

General descriptions of fire suppression positions

The information below provides a brief summary of the different types of firefighting positions available in Region 2. For information about specific positions please contact the hiring manager identified in the Region wide list of vacancies.

Forestry Technician (Hand Crew)

Duties: Serves as a skilled crewmember on a hand crew assigned to suppress the full range of difficulty and complexity of fires. Utilizes a variety of specialized tools, equipment, and techniques while actively suppressing wildfires, such as a pulaski, shovel, McLeod, ax and chainsaw to control the spread of wildfire. Performs basic fireline activities such as line construction, lopping and scattering of fuels using hand tools and holding, patrolling, monitoring, and mop-up operations. Moves dirt, chops brush, small trees, etc. to construct fire line. Is responsible for observing the rules of wildland firefighting safety. Independently or with one or two other crewmembers may be assigned to carry out specialized assignments such as tree falling, backfire and burnout.

Serves as a skilled wildland firefighter on an organized crew during prescribed burns, monitoring and controlling the fire, and collecting data on fire weather and fire behavior. Also performs project work such as fuel inventory and hazard fuel reduction projects. Work requires prolonged standing, walking over uneven ground and carrying items weighing over 50 pounds. The work is primarily performed in forest and desert environments in steep terrain. Temperatures may exceed 100 degrees F and fall below freezing. Crew members must cope with exposure to weather elements, dust, smoke and poor bivouac and eating situations under an unpredictable set of circumstances. Incumbents may be required to live in backcountry camps for extended periods of time. Extensive travel anywhere in the US is possible for a minimum of 14 days and maximum of 21 days (does not include travel time).

Forestry Technician (Engine Crew)

Duties: Engine crews range in size from two to ten firefighters. They work with specialized wildland fire engines that carry special equipment to spray water and foam. Engine crews also perform a variety of other wildland fire tasks: respond to reports of new wildfires and serve as initial attack forces, serve as holding forces on prescribed fires and wildfires to keep the fire from crossing established perimeter, use hand tools, water or foam to put out fires and keep vegetation and structures from burning, patrol forest and grasslands to look for signs of wildfire and promote fire prevention with campers and other national forest visitors. As an engine crew member you will be expected to pass the Work Capacity test at the arduous level which includes, walking three miles, on even flat terrain, with a 45 pound pack, under 45 minutes. The candidate will be expected to give 100%

effort during daily physical training. It is expected the individual will learn, understand, and apply basic knowledge of firefighting principals. The individual will be instructed on the proper operation of the apparatus and expected to operate it under limited supervision. The incumbent will probably not have regular weekends off during normal staffing and may work long hours for multiple days in a row.

Extensive travel anywhere in the US is possible for a minimum of 14 days and maximum of 21 days (not inclusive of travel time).

Forestry Technician (Hotshot)

Duties: Serves as a skilled crewmember on an Interagency Hotshot Crew assigned to suppress all levels of fire complexity. Performs strenuous duties associated with all phases of fire suppression; including initial attack and extended attack, fireline construction, firing operations, hose lay construction, and mop-up. Hotshots utilize a variety of specialty tools, equipment, and tactics to actively suppress wildfires.

Position requires a high level of motivation, self discipline, commitment to availability, teamwork, and physical fitness. Will experience extensive travel with few opportunities for days off and personal time away from the crew. While not on fire assignment, completes work to meet resource goals on home unit through prescribed fire implementation, thinning, and other project work.

Participates in an arduous physical fitness and conditioning program. Extensive travel anywhere in the US is possible for a minimum of 14 days and maximum of 21 days (not inclusive of travel time).

Forestry Technician (Helitack)

Duties: Helicopter Crewmembers (HECM) serve as a trained member of a helicopter firefighting crew, assisting in the performance and completion of helicopter missions.

During initial attack, helicopter crewmembers will fly to the incident and take actions to suppress wildland fires. Actions include directing helicopter water drops, digging fire line, and providing logistical support for the incident. In addition to traditional firefighting responsibilities, a HECM will also construct helispots, complete load manifest, and will assist with loading and unloading helicopter cargo and personnel. Crewmembers perform daily readiness and operational inventories including support vehicles and individual gear needed by the helicopter module. HECM's can also participate in specialized missions such as reconnaissance, search and rescue, repel, short-haul, and Aerial Ignition.

