



## Outreach Advisory

### Gifford Pinchot National Forest Columbia Cascade Communication Center

10600 NE 51<sup>st</sup> Circle Vancouver, Washington  
(360-891-5140 Fax: 360-891-5145

#### **POSITION OUTREACH: Fire Dispatcher GS-0462 -04**

#### **USAJobs Announcement Numbers:**

**14-TEMP110603-033691SK-DT**= GS-04 Fire Dispatcher (\$13.55/ per Hour) or **the USAJOBS control number: 367260900.**

**Applications will be accepted April 15 - April 21, 2014 through USAJOBS.**

**Duty Location:** Vancouver, Washington

**Tour of duty:** Temporary Seasonal (1039 Hours)

The Columbia Cascade Communication Center (Columbia Dispatch) is seeking **up to 1** individual with strong interpersonal skills for a temporary-seasonal dispatcher position.

Columbia Cascade Communication Center provides service to federal agency partners in Southwest Washington and Northwest Oregon. The partners include Columbia River National Scenic Area, Gifford Pinchot National Forest, Mt. Hood National Forest, and US Fish and Wildlife Service Regional Office. The center serves as dispatch point of contact for the sub-geographic area and provides wildland fire and all-risk incident logistic support to the center partner agencies. The partner agencies manage an average of 150 fire incidents per year.

The position serves as a seasonal dispatcher starting around the June 1<sup>st</sup>, 2014, and lasting until around October 17<sup>th</sup>, 2014. Position is located in Vancouver, Washington. The dispatchers at the Columbia Cascade Communication Center perform all aspects of the dispatch center operations to safely and efficiently mobilize, track and support wildland fire resources responding to emergency fire and all-risk incidents. The position may also assist in all-employee tracking over the Columbia River National Scenic Area, Gifford Pinchot National and Mt. Hood National Forests. All dispatchers at the Columbia Cascade Communication Center maintain on going communications and coordination with all area Federal, State, and cooperating local wildland fire management agencies.

**GS-4 Fire Dispatcher**: Serves as a dispatcher performing the full range of standardized support duties commonly found in the work area, such as receiving, filling, and tracking resource requests for fire and other emergency incidents. Follows detailed procedures in initiating requests to higher organizational levels for additional resources as needed. Maintains resource status and tracking systems and operates telecommunications systems. Collects, processes, collates and submits incident information to support fire operations (e.g. fire reports, smoke permits, spot weather forecasts, prescribed fire burn requests). Organizes and reviews completed records of all orders placed and actions taken to ensure adherence to established operating procedures. Processes weather information (e.g., spot weather forecasts, weather station observations, current and forecasted weather, lightning detection, and fuel moisture levels). This information is used to determine burning indices, preparedness levels and staffing levels for suppression and aviation resources. Inputs data into a number of fire-related computer applications (e.g., incident qualification records, fire reporting systems, and automated dispatch systems) and makes the initial assessment of outputs. Assists in providing critical logistical support information to supervisor. Records and maintains communication logs. Gathers information for the development and maintenance of the dispatch mobilization guide and internal dispatch operating guides. Shares information with cooperators and other interested entities.

**For information about the duty station and accompanying forests:**

Columbia River Gorge National Scenic Area: <http://www.fs.usda.gov/crgnsa>

Gifford Pinchot National Forest :[www.fs.usda.gov/giffordpinchot](http://www.fs.usda.gov/giffordpinchot)

Mt. Hood National Forest: [www.fs.usda.gov/mthood](http://www.fs.usda.gov/mthood)

Vancouver, WA: [www.ci.vancouver.wa.us](http://www.ci.vancouver.wa.us),

**HOUSING:** There is plenty of housing available in Vancouver and surrounding communities. Cost of living in Vancouver and Clark County is a tad on the high side (but there is a locality pay adjustment for Federal Employees).

**MEDIA:** *The Columbian* <http://www.columbian.com/> is the main local newspaper for Vancouver and Clark County. *The Oregonian* <http://www.oregonlive.com/oregonian> is published in Portland. Local television stations include <http://www.kgw.com>, <http://www.koin.com>, and [KATU.com - Portland, Oregon](http://www.katu.com)

## **Vacancy Announcement:**

The vacancy announcement for this position will be posted on the U.S. Government's official website for employment opportunities, [www.usajobs.gov](http://www.usajobs.gov), under vacancy announcement:

### **14-TEMP110603-033691SK-DT**

Those that wish to be considered for this position should apply to the vacancies by **April 21, 2014** and you must have **Vancouver, Washington** as the preferred location/geographic choice.

