

Department: Department Of Agriculture
Agency: Agriculture Research Service
Sub Agency: Office of the Center Director/Location Support Staff
Job Announcement Number: ARS-X8W-0254

Air Conditioning Equipment Mechanic

Salary Range: 21.62 to 25.24 USD Per Hour

Open Period: 7/08/2008 to 08/022/2008

Series & Grade: WG-5306-10

Position Information: Full-Time Permanent

Promotion Potential: WG-10

Duty Location: 1 vacancy - Manhattan, KS

Who May Be Considered:

Applications will be accepted from US Citizens, from current and former competitive service Federal employees, and people eligible under special hiring authorities.

Job Summary:

Seeking a permanent, full-time Air Conditioning Equipment Mechanic to install and maintain building heating and cooling systems and repair and maintain refrigeration equipment.

Your U.S. citizenship must be verified prior to entrance on duty.

Major Duties:

- * Maintains, repairs, troubleshoots, and installs building heating and cooling systems, commercial, industrial and laboratory refrigerated equipment such as walk-in-coolers, refrigerated water fountains, deep freeze cabinets, refrigerated centrifuges, cryostats, water baths, lyophilizers, and various sizes and makes of refrigeration compressors, pneumatic and pneumatic electric controls.
- * Installs, cleans, services, and maintains boilers, to include managing the chemical treatment program. Uses Metasys Control System to monitor status of building equipment.
- *Maintains and repairs the plumbing system. Installs water lines to include domestic water and de-ionized water lines. Installs and repairs pipes and ductwork from compressors to conditioned space.

Working Conditions and Other Considerations:

The work is performed both inside and outside. The incumbent is sometimes required to make repairs and installations in bad weather; in work areas that are noisy, dirty, dusty, and greasy; on scaffolding or cranes at heights of 9 meters (30 feet) or more; and in close quarters such as manholes, attics, or in grain bins. The incumbent is occasionally exposed to the possibility of injury from falling, electrical shock, burns, and rotary devices such as electrical motors. The incumbent is frequently exposed to the possibility of cuts and bruises. The incumbent is required to wear appropriate protective clothing and equipment and conform to all OSHA safety working regulations. Uncomfortable face masks and protective clothing may be occasionally worn when there is the possibility of exposure to toxic refrigerants or chemicals.

Qualifications:

Your education and experience will be evaluated against all qualification requirements (basic and any additional requirements) listed below.

Basic Requirements:

Applicants must have experience and/or training of sufficient scope and quality to perform the duties required. Applicants will be rated in accordance with their knowledge and skill in the job elements listed below.

Element 1: Ability to do the work of an Air Conditioning Equipment Mechanic without more than normal supervision. (Screen-out element)

Element 2-E: Knowledge of equipment assembly, installation, repairs, etc.

Element 6: Operation of boiler plant equipment.

Element 25-E: Technical practices (theoretical, precise, and artistic)

Element 60: Use of measuring instruments.

Element 75-A: Ability to interpret instructions, specifications, etc. (including blueprint reading)

Element 81: Ability to use and maintain tools and equipment.

Element 96: Troubleshooting

Additional Requirements:

SUPPLEMENTAL QUESTIONNAIRE: All applicants will be required to complete the supplemental questionnaire attached below. If unable to access the attachment, please call the Human Resources contact for this position to obtain a copy. Applicants who fail to complete and return the questionnaire with their other application materials will not receive further consideration.

A PRE-EMPLOYMENT PHYSICAL EXAMINATION IS REQUIRED.**CERTIFICATION/LICENSE REQUIREMENTS:**

1. Must have a valid, state-issued driver's license
2. Must be qualified to fire boilers.
3. Must have completed an EPA approved Refrigerant Transition and Recovery Certification Program for Type I, II, and III.

How Will You Be Evaluated:

Your education, training, and experience will be evaluated against all qualification requirements (basic and any additional requirements as defined above under Qualifications Required). The Agricultural Research Service uses a category rating process. Based on evaluation of all written materials submitted in application for the position, you will be determined to be Ineligible, if you do not meet eligibility and/or minimum qualifications criteria; Eligible, if you meet all eligibility and minimum qualifications criteria; OR Quality, if you meet quality criteria in addition to eligibility and minimum qualifications criteria.

