OUTREACH NOTICE

PINE KNOT CIVILIAN CONSERVATION CENTER
DANIEL BOONE NATIONAL FOREST

PERMANENT FULL TIME POSITION

The Pine Knot Civilian Conservation Center in Pine Knot, KY is recruiting for the following position:

Program Specialist (Assistant Work Programs Officer)
GS-0301-09

Announcement #:

IMPORTANT NOTES:

This is a Testing Designated Position (TDP). Selectee must submit to a urinalysis to screen for illegal drug use prior to appointment and random testing thereafter. Final appointment and continued employment is conditional on negative results for illegal drug use. This announcement constitutes 30 days advance notice.

This position requires the selectee to obtain or possess a Commercial Driver’s License (CDL) and therefore, is a Testing Designated Position (TDP) under the Department of Transportation (DOT)/Forest Service Alcohol and Controlled Substance Testing Program. All applicants selected for this position will be required to submit to a pre-employment urinalysis to screen for illegal drug use prior to appointment. Incumbents of this position will be required to submit to a urinalysis on an ongoing random basis, after appointment as directed.

DUTIES: (The duties described reflect the full performance level of this position)

The incumbent assists the Work Programs Officer (WPO) with developing annual, and recurrent monthly training and work plans for Job Corps Center. Plans, coordinates and directs approved construction and maintenance projects both on and off site. Ensures plans are consistent with policy and guidelines. Prepares procurement documents for materials, services, and supplies to facilitate accomplishment of Vocational Skills Training (VST) projects and Center maintenance needs. Uses approved procedures and
techniques in preparing service contracts that include delineating areas and preparing the sample contract. Serves as a Contract Officer Representative (COR), inspects work for compliance with contract specifications and provisions. Ensures that all contractual obligations are met before making final inspection and recommending closure. Develops and submits yearly budget estimates and maintains records of expenditures and obligated funds for facilities maintenance. Monitors the Center infrastructure which includes wastewater plant, septic system, and potable water, monitoring wells, wastewater ponds, responsible for the compliance with mandatory regulatory requirements (State and Federal) of infrastructure systems.

Ensures that the Career Preparation Program (CPP) is operated within the guidelines established by Department of Labor (DOL). Assists in maintaining a variety of reports and records related to the CPP and VST program and student activities, such as progress reports, records of accomplishment, accountability and discipline records, and accidental damage or injury reports.

Manages the Working Capital Fund (WCF) owned or General Services Administration (GSA) leased fleet and equipment properties. Administers Center monthly mileage collections and performance of required monthly safety and preventive maintenance checks. Develops, manages and maintains an annual preventive maintenance schedule, to cover all Center WCF or GSA vehicles and equipment, based on mileage, lapse of months and warranty or special needs considerations. Consistent with USDA policy, ensures the safe and efficient utilization of bulk fuel storage tanks located on Job Corps Centers. Provides input to annual reports regarding the progress of bulk fuel storage tank closures, removals, retentions, upgrades, and conversions. Assists in developing and administering plans to reduce fuel consumption, increase mileage, and reduce the density and cost of vehicles and equipment required to comply with Forest Service fleet reduction mandates, while effectively supporting the Job Corps mission. Enforces Occupational Safety and Health Administration (OSHA), Department of Transportation (DOT), and Forest Service Health and Safety Code and other applicable rules and regulations in regard to fleet and automotive shops. Serves as the Center certified Driver-Operator Examiner, performing a variety of tasks to insure that only authorized personnel are permitted to operate government-owned or leased vehicles. Determines employee eligibility through the National Driver Register or State Division of Motor Vehicles. Responsible for new issues and tracking Motor Vehicle Operator's identification renewals as required. Coordinates or facilitates Defensive Driving classes ensuring all operators have successfully completed the class as required by applicable regulations.

May serve as the alternate Center Safety Officer providing technical safety and occupational health guidance to Center management and work supervisors responsible for hazardous and non-hazardous activities to ensure the physical safety of students and employees.

Performs other duties as assigned.
SUPERVISORY DUTIES - (20% or less of the time).

Plans the work to be accomplished by the unit, assigns work to employees, and establishes production or quality standards for the unit’s work. Establishes and communicates guidelines and performance requirements to employees; conducts formal performance reviews; and identifies and provides for the developmental and training needs of employees. Hears and resolves employee complaints, effects minor disciplinary measures, and recommends action in more serious cases. Performs administrative and human resources management functions for the unit; provides advice, counsel or instruction on both administrative and work matters; and assures full compliance with safety regulations.