**RESPOND TO:** For additional information about this job, please contact one of the following individuals:

Steve Arasim, Center Manager

Phone Number: 360-891-5142

Email address: [sarasim@fs.fed.us](mailto:sarasim@fs.fed.us)

Amy Davis, Assistant Center Manager

Phone Number: 360-891-5141

Email address: [andavis@fs.fed.us](mailto:andavis@fs.fed.us)

### **HOW TO APPLY:**

Please read the entire announcement and all the instructions before you begin.

Step1 – Create a USAJOBS account (if you do not already have one) at [www.usajobs.gov](http://www.usajobs.gov). It is recommended that as part of your profile you set up automatic email notification to be informed when the status of your application changes. If you choose not to set up this automatic notification, then you will have to log into your USAJOBS account to check on the status of your application.

Step 2 - Create a Resume with USAJOBS or upload a Resume into your USAJOBS account. You may want to customize your resume to ensure it documents duties and accomplishments you have gained that are directly related to this position in order to verify that qualifications are met. In addition, your resume must support your responses to the online questionnaire (you may preview the online questionnaire by clicking on the link at the end of the How You Will Be Evaluated section of the job announcement).

Step 3 - Click "Apply Online" and follow the prompts to complete the Occupational Questionnaire and attach any additional documents that may be required.

You can update your application or documents anytime while the announcement is open. Simply log into your USAJOBS account and click on "Application Status." Click on the position title, and then select "Update Application" to continue.

## **REQUIRED DOCUMENTS:**

The following documents must be submitted to constitute a complete application package. It is your responsibility to ensure that all required documents are received within the required timeframes. Our office cannot be responsible for incompatible software, delays in the mail service etc. Failure to submit required, legible documents will result in elimination from consideration.

1. Resume that includes the following information: 1) job information for which you are applying; 2) personal information; 3) education; 4) work experience; and, 5) other qualifications (including IQCS Master Record).
2. College Transcripts if education is required for meeting basic qualifications and/or you are substituting education for specialized experience. An unofficial copy is sufficient with the application, however, if selected, an official college transcript will be required.
3. DD-214 (Member 4 Copy) and/or SF-15 Application for 10-point Veteran Preference if claiming Veterans' Preference or eligibility for appointment under the VRA, VEOA, or 30% Disabled Veterans hiring authority.
4. SF-50 Notification of Personnel Action if you are a current or former Federal employee that will verify your federal status, position title, series and grade. FSA County employees must provide the most recent Notification of Personnel Action (Form SF-50-B or FSA-50) that verifies permanent status. Also provide the SF-50 that reflects the highest grade level held on a permanent basis or the full performance level of your current position, whichever is higher.
5. Annual Performance Appraisal if you are a current Federal employee. Submit the most recently completed annual performance appraisal (dated within 18 months) which identifies the employee's official rating of record, signed by the supervisor, or a statement advising why the performance appraisal is unavailable. Do not submit a performance plan.
6. Certification of Disability if you are eligible for appointment based on a disability under the Schedule A hiring authority. This certification can be documented by a counselor from a State Vocational Rehabilitation Agency or the Vocational Rehabilitation and Employment Service of the Department of Veterans Affairs; by a statement or letter on a physician/medical professionals' letterhead stationary; or by statements, records, or letters from a Federal Government agency that issues or provides disability benefits. The certification must verify the applicant has a severe disability, is eligible under a Schedule A appointment authority, and he or she is able to perform the essential duties of the position. The certification must also describe any needed reasonable accommodation. You can review additional information at:  
<https://www.opm.gov/disability/appempl.asp>.
7. If you are eligible for appointment based on service in the Peace Corps, Vista, Action Cooperative, or another special authority, submit proof of eligibility.
8. CTAP/ICTAP documentation if separated from Federal service or pending separation based on a reduction in force (RIF) or other management workforce reduction action. Proof of eligibility must include a separation notice or Certificate of Expected Separation, SF-50 that documents the RIF separation action or most recent SF-50 (that is not an award), and latest performance appraisal (dated within the last 18 months) or a statement advising why one is unavailable.

9. A current copy of your IQCS Master Record showing your training and qualifications for the position. If an IQCS Master Record is not available, some form of documented proof of training and qualifications will be needed for most positions.

NOTE: If a document is resubmitted, it replaces the previous submission, which means the previous document is no longer available to the Human Resources Office. If you are adding to, rather than replacing a previous submission, you must upload both the old document and the new document.

**AGENCY CONTACT INFO:**

HRM Contact Center

Phone: 877-372-7248 Option 2

TDD: 800-877-8339