Forestry Technician (Fire Prevention)

Duties: Performs specific tasks in a fire prevention program. Regularly patrols an assigned unit and responds to initial attack dispatches. As a skilled wildland fire firefighter, performs basic fire suppression activities, utilizing a variety of specialized tools and equipment. Collects and preserves evidence and information. Executes specific tasks in the investigation of human-caused fires. Performs project work such as fuel inventory and hazard fuel reduction projects including prescribed burns. Monitors and controls fire line, collects data on fire weather and fire behavior. Enforces use restrictions and area closures. Advises forest users on fire danger, proper campfire techniques, and fire safety through regular contacts. Requests corrective actions, prepares written reports of observed hazardous conditions, and reports instances of non-compliance. May give informal talks on fire safety, rules, regulations, and fuels hazard reduction. May assist with inspections of sites located on land within the Forest such as campgrounds, buildings, or other project sites. May assist with work plans, reports, data gathering, and documentation.

Forestry Technician (Fuels)

Duties: Works independently or as a skilled member of a fuels management crew engaged in fuels management, including broadcast burning, hand and machine piling, helitorch, and other brush disposal techniques.

Uses a variety of hand and power tools, including chainsaws, firing equipment, or portable pumps. Gathers data and records information on fuel types, weather conditions, fire behaviors, and status of work accomplished. Works with timber sales and the Contracting Officer's Representative on thinning contracts in laying out fuel breaks, fuel reduction corridors, piling areas, and other fuel treatments. Maintains fuel management inventories as they are completed and updates the files as conditions change.

Coordinates fuel treatment plans and activities with other functions to ensure efficient use of workforce resources to accomplish program objectives. Carries out prescribed burning plans for less complex projects and fuel types, supervising burning projects according to qualifications. Works independently or as a member of a skilled crew in wildfire suppression or in fire prevention as assigned. Is responsible for observing the rules of fire safety and fire behavior. Informs forest visitors and users of fire hazards and prevention regulations. Cleans, maintains, reconditions, and stores tools and equipment. May be assigned to other resource management activities such as recreation, timber, or reforestation when not performing fuels management, fire suppression, or fire prevention duties.

Forestry Technician (Dispatch)

Duties: Serves as a dispatcher following operational procedures for the mobilization and support of resources, such as receiving, filling and tracking for fire and other emergency incidents. Maintains resource tracking systems and operates telecommunications systems. Collect processes, collates and submits incident information to support fire operations (e.g. fire reports, burn permits, spot weather reports, and prescribed fire notifications). Processes weather information to assist the field in determining burning indices, preparedness levels, and staffing levels for suppression and aviation resources. Inputs data into a number of fire related computer applications and makes the initial assessment of outputs. Provides critical logistical support to supervisor, while recording and maintaining a dispatch log.

Forestry Technician (Lookout)

Duties: Uses standard fire finders to locate observed smoke. Estimates distance to smokes and probable size and characteristics of fires. Determines map location of fires with reference to known landmarks. Reports azimuth, distance, location, volume, color, behavior of smoke, and other pertinent information by radio or telephone. Observes ground lightning strikes, thunderstorms, and build-up cloud formations and reports significant observations. Records and reports daily weather observations. Maintains records and log books. Makes minor adjustments and maintains lookout equipment. Maintains lookout station and grounds in a neat and orderly condition. Operates a radio communications center which connects other lookout stations and radio sets. Receives and relays messages and information received relating to weather forecasts, fire hazard conditions, fire emergencies, accidents, and location of work crews and personnel. Can potentially work in remote locations for extended periods of time without days off.

May work extended daily shifts up 16+ hours. Serves as key contact at a lookout station visited by large numbers of people during the fire season. Promotes the fire prevention program by explaining State and Federal laws, policies, and regulations, as well as fire prevention methods and procedures and fire hazard conditions.



March 20, 2014

How to Apply for Forest Service Jobs

What You Need to Know

All Forest Service vacancy announcements are posted on www.USAJobs.gov. You apply directly in USAJobs and receive all application status updates through USAJobs.

What You Need to Do

You must have a USAJobs profile. No need to create a new profile if you already have a USAJobs profile. Basic demographic information automatically populates when you apply for multiple positions across the Federal government. Once your profile is set up, you must upload a resume in USAJobs, which should be tailored to the job for which you are applying. You can create a resume through the USAJobs website or upload a resume as an attachment. You should also upload other documents that may be required for the position you are applying to such as your most recent SF-50 Notice of Personnel Action with your current position data and salary, college transcripts, DD-214 for veterans, etc. When you apply to a Forest Service vacancy posted in USAJobs, you will be asked to answer multiple choice questions to verify whether you meet the basic qualifications and assess your level of knowledge and experience for the position.

