



# USDA FOREST SERVICE

## OUTREACH NOTICE

REGION 5, PACIFIC SOUTHWEST REGION  
ANGELES NATIONAL FOREST



### **Transportation Assistant (Fleet), GS-2102-06/07** **Duty Location: Arcadia, California**

The Angeles National Forest is performing outreach for the position of Transportation Assistant (Fleet), GS-2102-06/07, located in Arcadia, CA. This position will be for permanent, full-time employment. This notification is being circulated to inform prospective applicants of this potential opportunity and to assess interest.

At the target grade, this position will require proficiency in spreadsheets, databases and other electronic tools, to process technical and financial information, as well as some automotive background. For additional information related to the technical aspects of this position, please contact Joel Gonzalez, Transportation Engineer, via email at [joelgonzalez02@fs.fed.us](mailto:joelgonzalez02@fs.fed.us), or via telephone at (626) 574-5298.

**If interested in this opportunity, please inform us by completing and returning the Outreach Response Form to [ANFOutreachResponse@fs.fed.us](mailto:ANFOutreachResponse@fs.fed.us), no later than 3:30pm, on or before April 14, 2014.**

The Outreach Response Form is voluntary and does not serve as an application for employment. A link to the USAJobs.gov vacancy announcement will be distributed when the application period has opened.

#### **Duties:**

#### **Transportation Assistant (Fleet) GS-2102-06:**

This position assists with managing, planning, directing, and overseeing the operation, maintenance, repair and replacement of a fleet of motor vehicles and trailers, ranging from sedans to heavy trucks and a variety of special-purpose vehicles or equipment (e.g., trailers (all sizes) forklifts, construction equipment, boats or off-road vehicles) through accomplishment of the following assignments:

- Administers agency standards (finance, budget, property and contracting) integrating the acquisition, ownership, operation, assignment and disposal of Forest Service-owned vehicles and equipment with agency mission requirements. Plans, directs, and coordinates all functions relating to the effective and economical procurement and use of vehicle transportation services. Recommends repairs, maintenance, and disposition of vehicles based on age, mileage, or condition. Identifies the need to dispose of vehicles and coordinates disposal action.
- Controls vehicle fleet inventory through property nomenclature, vehicle identification number and U. S. Government tag registration. Assists with coordination of a vehicle rotation program by reviewing utilization patterns, then recommending rotating vehicle usage to achieve maximum efficiency and economy among

remote sites and field offices. Provides cost data and advises on rental rates for the motor vehicles in the revolving accounts. Prepares orders requiring safety and specialized equipment from approved vendors.

- Maintains the vehicle automated database for the unit, stressing a functional management concept for all vehicles throughout the forest/unit/zone. Accumulates data from vehicle utilization records such as days available, days utilized, maintenance days, fuel usage, maintenance costs, and miles driven, and compiles and consolidates data into a central database to facilitate vehicle management by the district and higher Forest Service echelons. Oversees and administers standards for accurate reporting of utilization, operation and maintenance cost by vehicle unit. Monitors monthly cost data reports for consistency and errors as directed. Reviews compiled statistical information by vehicle group to support reporting of inventory utilization and cost data for administrative use and special-purpose vehicles and equipment to higher authority on a quarterly and annual basis.
- Manages, operates and maintains the local central motor pool. Prepares, processes, and maintains fleet documentation that includes obtaining and assigning gasoline credit cards, toll cards, and access cards to government parking lots/garages. Collects monthly fuel, maintenance, and other Fleet Card receipts from operators and from pool vehicles, as appropriate. Assists managers in reviewing monthly vehicle reports submitted by employees for accuracy, inclusion of receipts, proper signatures, and significant entries. Advises on rental rates for the motor vehicles in the revolving accounts. Generates reports to identify database errors and monitor Fleet Card activity.
- Assists with coordinating the maintenance program for standard as well as a variety of special-purpose vehicles and equipment. Administers individual vehicle maintenance frequencies in accordance with manufacturer's technical manuals, vehicle warranty requirements and applicable regulations. Advises operational personnel concerning vehicle and equipment repair; consults the unit/zone fleet manager when large repairs are requested. Within the Fleet Card system, authorizes higher card limits for repairs based on unit/zone fleet manager approval.
- Maintains liaison with area vehicle dealers as well as maintenance and supply vendors and/or GSA representatives as necessary to effect repairs and corrections under vehicle warranty as well as resolving any other problems that could adversely affect daily operations. Reviews overall performance of commercial vendors to assess the effectiveness and economy of fleet operations. Recommends changes for improvement to upper management as necessary.
- Performs other duties as assigned.