You must also complete the supplemental questionnaire attached below. **Applicants who fail to complete and return the questionnaire will not receive further consideration.**

SUPPLEMENTAL QUESTIONNAIRE
Air Conditioning Equipment Mechanic
WG-5306-10

Print Name: _____

Please provide complete answers to each of the following questions. Your answers will assist the Human Resources Specialist in determining your qualifications for this position. Failure to provide sufficient information may result in losing consideration for this position.

Element 1. - Ability to do the work of an Air Conditioning Equipment Mechanic without more than normal supervision. (This is the screen-out element. Applicants who are not rated satisfactory on the screen-out will not be rated on the remaining elements).

1. Indicate on the blank line, the answer that best describes your level of independence for each task listed.

A = able to provide instruction and guidance to others

B = able to perform task independently

C = able to perform task independently, only needing assistance for unusual problems

D = able to perform task under general supervision

E = able to perform task under close supervision

F = No experience

___ maintaining a variety of air conditioning/refrigeration (AC/R) units and systems at the journeyman level

___ calibrating ventilation and air conditioning systems

___ installing and operating AC/R units and systems

___ repairing AC/R units and systems

___ install water lines (domestic water and de-ionized water lines)

___ repairing electronic control circuits

___ install and repair pipes and ductwork

___ analyzing, troubleshooting, and repairing equipment with minimal downtime

___ capable of soldering dissimilar metals using acceptable refrigeration methods

___ monitoring computerized controls

___ trouble shoot/maintain and repair cascade refrigeration systems

___ using safety gear and equipment as needed

___ understanding and abiding by safety regulations regarding CFC/Freon

___ working with engineering and testing personnel on planning and modification

___ monitoring AC/R system operation, system failure and preventative maintenance to provide energy savings

___ following safety regulation on contaminated air filters

___ following safety procedures for liquid and gas leaks

___ able to read and understand technical materials such as codes and regulations, installation, maintenance and service manuals

___ able to apply the principles of heat transfer, combustion, temperature, pressure, electricity, and magnetism

2. Indicate the type of facility in which you have experience installing and repairing air conditioning systems with specific requirements. Be sure to check all that apply.

- Warehouse
- Communication Centers
- Ships
- Electronic Data Processing Center
- Hospitals
- Operating Rooms
- Apartment complex
- Laboratories
- Large office buildings
- Other (specify)

3. Indicate your experience working with systems using a variety of air conditioning methods. Check all that apply

- Mechanical Compression
- Vapor Compression
- Absorption
- Steam Jet Cycle (breezes/swamp coolers)
- Air Cycle
- Water Cooled Condensers

4. Describe some of the most difficult tasks you have had to perform in refrigeration and air conditioning work. Describe in detail how you completed the assignment(s).

5. Describe your experience operating high pressure boilers.

6. In your experience described above, did you operate the high pressure boiler?

_____ independently _____ under close supervision _____ as an assistant

7. Have you ever done any troubleshooting with a boiler? _____ yes _____ no
Explain.

8. What is your experience with standard plumbing methods and techniques (measure, cut, bend pipe; install or replace pipes and/or ductwork)?

Element 2-E - Knowledge of Equipment Assembly, Installation, Repair, etc.

1. List the different types of equipment, assemblies, or components on which you have worked. Use the "type of experience" codes below that best describes your level of experience with each type of equipment listed. Use all codes that apply

- 1 = Assembled
- 2 = Disassembled
- 3 = Installed
- 4 = Tested
- 5 = Calibrated
- 6 = Adjusted
- 7 = Maintained
- 8 = Repaired
- 9 = Overhauled
- 10 = Troubleshooting
- 11 = Modified

Equipment	Mft./Model	Size/Capacity	Type of Experience
------------------	-------------------	----------------------	---------------------------

2. Tell about your ability to take corrective action when there is a malfunction with a boiler.

3. Under supervision, are you able to replace boiler components? Give examples. Could you also do this on your own initiative without supervision?