Helpful Information

- You can track the status of your applications in USAJobs. The status of all applications will be displayed under the "Application Status" tab in your USAJobs profile page.
- Additionally, you may choose to receive email notifications via USAJobs by clicking on "Notification Settings" in the "Application Status" tab and selecting the notification alerts you wish to receive regarding your application.
- You can set up saved job searches, which will automatically search for jobs based on your search criteria and email you notifications about other job opportunities. Additional information is available via the [USAJobs Resource Center](#) under the Job Search category.
- Ensure you provide all required documents identified in the vacancy announcement.
- Resume Tips:
 - Tailor your resume to each job announcement
 - Spell out acronyms
 - Be honest
 - Write clear and concise statements
 - Use active verbs
 - Proofread your resume

Tips on Preparing Your Application

Getting Started

Like many of us, you may find it difficult to prepare a job application or resume. Yet, an employer reviews your application to determine if you meet basic requirements and to determine whether you're one of the best candidates to interview. So, your resume serves as a critical checkpoint in the hiring process.

A clear understanding of the job requirements and screening process is your first step in preparing a resume that will stand up to the competition. Employers increasingly rely on technology to optimize access to quality candidates. However, on-line applications significantly increase the number of applicants for each opening. Avue's system, in particular, offers employers automated questionnaires and other electronic assessment tools to screen large numbers of applicants and help them determine which ones to contact for interviews. Consider the following to increase your opportunity for an interview.

Understanding BOTH the Eligibility and the Qualification Requirements

It is important that you review the job advertisement or vacancy announcement for eligibility and qualification requirements. Although there may be some slight variations in the way agencies design their vacancy announcements, you are likely to find these requirements under the following topics on the vacancy announcement:

- Area of Consideration
- Basic Qualifications
- Conditions of Employment
- Eligibility
- Other Job Requirements
- Specialized Experience

Who May Apply

Most jobs have basic eligibility requirements or conditions of employment. These typically include citizenship, minimum or maximum age, physical or medical requirements, licenses or certifications required, security clearances needed, and for Federal positions, satisfying "competitive status" requirements.

Qualifications

Jobs also have minimum qualification requirements. These describe the minimum education, training, or experience necessary for success in the job. If you fail to meet these requirements you will not be considered. Don't waste your time by thinking it might be "close enough." Move on to those job openings for which you are eligible and can qualify.

Understanding How Employers Screen or Select Candidates for Personal Interviews

There are a number of processes employers might use to determine the best qualified candidates.

Ranking

If you are eligible and qualified, an employer will rank you among other candidates using pre-defined, job related criteria. Employers will typically compare your experience, education, training, or past performance with that of other candidates. Some ranking processes produce a numerical score against the job-related criteria. This numerical score helps determine the Best-Qualified candidates for interviews.

Employers might use other methods to screen eligible and qualified candidates for interview. These alternate methods might include subject matter expert panels, which generally review your experience, education and training as it relates to the specific requirements in the job. For some positions in some organizations, seniority is the key to getting referred.

Tips for Preparing Your Resume

Here are some tips for completing two different types of resumes: paper and online. There are many different resume formats. Typically, resumes with work experience arranged chronologically work best when applying for Federal jobs. Regardless of the format used, however, there is certain basic information that must be included:

- Contact section: Who are you and how can you be reached?
- Objective statement: What do you want to do
- Education section: What have you studied and learned?
- Experience/Employment section: What can you do? What have you done?
- Professional activities and accomplishments: How have you been recognized? What are your professional affiliations?
- Miscellaneous: What else do they want to know about you? What else do you think it is important that they know about you?

Sometimes this is clearly stated in the vacancy announcement; sometimes you have to do some research to figure out what might be important as decisions are made on who remains in the process.

Tips for Completing Your On-line Resume

Carefully and thoroughly read the entire vacancy announcement. Provide ALL the information requested including documentation required for the position. Some agencies use automated systems and others accept resumes. Regardless of how they want you to apply, you must ensure your submission includes information in the following areas:

1. Answer ALL job-related questions to the best of your ability. Include accurate details of your experience, education, or training in the narrative input or supporting information fields provided.
2. Use ALL portions of the application to provide unique and exemplary information that sets you apart from other candidates.
3. Present your most important job-related competencies and accomplishments.
4. Present information in a polished (and accurate!) manner.
5. Double check for typos and grammatical errors.
6. Stress actions and achievements.
7. Sell yourself!