### **Transportation Assistant (Fleet) GS-2102-07:**

This position assists with managing, planning, directing, and overseeing the operation, maintenance, repair and replacement of a fleet of motor vehicles and trailers, ranging from sedans to heavy trucks and a variety of special-purpose vehicles or equipment (e.g., trailers (all sizes) forklifts, construction equipment, boats or off-road vehicles) through accomplishment of the following assignments:

- Perform full range of Fleet Management support duties using specific guidelines, such as performing acceptance inspection of vehicles and equipment using established checklists and completing appropriate documentation. Assists the fleet manager in evaluating the overall fleet management program for the unit/zone. Investigates user complaints and inquiries of moderate complexity from the field and outside contacts. Collects data and reviews a variety of reports relating to vehicle use, expenses, and income, to identify problems or trends for further review. Makes recommendations on rental rates for vehicles to ensure recovery of costs. Assists the fleet manager in auditing vehicle files, procurement actions, license plates and credit card registers, motor vehicle accident reports, etc.

- Prepares, processes, and maintains fleet documentation; reviews documents for accuracy; maintains files; prepares recurring reports, including expenditure reports, credit card monitoring reports for the current fleet card system, and the Federal Motor Vehicle Registration System (FMVRS). Prepares documentation to obligate funds for repairs, licensing, and registration fees. Researches and obtains storage for surplus vehicles and supplies. Creates and maintains vehicle log books for assigned and pool vehicles; creates and/or order specific utilization forms and documents for use in vehicle log books. Collects monthly fuel, maintenance, and other Fleet Card receipts from operators and from pool vehicles as appropriate. Contacts drivers or their supervisors when questionable credit card purchases are made (e.g. premium fuel or unapproved repairs).
- Responsible for various reports such as utilization, GSA vehicle accounting system, credit card usage, etc. Insures that transportation related data, such as USE and FOR, are compiled and input correctly into various automated data systems, such as the Equipment Management Information System (EMIS), and FMVRS. Provides technical guidance and training for these data collections systems. Monitors computerized data for trends, indicating potential fleet management problems, and keeps the fleet manager informed. Conducts studies and surveys to insure proper vehicle use. Reviews fleet credit card purchases for validity, and notifies fleet manager of issues or problems. Compiles bills for obligation of funds and prepares appropriate documentation for review and approval by the Fleet Manager.
- As required, works directly with the fleet manager to revise work procedures and programs. Implements changes that may be warranted by new or revised policies and procedures. Interprets regulations and directives and recommends procedures for local implementation. Develops plans and schedules to assure timely accomplishment of work, establishment and maintenance of necessary fleet files and records, and conformance with regulatory rules and deadlines.
- Serves as liaison between the unit(s) and the Unit/Zone fleet manager, GSA, and Regional Office, attempting to resolve any administrative problems or discrepancies that arise. Receives bills from GSA, which they determine to be other than usual wear and tear and notifies projects of those changes. Consults the unit/zone fleet manager when large repairs are requested and authorizes the credit card charges for the work before it is performed. Cross checks bills for accuracy, and researches and corrects any discrepancies noted. Prepares recurring reports.
- Performs other duties as assigned.

### **Area Description:**

**FOREST:** The Angeles National Forest resides among the Greater Los Angeles basin communities and has numerous activities and attractions. There are numerous world-class beaches and communities within one hour thirty minutes from the Supervisor's Office.

Educational opportunities are also supported in the surrounding areas with access to all levels of public education. UCLA, Pepperdine University, as well as many other reputable community colleges reside within the effective commute areas of the basin.

Housing in the surrounding communities is a challenge while working on the Angeles National Forest. Costs can range from \$275,000 dollars or greater in the surrounding communities and can escalate as high as the \$800,000 in the communities adjacent to the forest.

This position will be located in the Supervisor's Office in Arcadia, California.

