

Assistant Forest Fleet Manager Outreach

Idaho Panhandle National Forests – GS-2150-09 – Coeur d'Alene, ID

ABOUT THE POSITION

This position is located at the Idaho Panhandle National Forests and is responsible for assisting the fleet program management for the Forest. May manage multiple forests and/or zones, as needed. This position is responsible for analyzing the fleet program, fleet and equipment purchases, management of inventory, tracking the driver/operator qualifications, data entry and other duties.

Assists Fleet manager by providing advice and information to managers and supervisors on procedures and policies related to Fleet management in order to ensure there are enough vehicles and equipment for safe and efficient operations. Provides applicable guidance and information on practices, procedures, and policies related to routine Fleet Management Program Operations.

Completes routine analysis such as utilization of fleet and equipment, and analysis on problems with equipment and recommends solutions. Creates reports or summaries of fleet utilization studies when requested.

Monitors vehicles accidents and repairs and reports accidents to Fleet Manager for mitigation measures if needed and reports unusual repairs that indicate improper use of equipment to the fleet specialist for further action. Compiles reports on suspected misuse of equipment. This may require testing of the driver under the conditions the vehicle was used.

Documents, analyzes, and provides recommendations to resolve technical problems that have occurred during the use period of vehicles and equipment.

Assists in the preparation of recommendations for new equipment and modifications of equipment.

Assists with transportation and fleet studies and makes recommendations for improvement by looking at records of use, replacement program, holdovers, costs, and etc. to arrive at the best possible methods to use in order to meet the Forest's transportation equipment needs. Assists in administering plans to reduce fuel consumption, mileage and numbers of vehicles and equipment.

Makes recommendations to forest managers on vehicles and equipment replacement needs based upon maintenance costs, age, use, condition and the needs of the project. Ensures equipment is prepared for sale and all associated documents are complete. Makes recommendations on other routine fleet matters that are covered by instructions and accepted practices.

Advises managers, supervisors and employees on paperwork requirements; accident reporting; and procedures and policies related to routine Fleet Management Program operations. May require some research of existing rules, laws, policies and precedents.

Works with vendors to ensure that they are aware of approval processes and that they comply with all requirements. Performs review of vendors and past performance. Responsible for gathering data needed for contract preparation. Advises employees and vendors on maintenance and operation requirements.

Makes small purchases locally, utilizing proper purchasing procedure. Purchases will include tools, equipment, supplies and inventory for the forest maintenance and fleet operation. Maintains control over inventory of tools, supplies and equipment. Position will be required to have a government purchase card.

Serves as technical advisor for the Fleet Equipment Data (FED) Base. Prepares documents to obligate funds for FED. Assists the Forest Fleet Manager in collecting data from FED reports and upward reporting to the Regional Office. Works independently to collect and analyze data and develop requested reports which are submitted to program managers for approval. Reviews monthly and quarterly FED reports, review of transaction registers, and working closely with fleet managers to ensure corrections and updates are made in the financial system.

Enters data from tearsheets and uses workplan to generate budgeted FOR accountability to complete requirements into the EMIS reporting system needs to be accomplished. Also responsible for the forestwide gathering, processing and GSA billing of project gas, which includes preparing accounting adjustments and billing documents. Works closely with the Budget Shop to ensure all financial accounting is done in a timely manner as to not adversely affect budgets.

Responsible for ordering, tracking, and disposing of federal licenses within the Federal Motor Vehicle Registration System.

Serves as acting Forest/Unit/Zone Fleet Manager when needed.

Performs other duties as assigned.

Please respond to this outreach with the following form filled out and a brief resume to Heath Perrine at heath.perrine@usda.gov. Interested applicants with questions can contact Heath at 208-765-7408.

ABOUT THE IDAHO PANHANDLE NATIONAL FORESTS

The Idaho Panhandle National Forests comprise about 2.5 million acres of public lands, which lie within "the panhandle" of northern Idaho and extend into eastern Washington and western Montana. Northern Idaho is about 20 percent farmland and 80 percent forested. The IPNF administers approximately half of the total forested acres. Small woodland owners own One-fourth of the forested land; the remainder is owned by industries or other government entities.