For both paper and on-line resumes, you should use action verbs to show the degree to which you were actively engaged in performing work. Some suggested verbs to consider are:

Advised

Analyzed

Arranged

Budgeted

Built

Computed

Conducted

Coordinated

Counseled

Crafted

Delegated

Delivered

Demonstrated

Developed

Directed

Drafted

Evaluated

Filed

Gathered

Improved

Installed

Instructed

Investigated

Negotiated

Organized

Performed

Planned

Presented

Repaired

Researched

Supervised

Typed

Wrote

Keys to getting the job you want:

1. **Apply for it.** Apply before the deadline in case of computer problems, fires assignments, etc.
 - ➔ Communicate with your potential supervisor so you have good info on the job, locations, etc.
 - ➔ Select the correct duty station(s).
 - ➔ Renew your application when AVUE sends the e-mail.
 - ➔ Apply for jobs you want even if they aren't open now. If it opens in the Fire Hire it will be back-filled immediately.
 - ➔ Don't apply for jobs you will not take.
2. **Meet the Time in Grade Requirements** for the GS you want. 1 year at the next lowest grade in a fire position is the minimum. Meet the 1 year **specialized** experience.
3. **Application Leveling.** SMEs rank applicants into 4 different levels. This is based on work experience, education, IFPM qualifications and reference checks.

Tips on your application...

A good application tells your future supervisor you are: qualified; organized; able to communicate and can think ahead. The people rating you see a bunch of applications. Keep It Simple.

Make it easy to find the info needed to rate you as Level 1.

Keep your application updated. Make it fit the job.

“Work History”

- ➔ Use the Announcement, Position Description (PD) and Selection Factors (KSA's) from AVUE to determine what you will address in your application. Stick to your objectives.
- ➔ Use action words...Supervise, led, planned, developed, implemented, revised...
- ➔ Don't be vague or put in filler. List your duties, responsibilities and accomplishments. PD's, SOG's and KSA's have these. Quantify your experience (Month, Date and Year and Hours/Week for the jobs, # of shifts and complexity for Red Card Quals, # of times teaching S-??? as a lead or unit instructor, etc.). Use bullets/short statements to present what you've done on fires, burns, all-risk incidents, projects and training.
- ➔ Instruct. Doesn't have to be formal. It shows that you can do something and you can teach others to do it.
- ➔ Read the KSA's and address them. It is easy to wander off into the weeds with your answer so have clear objectives when you start. Raters don't assume anything from your job title.
- ➔ Show how well-rounded you are. Operations are important but don't forget you're Command, Finance, Logistics and Planning duties. Include Prevention, public contacts, Smokey Programs, RX burns, WFU's, and aviation. Did you lead or participate in 6 Minutes, Tailgate Safety? JHA's? Give yourself credit.

“Additional Information”

- ➔ List your Qualifications by standard mnemonic. Include Trainee positions. Also, list current special licenses/certifications (CDL, HAZMAT FRO, Medical, etc.) and a list of relevant training.

- ➡ List your Awards. Letters, etc. count. Don't have any? Ask your supervisor what it would take to get you one when you talk about performance. This is a good time to go through a reference check with them.
- ➡ Mention computer programs you use...Firestars, Excell, Word, Behave, whatever. Are you proficient? Familiar with? Been trained in? Heard of? Trained other on?
- ➡ Include any volunteer/community service time (esp. if it is related to fire!)
- ➡ Include a short narrative describing yourself, your objectives and why you should be hired into this job. This may be your only interview.

A Few Last Things...

- ➡ Don't overdo it. I've seen apps so thick the back pages came off the staple.
- ➡ Let your references know to expect calls, check their numbers.
- ➡ **Spell check** everything.
- ➡ Print your app so you can see what hiring officials will be looking at. Make it look good.
- ➡ Copy and paste from AVUE to Word Documents anything you don't want to re-type when AVUE goes away. Or, do the writing in Word and copy into AVUE.
- ➡ Does your voicemail make you sound professional or like a dipstick at a party? Which do you want to be?

Supervisors

- ➡ Update your info in the Enterprise Directory. List Work and Cell phones so you can be reached for reference checks.
- ➡ Be familiar with the standard reference check form so that you can give well thought out answers for your people instead of 1-word answers. Use it as part of performance evaluation discussions.

Reasons and Suggestions For Not Appearing on Referral List

1. **Why did I not appear on the referral list?** Remember, how the applicant responds to the questions is the basis for them appearing on the referral list.
 - **Not applying to the announcement** - Applicant did not apply to the announcement prior to the referral list being created or the applicant may have been confused as to which announcement to apply.
 - **Incomplete Application** - Applicant did submit and certify their application.
 - **Inactive Application** - Applicant did not re-certify their application after 60 days.
 - **Incorrect Location** - Applicant did not choose the correct location.

