position for which they are selected. A physical exam may be required at the Federal government's expense.

**Work Capacity Test:** The Forest Service and other Federal agencies adopted the Work Capacity Test (WCT-Pack Test) as a method for assessing employee's fitness levels for fire qualifications for most of the positions covered by this recruitment notice (some lookout, prevention and dispatcher positions do not require the WCT-Pack test). If the position engages in wildland firefighting activities it is a requirement to take and pass the WCT-Pack Test. Temporary employees required to pass a WCT-Pack Test as a "condition of employment" will be provided one opportunity to pass the required test with a second chance provided at the discretion of management based on the results of the first test. This recruitment notice constitutes the required 30 days advanced notice for testing requirements.

**NOTE:** Arduous fitness (WCT-Pack Test) will consist of completing a three-mile hike, within forty-five minutes, while carrying a forty-five pound pack. Therefore, it is strongly encouraged to consult with a physician and begin training at least four weeks prior to undergoing the WCT-Pack Test.

**Government Housing:** Government housing may be available at some locations. Government housing is limited and usually consists of bunkhouses, trailers, or tents. Common areas (kitchen facilities, laundry, recreation rooms, etc.) may be shared with members of the opposite sex. Accommodations are not available for those who are not employed by the Forest Service (family members, friends, guests, etc.). No pets are allowed. The cost of Government housing is about **\$3.75/day**. Most locations charge per day and for those who occupy Government housing, the deduction is made directly from the employee's paycheck.

**NOTE:** Most positions filled through this recruitment notice are not expected to exceed 1,039 hours of base time in a service year (approximately six months of full-time employment).

**Drug Testing:** There are positions that will be subject to pre-appointment and random drug testing as determined by the position description; positions requiring a Commercial Driver's License, use of firearms/explosives, firefighting, etc. Applicants will be notified of required testing prior to job offer.

**Driver's License:** Some positions may require driving Government owned or leased vehicles and therefore require applicants to possess a valid State driver's license. A written and/or driving test may be required to obtain a U.S. Government driver's license. If a driver's license is required, the applicant will be notified at the time a tentative job offer is made.

	Local National Forest Offices	PHONE NUMBERS	GOVT HOUSING	FIRE ENGINE	HOT SHOTS	HELICOPTER	LOOKOUT	WILDERNESS
	<b>Boise National Forest, Boise, ID</b>	(208) 373-4124				X		
	Cascade Ranger District, Cascade, ID	(208) 382-7400	X	X			X	
	Emmett Ranger District, Emmett, ID	(208) 365-7000	X	X	X	X	X	
	Garden Valley Work Center, Garden Valley, ID	(208) 462-3241	X					
	Idaho City Ranger District, Idaho City, ID	(208) 392-6681	X	X	X		X	
	Lowman Ranger District, Lowman, ID	(208) 259-3361	X	X			X	
	Lucky Peak Nursery, Boise, ID	(208) 343-1977						
	Mountain Home Ranger District, Mountain Home, ID	(208) 587-7961	X	X			X	
	<b>Caribou - Targhee National Forest, Idaho Falls, ID</b>	(208) 524-7500						
	Ashton Ranger District, Ashton, ID	(208) 652-7442	X	X				
	Dubois Ranger District, Dubois, ID	(208) 374-5422	X	X				
	Island Park Ranger District, Island Park, ID	(208) 558-7301	X	X				
	Montpelier Ranger District, Montpelier, ID	(208) 847-0375		X				
	Palisades Ranger District, Idaho Falls, ID	(208) 523-1412	X	X		X		
	Soda Springs Ranger District, Soda Springs, ID	(208) 547-4356		X				
	Teton Basin Ranger District, Driggs, ID	(208) 354-2312	X	X				X
	Westside Ranger District, Malad Office, Malad, ID	(208) 766-4743	X	X				
	Westside Ranger District, Pocatello Office, Pocatello, ID	(208) 236-7500	X	X		X		
	<b>Payette National Forest, McCall, ID</b>	(208) 634-0700						
	Council Ranger District, Council, ID	(208) 253-0100	X	X			X	
	Krassel Ranger District, McCall, ID	(208) 634-0600	X			X	X	X
	McCall Ranger District, McCall, ID	(208) 634-0400	X	X			X	X
	New Meadows Ranger District, New Meadows, ID	(208) 347-0300	X	X		X	X	
	Weiser Ranger District, Weiser, ID	(208) 549-4200	X	X			X	
	<b>Salmon/Challis National Forest, Salmon, ID</b>	(208) 756-5100						
	Challis Ranger District, Challis, ID	(208) 879-4100	X			X	X	
	Leadore Ranger District, Leadore, ID	(208) 768-2500	X	X				
	Lost River Ranger District, Mackay, ID	(208) 588-3400		X				
	Middle Fork Ranger District, Challis, ID	(208) 879-4101	X			X		X
	North Fork Ranger District, North Fork, ID	(208) 865-2700	X			X	X	X
	Salmon/Cobalt Ranger District, Salmon, ID	(208) 756-5100	X			X	X	
	Yankee Fork Ranger District, Clayton, ID	(208) 838-3300		X		X		
	<b>Sawtooth National Forest, Twin Falls, ID</b>	(208) 737-3200			X			
	Minidoka Ranger District, Burley, ID	(208) 678-0430	X	X			X	
	Fairfield Ranger District, Fairfield, ID	(208) 764-3202	X	X				
	Ketchum Ranger District, Ketchum, ID	(208) 622-5371	X	X		X		
	Sawtooth National Recreation Area, Ketchum, ID	(208) 727-5000						X
	Sawtooth NRA, Stanley, ID	(208) 774-3000	X	X				X