OKLAHOMA DEPARTMENT OF AGRICULTURE, FOOD, AND FORESTRY
RECRUITMENT NOTICE

~~~ PLEASE POST ~~~

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The Oklahoma State Department of Agriculture is accepting applications for the following position in the Forestry Services Division:

FOREST RANGER, L23A

NUMBER OF VACANCIES: One (1)
POSITION NUMBER: 04000087
ANNOUNCEMENT NUMBER: 15-24

Level: I

Salary Band: G

Monthly Salary: $2,278.58

Work Location: Pushmataha County (Southeast Area/Antlers District/Daisy Unit)

Supervisor of Position: Brock Hill, District Forester

Posting Date and Time: Friday, August 7, 2015 at 8:00 a.m.

Application Deadline: Wednesday, August 26, 2015 at 5:00 p.m.

"Position Profile" attached

Applicant Source: Applicants responding to this announcement must have permanent status in the classified service with the Department of Agriculture, Food, and Forestry or any Oklahoma State Agency, or be eligible for reinstatement to the classified service. Department may consider any and all recruitment sources under the Oklahoma Personnel Act. Additionally, ODAFF may request a Certificate of Eligibles from the Human Capital Management Department.

Method of Application: Current State of Oklahoma employees in the classified service or those having reinstatement rights to the classified service must submit the following application materials:

- A cover letter stating the title and announcement number of the position for which you are applying (including a mailing address, an e-mail address and a daytime telephone number where you may be reached)
- A completed Office of Personnel Management Personal Data Summary Sheet (OPM-4B).Original form with original signature.
- A copy of their most recent Performance Management Process (PMP), including leave balances
- A résumé (including three references)

Application materials should be submitted to: the Human Resources Application Services, Oklahoma Department of Agriculture, Food, and Forestry, P. O. Box 528804, Oklahoma City, OK 73152 or personally delivered to the agency located at 2800 N. Lincoln Boulevard, Oklahoma City, OK no later than 5:00 p.m. CST on August 26, 2015. Faxed or e-mailed application materials will not be accepted.

Applicants who have no previous classified State service, applicants in unclassified status or applicants currently in probationary status must apply online through the Human Capital Management Division OKCAREERS link at www.opm.ok.gov

For Further Information Concerning This Position Please Contact: Brock Hill at (580) 236-3067.

Six (6) month trial period or one (1) year probationary period may be required.

The ODAFF does not accept transfers of permanent classified employees. Current State employees will be required to serve one-year probation as a reinstatement to the classified service.

The job family descriptor (JFD) for this position is available at www.opm.ok.gov

********** **An Equal Opportunity Employer and Provider** **********

POSITION PROFILE
Forest Ranger I, L23A
Pushmataha County, Antlers District, SE Area

General:

This is the basic level of this job family where employees are assigned responsibilities which primarily involve participating in the prevention and suppression of wildland fires, the operation and maintenance of firefighting equipment, and the maintenance & construction of forestry facilities. Some responsibilities may also be assigned for providing training and assistance or guidance to volunteer fire crews or serving as Single Resource Boss or as the Incident Commander for low complexity wildland fires.

Examples of Specific Duties and Tasks:

1. Engages in initial attack and extended attack wildland fire suppression, prescribed burning operations and activities; provides fire suppression and prescribed burning assistance to employees, partner agencies, volunteer, and other assisting fire crews.
2. Utilize basic Geographic Information System (GIS) skills and equipment to gather wildland fire and prescribed fire data, including but not limited to acres involved, fire area latitude/longitude, and/or GIS .shp files of fire perimeters. .
3. Supervise or participate in the construction and maintenance of forestry division facilities and projects, such as roads, bridges, towers, and buildings.
4. Operate and maintain assigned equipment, including pickup trucks, fire pumper units, bulldozers, and other related equipment; supervises and performs preventive maintenance and minor repairs to assigned equipment.
5. Assist with inventory of private forestry lands by measuring and recording forest data, such as tree species, volume of merchantable timber, topographical features and tree seedling mortality; assists in the development of forest management plans for landowners; distributes fire prevention and forest management information to landowners.
6. Assist landowners in technical aspects of tree planting operations; performs follow-up inspections to determine if proper planting techniques were used and evaluate tree survival and mortality rates; gathers tree seeds from superior stock for use in planting operations.
7. Mark trees for harvesting purposes; designates boundary lines for cutting operations, timber stand improvement work, and timber sales; computes volume for use in bid requests.
8. Assist with presenting fire prevention information and education programs for schools, groups and the general public; participates in organizing and training rural fire departments
9. Assist with developing fire response plans and dispatches fire suppression units during periods of fire occurrence.
10. Maintain inventory records in an assigned area.
11. Other duties as assigned.

Special Requirements and Conditions of Employment:

1. Applicants must be willing and able to fulfill all job-related travel normally associated with this position.
2. Applicants must pass an agency established pre-hire physical examination and must take and pass a drug test prior to appointment, administered through the appointing agency.
3. Applicants must be able to pass a Forestry Services administered reading and writing comprehension test to be eligible for employment.
4. All applicants hired after 06/30/2014 must pass a job-related Work Capacity Test (as outlined by the National Wildfire Coordinating Group) within three months of employment and maintain the minimum levels of fitness required for their position throughout their career with the Forestry Services Division (tested annually). The Work Capacity Test consists of walking three miles in 45 minutes (or less) while carrying a 45 lb. pack.
5. Persons appointed to Forest Ranger I positions must complete all training and experience requirements for National Wildlife Coordinating Group Firefighter II (FFT2) certification within six months of employment and Firefighter I (FFT1) within one year of employment.
6. Persons appointed to a Forest Ranger position (Level I, II, and III) must reside or within six months of employment establish residence within a 15-mile radius of the designated reporting/work site to which the employee is assigned.
7. This position requires possession of a valid State of Oklahoma Commercial Driver's License, Class A, with appropriate endorsements as referenced in the Oklahoma Model Commercial Driver's Manual in effect at the time of appointment. Persons appointed to this position must obtain the appropriate Commercial Driver's License no later than six months after the date of appointment. Employees subject to this requirement will be subject to random drug testing administered by the Appointing Authority.