Not meeting Basic Qualifications –

 - a) Applicant did not meet the Basic Qualifications based upon their responses to the Basic Qualification questions
 - b) HR, upon reviewing the application, could not find information in the applicants work history that verified the applicant's responses to the Basic Qualification questions.
 - c) Applicant did not check the screen out requirement (i.e. 90 days of wildland firefighting experience OR for Permanent Fire Announcements the age requirement). **NOTE:** In multiple grade advertisements for permanent positions, an applicant **MUST** click on the screen out questions for **both grade levels**.
 - **Not meeting the Area of Consideration** - Example: applicant is either not a U.S. Citizen or missed the U.S. Citizen check box.
2. **I'm on the referral list, why wasn't I selected?**
 - **Review your application** - The selecting official evaluates knowledge, skills, and abilities (KSAs) and reference checks, to determine how well a candidate will perform in the particular position being filled. Your strengths and weaknesses are determined based on the experience and training you provide in your application. Edit your application if you find you did not include experience which would have been of interest to the supervisor.
 - **You were within the quality group but another individual was selected** - The selecting official is entitled to make, or to not make, the selection from any of the candidates on the referral lists (internal or external) or to select from other appropriate sources, such as reinstatement, transfer, people with targeted disabilities, or Veteran's Recruitment Appointment eligibles. Under temporary DEU (external) or permanent DEMO (external) referral lists, veterans entitled to veterans preference will always be given priority consideration and selection over all other candidates.
3. **I was on the referral list and was told the supervisor selected me but HR found me not qualified. I responded to the questions appropriately and was told I met basic qualifications. Why was I found not qualified?** Upon selection, HR verifies that the selectee meets the qualifications of the position by reviewing the application submitted by the applicant. In the announcement, we inform applicants that the responses to their questions will be verified against their application to ensure Office of Personnel Management qualification requirements are met. If an applicant does not provide adequate information in their application, they will be found not qualified.

NOTE: NOT BEING SELECTED DOES NOT ALWAYS MEAN THAT YOU OR YOUR APPLICATION NEEDED IMPROVEMENT; THERE ARE GENERALLY HIGH NUMBERS OF QUALITY APPLICANTS FOR POSITIONS ADVERTISED. WE ENCOURAGE YOU TO SEEK ADVICE AND COUNSEL FROM YOUR SUPERVISOR AND/OR A SUBJECT-MATTER EXPERT IN THE SPECIALTY AREA TO WHICH YOU ARE APPLYING REGARDING YOUR APPLICATION. PERHAPS ADDITIONAL WORK EXPERIENCE OR TRAINING WOULD ASSIST IN COMPETING FOR THE SPECIFIC POSITION(S) IN WHICH YOU ARE INTERESTED.



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All Grades

* Denotes a mandatory question

Questions for all series

1.

Which of the following best describes your experience interpreting and following written and oral instructions pertaining to your assigned work? *

- I have no experience performing this work.
- I have some experience, education and/or training but less than the levels described.
- I have received specific oral or written instructions from my supervisor or higher level worker before and periodically during all but the most routine/repetitive assignments.. My work was routinely checked by my supervisor or higher level worker for timeliness, work practices, and compliance with instructions.
- I have received general and some specific oral or written instructions from my supervisor or higher level worker. I was responsible for independently following instructions for less difficult/complex tasks. I was expected to complete my work on time, in compliance with accepted work practices, and according to my instructions, with only occasional monitoring.
- I have received general oral or written instructions from my supervisor or higher level worker prior to starting one or more assignments. I was responsible for following instructions independently, remembering the order in which work was to be done and the directions for multiple tasks. I was expected to complete my work on time, in compliance with accepted work practices, and according to my instructions, with only random monitoring.

2.

Which of the following best describes your experience with colleagues in the work place? *

- I have no experience performing this work.
- I have some experience, education and/or training but less than the levels described.
- I have received instruction and directions while performing routine tasks, working under close supervision
- I have performed support duties in any setting. Close supervision was necessary and required
- I have worked with and assisted higher level employee's in completing work tasks.

3.

Which of the following best describes your experience using and maintaining tools and equipment? *

- I have no experience performing this work.
- I have some experience, education and/or training but less than the levels described.
- I have performed work in landscaping, maintenance or similar jobs where I periodically used power tools and equipment such as push and powered mowers and snow blowers, chainsaws, and trimmers. I used hand tools such as hand saws, shovels. I am generally familiar with purposes and operation of these types of tools and equipment and cleaned, oiled, and made minor operational adjustments to them.
- I have performed work in landscaping, maintenance or similar jobs where I periodically used power tools and equipment such as industrial-type and smaller mowers and snow blowers, jackhammers, chainsaws, and trimmers. I used hand tools such as hand saws, shovels. I am generally familiar with the purposes and operation of these types of tools and equipment and cleaned, oiled, and made minor operational adjustments and repairs to them
- I have performed labor intensive work in landscaping, maintenance or similar jobs where I used power and hand tools and equipment such as industrial-type and smaller mowers and snow blowers, jackhammers, chainsaws, trimmers, hand saws, and shovels on a routine and recurring basis. I am proficient with the purposes and operation of these tools and related equipment, and cleaned, oiled, and made minor operational adjustments and repairs to them.

