



STATE OF WYOMING
invites applications for the position of:

ENFC07-08568-Correctional Forestry Crew Supervisor-Newcastle

SALARY: \$19.93 - \$24.91 Hourly

LOCATION: Newcastle

OPENING DATE: 06/25/18

CLOSING DATE: Continuous

DESCRIPTION AND FUNCTIONS:



Open Until Filled

GENERAL DESCRIPTION:

Bring your knowledge, skills, and career plans with you and become a part of the nearly 50 year old Forestry Conservation Program of the Wyoming State Forestry Division. The program is co-located with the Wyoming Department of Corrections - Wyoming Honor Conservation Camp.

The Correctional Forestry Crew Supervisor position provides direction and guidance and maintains work flow of inmate crews on work projects. You'll train and serve as lead worker to inmate crews. Typical duties include transporting, assigning, delegating, monitoring and evaluating inmate work crews on daily work projects and fire suppression activities. You will also assist with instruction of inmates in the classroom and on the job in the safe use of hand and power tools. Individuals in these positions work in accordance with specific procedures, rules and policies.

Newcastle is located at 4,334 feet above sea level, with summer high temperatures around 84 degrees and lows around 58 degrees, and winter highs of 35 degrees and lows of 13 degrees. Newcastle is the county seat of Weston County, Wyoming is at the intersection of U.S. Route 16 and U.S. Route 85. The population was recorded as 3,532 at the 2010 census. The town boasts great walking trails. Public Education in the City of Newcastle is provided by Weston County School District #1.

No matter what direction you journey from Newcastle you will embark on a drive through time marked by spectacular views, gorgeous scenery and plentiful wildlife. Newcastle's unique location represents the best of two worlds. Experience The Pine Tree Covered Black Hills To The Northeast, and The Shortgrass Prairie of the High Plains To The Southwest; with Mount Rushmore, Devils Tower and other Black Hills attractions an easy drive.

The Black Hills National Forest and the Thunder Basin Grassland offer ample year round opportunities for fishing, hunting, camping, hiking and mountain biking. Downhill and cross country skiing, winter snow machine trail rides await the winter sport enthusiast. There are pronghorn antelope, mule deer, whitetail deer, elk, sage grouse, sharptail grouse, waterfowl, dove, small game and turkey hunting in

the spring and fall. Bobcat, mountain lion, other fur bearer, and small game hunting in the winter. Spring and fall turkey hunting, and year round hunting for coyotes, red fox, jack rabbits, and other animals classified as predators.

ESSENTIAL FUNCTIONS: The listed functions are illustrative only and are not intended to describe every function which may be performed in the job level.

- Independently supervises and leads crews of inmates in field based forestry, community, and fire suppression projects.
- Performs arduous physical activity for extended periods, and maintains required NWCG 310-1 physical fitness certification.
- Keeps records on work accomplished, vehicle use, time sheets and inmate evaluations and observations; writes and submits inmate incident and disciplinary reports.
- Performs general maintenance and repair on forestry equipment and vehicles; operates equipment such as chain saws, wood splitters, skidders, chippers, loaders, and post peelers to assist in completion of projects.
- Conducts courses relating to wild land firefighting, safety and maintenance and operation of assigned tools and equipment, and assists with revising and updating course material.

QUALIFICATIONS:

PREFERENCES:

Preference may be given to candidates who hold a current NWCG Incident Qualification System Red Card.

Preference may be given to candidates who hold or have equivalence to a Wyoming Class B or A Commercial Drivers License (CDL).

Preference may be given to candidates with experience or training in equipment operation.

KNOWLEDGE:

- Knowledge of Forest Management Practices.
- Knowledge of Fire Suppression Practices.
- Knowledge of business management, carpentry, and mechanical knowledge.

MINIMUM QUALIFICATIONS:

Education:

Bachelor's Degree (typically in Forestry)

PLUS

Experience:

0-1 year of progressive work experience (typically in Forestry)

OR

Education & Experience Substitution:

3-4 years of progressive work experience (typically in Forestry)

Certificates, Licenses, Registrations:

Maintains necessary certifications and licenses
Achieve Post Correctional Officer Training Type I
Ability to achieve and maintain a national certification (NWCG 310-1) for minimum firefighter.
Possess and maintain a valid driver's license

NECESSARY SPECIAL REQUIREMENTS:

PHYSICAL WORKING CONDITIONS:

- Performs arduous physical activity for extended periods, and must maintain annually the required wild land fire NWCG 310-1 Arduous physical fitness certification (work capacity test).
- Work activities are inside and outside, under heat and cold and wet conditions, and in dusty and smoky environments.

NOTES:

- FLSA: Non-Exempt
- All new hires or rehires starting in a non-exempt position on or after January 1, 2018 are required to be paid hourly.

