

ELDORADO NATIONAL FOREST



OUTREACH NOTICE

Transportation Assistant (Fleet Management)

GS-2102-05/06/07

Eldorado National Forest

Location/Duty Station: Grass Valley, CA

On behalf of the IBET, the Eldorado National Forest is planning to fill a permanent, full-time Transportation Operations Specialist. This position is located at the Grass Valley Shop in Grass Valley, CA. 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. Individuals stating interest in this position will be notified when the vacancy announcement is posted so they can apply.

MAJOR DUTIES

Assists in 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. Identifies changes in customer preferences or deviations in standard practices that could potentially impact services provided by the organization or customer satisfaction.

Prepares documentation to obligate funds for repairs, licensing, and registration fees. Researches and obtains storage for surplus vehicles and supplies.

Resolves problems in daily operations, reviews documents for accuracy, maintains files, prepares recurring reports, orders equipment, assists with sales and storage, and assists in the retention, disposition, and rotation of vehicles. Obtains and assigns gasoline credit cards, toll cards and access cards to parking lots/garages.

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

Uses established procedures to collect data and prepare statistical reports on transportation services, such as the usage and costs of agency-assigned motor vehicles. For example, creates reports in response to queries by agency management, the Office of Management and Budget (OMB), General Services Administration (GSA), or Congress concerning usage and costs of agency vehicles.

Interprets and applies pertinent regulations and style manuals governing written communications in order to prepare written materials which communicate the intended information. Researches and analyzes data, issues, and information that support project recommendations or the work assignments of higher-grade specialists. Prepares well-researched and logically organized presentations related to work assignments. Presents facts, issues, and positions that convey the intended information with the appropriate diplomacy and emphasis.

For more information regarding this position please contact:

Mike Heckendorn, Fleet Manager
(530) 621-5289
Email: mheckendorn@fs.fed.us

If interested, please complete the Outreach Form at the end of this announcement and return it no later than **3 June 2011**. Individuals stating interest in this position will be notified when the vacancy announcement is posted so they can apply.

OPTIONAL -- OUTREACH RESPONSE FORM

**Pacific Southwest Region, USDA Forest Service
Eldorado National Forest**

GS-2102-5/6/7
Transportation Assistant
Duty Location: Grass Valley, CA

If you are interested in opportunity, please let us know by returning the reply form before **3 June 2011**. Send your notice to:

Mike Heckendorn, Fleet Manager
(530) 621-5289
Fax (530) 621-5284
Email: mheckendorn@fs.fed.us

NAME: _____ E-MAIL ADDRESS _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____

AGENCY EMPLOYED WITH: USFS ____ BLM ____ OTHER ____

TYPE OF APPOINTMENT *IF* CURRENT GOVERNMENT EMPLOYEE:
____ PERMANENT ____ TEMPORARY ____ TERM
____ VRA ____ PWD ____ OTHER

CURRENT REGION/FOREST/DISTRICT (IF APPLICABLE): _____

CURRENT SERIES AND GRADE (IF APPLICABLE) _____

CURRENT POSITION TITLE: _____

How did you hear about this position? Organization Name _____
Agency Contact _____ Other _____

IF NOT A CURRENT PERMANENT (CAREER OR CAREER CONDITIONAL) EMPLOYEE, ARE YOU ELIGIBLE TO BE HIRED UNDER ANY OF THE FOLLOWING SPECIAL AUTHORITIES:

____ PERSON WITH DISABILITIES
____ VETERANS READJUSTMENT
____ DISABLED VETERANS W/30% COMPENSABLE DISABILITY
____ VETERANS EMPLOYMENT OPPORTUNITIES ACT OF 1998
____ FORMER PEACE CORPS VOLUNTEER
____ STUDENT CAREER EXPERIENCE PROGRAM
____ OTHER _____