4.

Which of the following hand tools have you used? (Select all that apply)

*

- Axe
-

- Shovel
- Trimmer
- Handsaw
- Small mower
- None of the above

5.

Which of the following best describes your experience and training performing services and support work that required manual effort? *

- I have no experience performing this work.
- I have some experience, education and/or training but less than the levels described
- I have done occasional jobs which required long periods of standing, moving, and light and moderate duty effort over the course of the work day. Work involved manual tasks such as lifting, loading, moving, digging, painting, cleaning, or related activities. I routinely used hand tools like shovels and handsaws in performing these jobs. I am willing to learn and perform this kind of work on a regular basis.
- I have done occasional jobs which required continuous manual effort over the course of the work day, sometimes using mechanical equipment such as lawn mowers and weed trimmers, and various hand and power tools. Such work could have been as a farm, custodial, warehouse, or landscape worker, laborer, or similar job. I am willing to perform this kind of work on a regular basis and to perform work in support of others e.g. lifting and moving, digging and clearing, gardening, and painting.
- I have held jobs which required continuous manual effort over the course of the work day. Such work could have been as a farm, custodial, warehouse, or landscape worker, laborer, or similar job. I performed regular and recurring work that required manual effort in operating equipment such as large industrial-type mowers and snow blowers. I have performed work in support of others e.g. lifting and moving, digging and clearing, and gardening.

6.

(DEMO NON-PROF) Please select the statement(s) that reflect your educational achievement(s). Transcripts, certificates, or other appropriate documentation must be included with this application to verify GPA, degree, and/or completion of trade or vocational school program. *

- I have a grade point average (GPA) of 2.7 or above for all completed courses at the time of this application or for all completed courses during the last two years of high school or college.
- I have a GPA of 3.0 or above in my major field of college study for all courses completed at the time of this application or for all courses completed during the last two years of a 4 year curriculum.
- I am (was) a member of a college national honor society (does not include a freshman honor society).
- I have completed all the requirements for an advanced degree in a field related to this position (e.g., M.A. or Ph.D).
- I have a GPA of 2.7 or above for at least 24 semester hours (or equivalent) of coursework, above the high school level, that is directly related to the work of this position.
- I have received a certificate or other indicator of successful completion of a trade or vocational school program that is directly related to the work of this position.
- None of the above

7.

I certify I have read the announcement and have attached all supporting documents as required. *

- Yes
- No

8.

How did you hear about this job opportunity? Please select one and specify if required: *

- College/University
- Forest Service
- Other Federal Agency
- USAJOBS
- Other
- Forest Service Website
- Forest Service MWSI/Civil Rights
- Job/Outreach Notice
- National Organization/Association

9.

Do you affirm that your resume and answers to the questions accurately represent your experience and/or education and are true and correct to the best of your knowledge? *

- Yes
- No

Government Resume Guide

The following is a guide to create a government resume. A government resume is different from a standard resume because more specific information is needed to evaluate your application. Your resume is also used to determine what pay level you qualify for if you are offered a position/internship with the USDA, Forest Service. The amount of information we request, the government standard resume is expected to be at least two pages.

1. Personal Information (Required)

- A. Full name (extra large font)
- B. Mailing address
- C. RELIABLE phone number with area code (preferably 2 numbers – home and cell phone)
- D. RELIABLE email address

2. Objective (Required)

- A. Mention what position you are applying for in sentence format (trail Crew? Fire fighting? Position with US Forest Service? Etc.)

3. Education (Required-List most current first)

- A. School (name, city, and state)
- B. Major, expected graduation date
- C. GPA (Optional)
- D. Courses completed related to job desire (Optional)
- E. Special Academic Awards (i.e. Dean's List, Perfect attendance, Honor roll, etc.)

4. Work Experience (Including internships) (Required-List most current first)

You are required to provide all of the following information below for each experience you put on your resume.