SUPPLEMENTAL INFORMATION:

060-Office of State Lands and Investments - Forestry Division - **HR Contact 307-777-6434**

Wyoming State Forestry Website - <http://wsfd.wyo.gov/>

Click [here](#) to view the State of Wyoming Classification and Pay Structure.

URL: <http://agency.governmentjobs.com/wyoming/default.cfm>

The State of Wyoming is an Equal Opportunity Employer and actively supports the ADA and reasonably accommodates qualified applicants with disabilities.

Class Specifications are subject to change, please refer to the A & I HRD Website to ensure that you have the most recent version.

A complete listing of the State of Wyoming Classification and Pay Structure can be viewed at <http://agency.governmentjobs.com/wyoming/default.cfm>.

Dept. of Admin. & Information-Human Resource Div.
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Cheyenne, WY 82002
307-777-7188
Fax: (307) 777-6562

Class Code #ENFC07
Job # 08568
ENFC07-08568-CORRECTIONAL FORESTRY CREW SUPERVISOR-
NEWCASTLE
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The State of Wyoming is an Equal Opportunity Employer and actively supports the ADA and reasonably accommodates qualified applicants with disabilities. No notice of eligibility will be sent to applicants who meet the minimum qualifications.

ENFC07-08568-Correctional Forestry Crew Supervisor-Newcastle Supplemental Questionnaire

- * 1. (AA) Which of the following best describes your highest completed level of education to date or within the next three (3 months)? (Transcripts may be required.)
- High School Diploma/GED/or Equivalent
 - Some college Coursework, No Degree Received
 - Associate's Degree
 - Associate's Degree and additional coursework
 - Bachelor's Degree
 - Bachelor's Degree and additional coursework
 - Master's Degree
 - Master's Degree and additional coursework
 - Doctorate Degree
 - Doctorate Degree and additional coursework
 - None of the Above
- * 2. (AA) Which of the following Quarter/Semester credit hours best describes your completed college education to date or within the next three (3 months)? (Transcripts may be required.)
- 45+ Quarter hours/30+ Semester hours
 - 90+ Quarter hours/60+ Semester hours
 - 136+ Quarter hours/91+ Semester hours
 - 180+ Quarter hours/120+ Semester hours
 - 225+ Quarter hours/150+ Semester hours
 - N/A
- * 3. (ENFC07) Which of the following best describes your work experience in Forestry? Experience definition: (This experience includes, but may not be limited to, the following: forestry, agriculture, construction trades, Conservation of Wildland Resources, Environmental science, farm hand, fire suppression, Forest fire science, game warden with forestry experience, rangeland resources, geology, horticulture, landscape architecture, natural resources, range management, watershed sciences, wildlife biology, wood science and technology)?
- No relevant experience, but willing to learn.
 - Less than one (1) year of relevant experience.
 - One (1) to two (2) years of relevant experience.
 - Two (2) to less than three (3) years of relevant experience.
 - Three (3) or more years of relevant experience.
4. (AA) Describe your relevant experience in the box below.
- * 5. Do you hold a current NWCG Incident Qualification System Red Card?
- Yes
 - No
- * 6. Do you have experience or training in equipment operation?
- Yes
 - No
7. Please describe your experience or training in equipment operation.
- * 8. Do you currently have a valid Class B or Class A Commercial Driver's License?
- Yes
 - No
- * 9. (AA) VETERANS' PREFERENCE DISCLOSURE: PER WYOMING STATUTE, current employees of the State of Wyoming are not eligible for veterans' preference. If you are not a current employee of the State of Wyoming, to be eligible to receive veterans' preference you MUST have been a resident of the State of Wyoming for a period of one (1) year or more at any time prior to submitting this application. I have read and understand the veterans' preference disclosure.
- Yes

- No
- I am not a veteran

10. (AA) VETERANS' PREFERENCE: If you are a war veteran as defined in section 101, Title 38, United States Code or are the surviving spouse of a war veteran who receives survivor benefits from the federal government based on the veteran's military service, and wish to claim veterans' preference, please attach the appropriate documentation substantiating your claim. Indicate below your appropriate veterans' preference status. By requesting veterans' preference, you are certifying that you meet the statutory requirements as described in the above disclosure.

- Current State Employee
- Veteran - DD214 Attached
- Disabled Veteran (10% or more) - DD214 and Veteran's Disability Determination Attached
- Surviving Spouse of a Deceased Veteran - DD214 and proof of Survivor Benefit Attached
- None of the above

* 11. (AA) Please be advised that an incomplete application WILL NOT be considered for employment. An attached resume' is not required and is not an acceptable substitution for a completed application. Some State of Wyoming agencies use E-Verify, an Internet-based system, to confirm the eligibility of all newly hired employees to work in the United States. Learn more about E-Verify, including your rights and responsibilities at <https://www.uscis.gov/e-verify>. I have read and understand the above statement.

- Yes
- No

* Required Question