The Idaho Panhandle National Forests are an aggregation of the Coeur d'Alene and portions of the Kaniksu and St. Joe National Forests. Local [points of contact](#) include the Supervisor's Office, five district offices and the [Coeur d'Alene Tree Nursery](#). The Forest is within nine counties in three states: Boundary, Bonner, Benewah, Kootenai, Shoshone, Latah, and Clearwater Counties in Idaho; Lincoln County in Montana; and Pend Oreille County in Washington.

Check the Forest web site at: <http://www.fs.fed.us/ipnf> for more information.

ABOUT THE COEUR D'ALENE COMMUNITY

The Idaho Panhandle National Forests' Supervisors Office is located in Coeur d'Alene, Idaho, a full-service community of over 40,000 people. Approximately 130,000 people live in Kootenai County. Located on the northern shore of Lake Coeur d'Alene, the city is 100 miles south of the Canadian border, 33 miles east of Spokane, Washington, and an hour's drive from the Montana state line. There are four distinct seasons, with summer average highs and lows of 82 degrees and 51 degrees; and average winter temperatures from 38 degrees and 26 degrees, with consistent amounts of snowfall.

Higher education opportunities are available. North Idaho College (NIC) is located in Coeur d'Alene, Idaho, and 30 miles to the west of Coeur d'Alene, in Spokane, Washington, several colleges provide higher education opportunities. Moscow, Idaho is 80 miles south of Coeur d'Alene, and is the home of the University of Idaho. Washington State University is located just eight miles west of Moscow in Pullman, Washington, and Gonzaga University is located 33 miles away in Spokane. NIC, U of I, and other universities offer adult education classes in Coeur d'Alene and Post Falls.

Health care services include a full service hospital, physicians, dentist, chiropractors, optometrists, physical therapist, and mental health services at the Kootenai Medical Center. There is both an active professional and volunteer EMT program within the Coeur d'Alene communities. There are nursing homes and retirement centers within the community.

There is a modern library with excellent reference and checkout books, and access to other libraries for patron-requested books. A local museum and historical society chronicle the area's history.

There are several high schools within 5 miles of the office. There are many grade schools, middle schools and opportunities for private schooling exist in the area as well as in Spokane.



Community day care and caregivers in private homes are readily available.

Numerous banks as well as credit unions provide financial services to area residents. Professional and volunteer fire departments provide emergency services to the local communities.

A county-owned airstrip for private, charter planes, and emergency medical transportation are located ten miles north of Coeur d'Alene in Hayden, Idaho. Spokane International Airport is located just 40 miles west of Coeur d'Alene.

Many professional, service, and special interest organizations offer area residents opportunities for personal growth and community service.

Numerous churches of many denominations serve the community.

RECREATION OPPORTUNITIES

This area is often called "lake country" and Lake Coeur d'Alene is a center for recreation, as are the readily available National Forest lands. Recreational opportunities are numerous, including summer activities of camping, hiking, horseback riding, whitewater rafting, motorcycle riding, golfing, boating and water skiing, and fishing. During the winter months, hunting, cross-country skiing, and snowmobiling are popular. There are four winter ski resorts within easy drive of Coeur d'Alene, Mt. Spokane, Schweitzer, Silver Mountain, and Lookout Pass. The area contains several hundred miles of fishable streams and numerous lakes.

The city provides opportunities for organized youth sports such as Little League baseball and softball programs, soccer club, AAU basketball as well as City run recreational sports programs. A paved biking, jogging and walking trail runs along Coeur d'Alene Lake and extends 23 miles to Spokane, Washington. There are numerous theaters, bowling alleys, playhouses, and community sponsored events.

PERSONAL INFORMATION

Name:	Date:
Contact Information	
Email:	
Phone Number:	
Are you currently a Federal Employee? <input type="checkbox"/> Yes** <input type="checkbox"/> No	
**If yes, type of appointment you are currently under (e.g., career, career-conditional, etc.):	
**If yes, current position title/series/grade:	

Interested applicants should attach brief resume.