

Jack Smith

 620-334-7588

 Jack07@yahoo.com

 Jack.smith@usda.gov

EXPERTISE

- Planning
- Organizing
- Coordinating
- Collaborating
- Developing
- Designing
- Communicating
- Flexible
- Quick thinker
- Adaptability
- Problem solving

PERFORMANCE RATINGS

- EXCEEDS EXPECTATIONS
2022-2021
- OUTSTANDING
2020
- SUPERIOR
2020-2017
- EXCEPTIONAL
2016-2014

CAREER SUMMARY

During my 24-year career with the USFS/NPS, I have developed a diversified skill set that has allowed me to demonstrate exceptional performance in a multitude of areas. As shown through my exceptional and superior performance ratings I have proven to be an ambitious employee. Within the organizations I have successfully directed the development and coordination of management activities that have created numerous successful outcomes. Additionally, to expand my goals I have worked with partnerships and collaborators to expand my successes. I am constantly evaluating my current program of work and preparing for future ventures within the agencies.

PROFESSIONAL EXPERIENCE

FORESTRY TECHNICIAN GW-0462-09 PFT JUL 2023 – PRESENT
Region 3 USFS - Tucson AZ
Supervisor: Carey Young
Contact Information: Carey.young@usda.gov/512-685-8736

DUTIES:

- Serve as the R3 Regional Office and Washington Office Training Officer, approx. 300 responders.
- Manage responder training, qualifications and training nominations.
- Prioritize responder training nominations.
- Coordinate and facilitate training courses.
- Assist with the planning and coordination of regional training courses.
- Serve as the R3 Incident Qualification Certification System (IQCS) Administrator.
- Serve as a member of the Regional Line Officer Team (RLOT) as an IQCS technical advisor.
- Coordinate and facilitate Regional Qualification Review Committee (RQRC) meetings.
- Issue incident qualification cards and task books.
- Assist responders with the Interagency Ordering Capability (IROC) system.
- Provide responders with information for firefighter physicals and eMedical.
- Provide orientation training and required documentation to new responders.
- Serve as Duty Officer for the Priority Trainee program.
- Assist the R3 GATR with training information.
- Assist with Fire Hire.

TRAINING CENTER MANAGER GW-0301/0456-09/11 (DETAIL) SEP 2024 – DEC 2024
Coronado National Forest-Tucson Interagency Fire Center - Tucson AZ
Supervisor: Jim Rogers
Contact Information: 928-843-8514

DUTIES:

- Provided program leadership and direction in fire management training for the Forest.
- Participated in fire operations to assess effectiveness and identify further needs for workforce training, changes to policy/protocol, formulation of standards, methods or guides for the FAM program.
- Served as a technical advisor in qualification certification to the forest FMO and as the administrator for Forest employee's responder credentials.
- Served as the Forest program manager for IQCS.
- Assisted with the evaluation of the Forest's multi resource fire management training needs and coordinated with cooperating agencies to meet the needs through the design and development of comprehensive fire management training curricula, courses, and materials.
- Assisted with the planning and coordination of regional training courses.

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RED CARD QUALIFICATIONS

FFT2

CISM

HLIA

FLIA

THSP

ORDM(T)

REFERENCES

Kahm Riley
Workforce Development
c: 556-584-4118
Kahm.Riley@usda.gov

Paul Jones
Training Specialist
c: 575-399-8362
Paul.jones@usda.gov

CHANCE MANN
Fire Management
Officer c: 929-700-6993
chance.mann@usda.gov

KYLE NATE
Recreation Staff Officer
c: 577-750-3129
kyle.mann@usda.gov

JILL AMY
R0 Assistant Fire Director
c: 977-677-1673
jill.amy@usda.gov

PROFESSIONAL EXPERIENCE CONT.

FIRE PROGRAM MANAGEMENT ASST GS-0303-07 PFT

AUG 2020 – JUL 2023

Saguaro National Park - Tucson, AZ

Supervisor: John Titus

Contact Information: Retired

DUTIES:

- Developed, programmed and managed a budget that totaled over 2.5 million dollars annually, which included personal services, fiscal year estimates for vehicles, travel, utilities, equipment, supplies, and training.
- Provided administrative support functions. which included preparing travel authorizations/vouchers in the Concur Travel System, certifying time in the Quick Time System, preparing personnel actions in the Federal Personnel/Payroll System (FPPS), e-OPF, DOI Access and USA Staffing.
- Served as the program IQCS Manager: Responsible for responder records, issuing red cards and task books, scheduling trainings, and assisting employees with IROC.
- Provided orientation training for new employees.
- Provided logistical and administrative support for fire incidents.
- Served as the Fire Business expert for Saguaro NP and the 7 other national parks in the Southern Arizona Group.
- Served as the primary contact for all interagency fire related business between the NPS, FS and Regional Office.

VISITOR SERVICES INFORMATION ASST GS-1001-05 PFT

OCT 2016 – AUG 2020

Flagstaff Ranger District, Coconino National Forest - Flagstaff, AZ

Supervisor: Jason Bourne

Contact: Retired

DUTIES:

- Managed and operated all visitor center front desk operations.
- Served as Lead Collection Officer (CO). Responsible for collected funds and accountable property.

PARK RANGER-BACKCOUNTRY GS-0025-07 SEASONAL

MAY 2009 – OCT 2016

Saguaro National Park – Tucson, AZ

Supervisor: Jay Walker

Contact: jay.walker@nps.gov

DUTIES:

- Managed all logistics and operations of a 120-year-old cabin located at 8,000 ft in elevation with no vehicle access in the Rincon mountains.
- Assisted Fire personnel by serving as the lead Fire Lookout, BCMG for fire incidents and operations, collected fuel moisture samples, spun weather, performed necessary repairs on a weather station; maintained operating equipment, as well as conducted fire assessments and surveys on designated Fire Effects Plots.
- Collaborated with government and nongovernment partners to complete projects, grants and special events.
- Supervised one employee as well as interns and volunteer crews.
- Assisted all divisions within the park with backcountry logistics, project work, and wilderness compliance and policy.