- A. Business, Company, or Agency (Name, City, State)
- B. Position Title (ex. Waitress, Cashier, Construction worker, Field Worker)
- C. Period you worked (ex. Jan. 2007 – Aug. 2007 or Jan. 3, 06 – Aug 15, 08)
- D. Hours worked (ex. 20 hours per week, 15hr/wk, 150 total hours)
- E. Wage earned per hour (\$10 per hour, \$8/hr)
- F. Job Duties and description. Use complete sentences (bullet points)
- G. Supervisor information if available (name and phone #)

5. Volunteer Experience (Recommended)

- A. You can treat a volunteer experience like work experience. Just use the guidelines mentioned in work experience that apply. You can also briefly list each volunteer experience using bullet points.

6. Awards and Certificates (Recommended)

- A. Using bullet points, list accomplishments (awards, certificates, scholarships, etc.) (i.e. MVP soccer, Employee of the Month, Science Award, etc.)

7. Activities (Optional)

- A. Using bullet points, list activities you were or are involved in. (Sports, clubs, organizations)

8. Hobbies (Optional)

- A. Only mention hobbies that relate to position you are applying for.

9. References (Required)

- A. 1-3 professional references (**NO FRIENDS / FAMILY / SUPERVISORS** already mentioned in resume)

It is recommended that you include the following for each reference.

- B. Full Name
- C. Title (teacher, counselor, coach etc.)
- D. Contact information (phone number and/or email)

Sample Resume

NAME
Address
City, State, & Zip Code
Phone Number
Email Address

OBJECTIVE

To obtain a position in Fire or Trail management with the U.S. Forest Service.

EDUCATION

Chico State University, Chico, California

Major: Biological Sciences, GPA Currently 3.0

Minor: Chicano Latino Studies

Expected Graduation Date: May 2006

Reedley Community College, Reedley, California

Major: Biological Sciences

GPA 3.27

Graduated December 2004

Reedley High School, Reedley, California

GPA 3.12

Graduated June 2002

WORK EXPERIENCE

Field Labor Enterprises, Chico, California

June 15, 2005 – Present

Laborer, 30 hours/week - \$6.75/hour

- Skilled in the use of tractors, chain saws, pruning shears and shovels
- Picking peaches, plums, nectarines, grapes, tomatoes, oranges
- Packing fruit in boxes in an organized manner
- Pruning & thinning various types of fruit trees
- Rolling and boxing of raisins

Supervisor: _____

Phone #: _____

Starbucks, Fresno, California

March 23, 2001 – May 1, 2005

Barista and cashier, 30 hours/week - \$6.75/hour

- Memorized and prepared numerous specialty drinks while meeting corporate standards and customer special requests
- Processed precise transactions for customers
- Monitored the store to ensure it was fully stocked with all necessary supplies and products
- Communicated effectively with co-workers and customers to provide the best customer service possible

Supervisor: _____

Phone #: _____

U.S. Forest Service, Sacramento, California

July 2, 2000 – September 3, 2000

Sacramento State Fair Information Technician, 40 hours/week - \$9.38/hour

- Instructed visitors on fire prevention
- Advised the public on various topics in relation to fire safety, wildlife biology, and laws and regulations within the USDA Forest Service
- Supervised the children's activity area and maintaining a professional work environment

Supervisor: _____

Phone #: _____

Darlene Farms, Calistoga, California**April 6, 1999 – July 2, 1999**

Almond Orchard Manager, 35 hours/week - \$7.25/hour

- Maintained 800 acres of almond trees by managing irrigation, mowing and spraying herbicides
- Operated various types of tractors such as caterpillars and backhoes

Supervisor: _____**Phone #:** _____**Valley View Country Club, Sonoma, California****May 8, 1998 – March 7, 1999**

Irrigation Manager, 15 hours/week - \$5.00/hour

- Supervised 15-20 irrigators throughout the 18-hole golf course
- Replaced sprinkler heads, broken pipes, mowers and tractors
- Monitored the electronic sprinkler system
- Operated greens mowers, fairway mowers and sand trap tractors

Supervisor: _____**Phone #:** _____**ACTIVITIES/HOBBIES (OPTIONAL)**

- Involved in local chapter of Boys and Girls Club.
- Long hiking trips with local Boy Scout troops to observe wildlife and other natural resources.
- Playing soccer, volleyball, softball, basketball

COMPUTER EXPERIENCE (OPTIONAL)

- Microsoft Office 2000, 2003, 2007: Word Perfect, Word, Excel and PowerPoint
- Type 35 words per minute
- Internet Explorer and Netscape
- Adobe Photoshop

AWARDS & HONORS (OPTIONAL)

- Academic achievement letter, Wildlife Society of Northern California, January 2004
- Most Valuable Player in JV Baseball, Reedley High School, June 2002
- Student of the month, Reedley High School, November 2001

LANGUAGES (OPTIONAL)

- English, Spanish and Hmong
- Fluently read, write and speak all three languages

REFERENCES

Name, title & phone number of 3 persons that are not related to you. (i.e. teacher, counselor...)