Promotes equal opportunity and employs nondiscriminatory practices for merit promotion, recruitment and hiring of applicants; encouragement, recognition and fair treatment of all employees; and career development and full utilization of employees’ skills. Adheres to nondiscriminatory employment practices regarding race, color, national origin, age, disability; and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal; or because all or part of an individual’s income is derived from any public assistance program.

OUTREACH RESPONSE: Please respond by 11/18/2014

Interested applicants desiring further information should contact Allen Vaughn by phone at 606-354-4245 or email arvaughn@fs.fed.us. If you are interested in this position, please complete the Outreach Response Form and return it to the email address or fax number listed on the response form. Respondents will receive further instruction on the application process at the end of the outreach period. Those interested may review www.usajobs.com, the U.S. government’s official site for jobs and employment information.

HOW TO APPLY:

The vacancy announcement for this position will be posted on the U.S. Government's official website for employment opportunities at: www.usajobs.com. Once the announcement is posted, all who responded to the outreach notice will be contacted by email to let you know what the vacancy announcement number will be for this position.

About the Pine Knot Job Corps Center:

The Center is located within the boundaries of the Daniel Boone National Forest, but is administered by the US Forest Service Job Corps National Office in Denver, Colorado. The Daniel Boone National Forest encompasses an area of approximately 692,536 acres, from Morehead, in northern Kentucky, to the Tennessee and Virginia border.
Offices on the Daniel Boone National Forest include:

Supervisor’s Office, Winchester, KY
London Ranger District, London, KY
Cumberland Ranger District, Morehead, KY
Redbird Ranger District, Big Creek, KY
Stearns Ranger District, Whitley City, KY

The Center has the following five organizational areas:

Administration
Counseling
Education
Residential Living
Vocation

Pine Knot Job Corps Center has been a training program that has served generations of young adults through intensive programs of education, vocational training, work experience and counseling since 1965. The basic responsibility of the Job Corps Program is to give America’s disadvantaged youth between the ages of 16 and 24 the opportunity to develop needed vocational skills and to earn an education. This contributes to their ability to more fully participate in the world of work and citizenship.

The Job Corps Mission is to create a safe, secure, supportive and clean environment for our students that is conducive to their accomplishing the maximum academic, vocational, social, and employability skills. This will enable them to obtain the tools necessary to be employable, productive, responsible members of society.

The Pine Knot Job Corps Center is located approximately 90 miles south of Lexington, KY and approximately 80 miles north of Knoxville, TN. The Center has the capacity to house and train 175 students. The Center is closely tied to the community to provide additional training opportunities for the students through an active work experience program.

Pine Knot offers training in the following career technical training fields:

Auto Mechanics
Culinary Arts
Urban Forestry
Welding
Union Brick Masonry
Union Carpentry
Information Technology
Career Technical Training is accomplished through work experience training and classroom instruction. The length of the career technical training programs on Center varies, but, as a rule, each trade is approximately 800-1200 hours and length of stay is from 10 to 24 months.

Pine Knot offers a broad-based educational program. All students must participate in education as well as vocational training. Placement in education is based on tests administered upon entrance. This allows students to progress at a rate consistent with their abilities. Small classes provide individual attention throughout the program. Pine Knot is an accredited high school by the state of Kentucky. The Center awards high school diplomas as well as GED Certificates upon completion of the total academic and vocational training programs.

Three dormitories (one female, two male) housing 64 students each comprise the residential living quarters on Center. The Residential Living staff is responsible for maintaining the living area, providing social skills training and for providing a well-rounded recreational program.

**About Pine Knot:**

Pine Knot is located in a rural setting on Highway 27 in McCreary County, Kentucky. McCreary County has approximately 15,000 residents and consists mostly of forestlands and mountainous terrains. The basic economy is made up of several manufacturing companies, small individually owned businesses, logging, the local school system and the Job Corps Center. It is a small rural close-knit community.

There are many beautiful tourist attractions in McCreary County and the surrounding areas. Some include natural wonders such as Cumberland Falls State Park, Yahoo Falls and Natural Arch. There are several miles of developed trails, Blue Heron Mining Community, Big South Fork Recreation area, and many other activities and fun things to do.

The community around Pine Knot and McCreary County offers 3 motels, a motor lodge, a variety of fast food and family restaurants, a public library, several medical and dental facilities, two banks, a golf course, a senior citizen center, several volunteer fire departments, sheriff’s department, county and city offices, softball and baseball fields, and numerous churches of all denominations. Numerous shopping facilities are located within a 30 mile radius of the Center. Housing is available in the $40,000 to $80,000 range. Rentals are available on a somewhat limited basis with average rental costs of $250 to $500 per month. McCreary County also has a community technical college system, one central high school, two middle schools (grades 6-8), and four elementary schools (grades K-5).