**CITY OF ARCADIA:** Arcadia was incorporated in 1903 and became a Charter City in 1951. It is an upper-middle class community of approximately 60,000 people in an 11.2 square mile area located 20 miles east of Los

Angeles. The City government is "full-service" with its own Police Department, Fire Department and Library, and a City Council-City Manager form of government.

Arcadia is known for beautiful neighborhoods, warm character and a "community of homes" atmosphere. The City places great emphasis on preserving "green space" and its commitment to the environment is evidenced by the large population of healthy trees you will find around town. Arcadia has been designated a Tree City USA for seventeen consecutive years.

The Arcadia Unified School District is one of the most highly thought of in the State; high quality medical services are available locally; and an excellent assortment of recreation and leisure activities are offered for all ages.

Arcadia has a broad commercial base with businesses ranging from the very small to the very large. Westfield Santa Anita is a popular regional mall; downtown Arcadia has seen resurgence in popularity in recent years; south, west and north Arcadia all have thriving businesses; and many consider Santa Anita Race Track to be the finest facility of its type in the country.

With respect for its heritage, appreciation of the present, and excitement about the future, Arcadia remains true to its motto of "Community of Homes" by maintaining a good balance of quality economic development that mixes harmoniously with its primarily residential nature.

**SUPERVISOR'S OFFICE:** The Supervisor's Office is located at 701 N. Santa Anita Avenue, Arcadia, CA, 91006-2725 and serves as the main headquarters for the Angeles National Forest. Arcadia resides in the San Gabriel Valley just north of the city Los Angeles.

---

Announcements can be accessed and applications can be completed at: <http://www.usajobs.gov>

For assistance in navigating through the USAJobs website, please visit:  
[https://help.usajobs.gov/index.php/Main\\_Page](https://help.usajobs.gov/index.php/Main_Page)

For information on the Angeles National Forest, please visit:  
<http://www.fs.usda.gov/angeles/>



Outreach Notices can be viewed at:  
<https://hrm.gdcii.com/outreach/default.aspx>



To view selective placement factor requirements contained in the Interagency Fire Program Management (IFPM) Standard and Guide, please visit:  
<http://www.fs.fed.us/fire/management/ifpm/crosswalk.pdf>

**OUTREACH RESPONSE FORM**  
**Transportation Assistant (Fleet), GS-2102-06/07**  
**Duty Location: Arcadia, California**  
**Angeles National Forest**

---

If you are interested in this opportunity, please let us know by voluntarily returning this Outreach Response Form via email to [ANFOutreachResponse@fs.fed.us](mailto:ANFOutreachResponse@fs.fed.us), **no later than 3:30pm, on or before April 14, 2014**. For further information, please contact:

Contact: Joel Gonzalez  
Phone: (626) 574-5298  
Email: [joelgonzalez02@fs.fed.us](mailto:joelgonzalez02@fs.fed.us)

Your Name: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

Mailing Address: [Click here to enter text.](#)

Telephone Number: [Click here to enter text.](#)

If Current Federal Employee, Agency Employed With: USFS BLM  
OTHER (specify): [Click here to enter text.](#)

If Current Federal Employee, Type of Appointment: Permanent Temporary Term  
VRA PWD Other

Current FS Employee, Region/Forest/District: [Click here to enter text.](#)

Current Series and Grade: [Click here to enter text.](#)

Current Position Title: [Click here to enter text.](#)

If you are 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 Recruitment Act
- Veterans with 30% Compensable Disability
- Veterans Employment Opportunities Act of 1998
- Former Peace Corps Volunteer
- Pathways Presidential Management Fellows Program
- Student Intern Program
- Pathways Recent Graduate
- Other (Specify): [Click here to enter text.](#)

How did you learn of this vacancy? [Click here to enter text.](#)

---

*Thank you for your interest and response!*

**USDA is an equal opportunity provider and employer.**

*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, parental status, religion, political beliefs genetic information reprisal, sexual orientation, marital status, family status, 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 (201) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington DC 20250-9410 or call (800) 795-3272 (voice) or (201) 720-6382 (TDD). USDA is an equal opportunity provider and employer.*

*REASONABLE ACCOMMODATION: The USDA Forest Service provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please contact the point of contact listed on the Outreach Notice. The decision on granting reasonable accommodation will be made on a case-by-case basis.*