James Smith
Program Director
555-555-5555

Janis Hernandez
Math Instructor
555-555-5555

Phillis Doris
School Counselor
555-555-5555



Summary Report for: 33-2011.02 - Forest Firefighters

Control and suppress fires in forests or vacant public land.

Sample of reported job titles: Firefighter, Fire Fighter, Engine Boss, Forest Fire Warden, Forest Ranger, Wildland Firefighter, Forest Ranger Technician, Forestry Technician (Fire), Squad Boss, Fire Technician

View report:

Summary

[Details](#)

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[Tasks](#) | [Tools & Technology](#) | [Knowledge](#) | [Skills](#) | [Abilities](#) | [Work Activities](#) | [Work Context](#) | [Job Zone](#) | [Education](#) | [Interests](#) | [Work Styles](#) | [Work Values](#) | [Related Occupations](#) | [Wages & Employment](#) | [Additional Information](#)

Tasks

- Collaborate with other firefighters as a member of a firefighting crew.
- Extinguish flames and embers to suppress fires, using shovels, or engine- or hand-driven water or chemical pumps.
- Test and maintain tools, equipment, jump gear and parachutes to ensure readiness for fire suppression activities.
- Maintain contact with fire dispatchers at all times to notify them of the need for additional firefighters and supplies, or to detail any difficulties encountered.
- Rescue fire victims, and administer emergency medical aid.
- Establish water supplies, connect hoses, and direct water onto fires.
- Patrol burned areas after fires to locate and eliminate hot spots that may restart fires.
- Inform and educate the public about fire prevention.
- Participate in physical training to maintain high levels of physical fitness.
- Orient self in relation to fire, using compass and map, and collect supplies and equipment dropped by parachute.

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Tools & Technology

Tools used in this occupation:

Fire hoses or nozzles — Fire hose nozzles; Fire hoses; High pressure fire hoses; Synthetic fire hoses

Fire pump sets — Backpack pumps; Foam pumps; Power pumps

Fire suppression hand tools — Fire axes; McLeod tools; Pulaski tools; Single-bit axes

Picks — Mattocks

Shovels — Forest fire shovels

Technology used in this occupation:

Data base user interface and query software — Fire incident reporting systems; Microsoft Access

Electronic mail software — Email software

Office suite software — Microsoft Office software

Spreadsheet software — Microsoft Excel

Word processing software — Corel WordPerfect software; Microsoft Word

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Knowledge

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Geography — Knowledge of principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant, animal, and human life.

Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Transportation — Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.

Building and Construction — Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.

Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

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Skills

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Speaking — Talking to others to convey information effectively.

Coordination — Adjusting actions in relation to others' actions.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Operation Monitoring — Watching gauges, dials, or other indicators to make sure a machine is working properly.

Service Orientation — Actively looking for ways to help people.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Instructing — Teaching others how to do something.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Operation and Control — Controlling operations of equipment or systems.

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Abilities

Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.

Oral Expression — The ability to communicate information and ideas in speaking so others will understand.

Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Control Precision — The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.

Manual Dexterity — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.

Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.

Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Multilimb Coordination — The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.

Near Vision — The ability to see details at close range (within a few feet of the observer).

Stamina — The ability to exert yourself physically over long periods of time without getting winded or out of breath.

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Work Activities

Operating Vehicles, Mechanized Devices, or Equipment — Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as forklifts, passenger vehicles, aircraft, or water craft.

Performing General Physical Activities — Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.

Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources.

Handling and Moving Objects — Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.

Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

Making Decisions and Solving Problems — Analyzing information and evaluating results to choose the best solution and solve problems.

Inspecting Equipment, Structures, or Material — Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.

Updating and Using Relevant Knowledge — Keeping up-to-date technically and applying new knowledge to your job.

Controlling Machines and Processes — Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).

Identifying Objects, Actions, and Events — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

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Work Context

Work With Work Group or Team — How important is it to work with others in a group or team in this job?

In an Enclosed Vehicle or Equipment — How often does this job require working in a closed vehicle or equipment (e.g., car)?

Contact With Others — How much does this job require the worker to be in contact with others (face-to-face, by telephone, or otherwise) in order to perform it?

Face-to-Face Discussions — How often do you have to have face-to-face discussions with individuals or teams in this job?

Wear Common Protective or Safety Equipment such as Safety Shoes, Glasses, Gloves, Hearing Protection, Hard Hats, or Life Jackets — How much does this job require wearing