4. Cite other examples of work you can perform on a boiler.

Element 6. Operation of boiler plant equipment

1. Tell about your experience in pulling down, reassembling and cleaning individual components of a high pressure boiler.

2. Describe the level of supervision required for you to perform the above task.

Element 25-E Technical Practices (theoretical, precise, artistic)

1. Indicate on the blank line, the answer that best describes your level of independence for each task listed.

A = able to provide instruction and guidance to others

B = able to perform task independently

C = able to perform task independently, only needing assistance for unusual problems

D = able to perform task under general supervision

E = able to perform task under close supervision

F = No experience

- ability to charge refrigeration systems with proper liquid or gas.
- able to adjust burners and blowers and check for leaks
- able to replace filters, ducts
- using volt meters, amp meters, multi-meters and air velocity meters
- repair/replace up to 480 volt 3 ph motor starters, switches and controls.
- repair/maintain LN2 chest freezers and related controls.
- compute formulas and equations such as volumes, pressures and degrees
- calibration of pneumatic controls
- replacing valves such as expansion, back pressure or water control
- replacing compressors and condensers
- replacing evaporators
- properly disassemble and reassemble all types of laboratory and refrigeration equipment.

2. Are you familiar with boiler gauges? Describe in general what the gauges indicate.

3. Can you read and interpret boiler plant gauges and meters:

_____ independently _____ with assistance

4. Have you ever had to adjust equipment to correct a problem indicated on a meter or gauge?

_____ yes _____ no

If yes, tell about it.

Element 60. Use of measuring instruments

1. List the different types of boilers (including capacity) and their operation with which you are familiar.

2. Have you ever worked with air compressors, cooling towers, and/or water softeners? In what capacity?

3. Are you able to make chemical analyses of a boiler to determine necessary water treatment?

Element 75-A - Ability to interpret instructions, specifications, etc. (Includes blueprints and schematics)

1. Check the response that best describe your work situations. Please check only one response

___ under close supervision, follows specific instructions

___ follows work orders and work from sketches or basic blueprints which are complete in terms of materials and methods used

___ interprets complex instructions, sketches, blueprints, diagrams, and/or building codes

___ use judgment and experience to adapt specifications

- ___ responds to frequent, new or changed instructions or specifications
- ___ provides guidance and instructions to others on the full range of specifications

2. Choose the number that best describes your experience with the following types of instructions you have followed to accomplish your work and put that number in the appropriate blanks.

- 1 = have not used
- 2 = used with assistance from others
- 3 = used independently
- 4 = provided instructions to others

- ___ blueprints
- ___ building codes
- ___ building plans
- ___ manufacturers' specs
- ___ technical manuals
- ___ wiring diagrams
- ___ work orders
- ___ drawings
- ___ engineering drawings
- ___ drawings with different trade symbols

Element 81 - Ability to use and maintain tools and equipment

1. The following addresses your knowledge and skill level to use and maintain tools and equipment. Please write the number of the following statement that BEST describes your level of skill in the use of tools associated with this position.

- 1 = have not used
- 2 = used with assistance from others
- 3 = used independently
- 4 = provided instructions to others

- ___ manometer
- ___ anometer
- ___ hermetic test equipment
- ___ thermocouples
- ___ psychrometer
- ___ torque wrench
- ___ micrometer
- ___ depth gauge
- ___ vernier calipers
- ___ manifold assembly
- ___ air velocity meter
- ___ voltmeter
- ___ meggar
- ___ ohmmeter
- ___ pressure gauge
- ___ hydrometer
- ___ leak detector

- bender
- flaring tool
- swedging tool
- oxyacetylene torch
- pipe threader
- pipe cutter
- drill press
- reamer
- hand drill

Element 96 – Troubleshooting

1. Check the types of experience you have in resolving problems. (Check all that apply)

- locate and resolve simple problems or malfunctions through sound or appearance.
- locate problems or malfunctions through detailed inspection, advanced circuit testing or diagnostics, and using testing instruments, resolve problems and malfunctions with the help of other journeymen.
- locate problems or malfunctions through detailed inspection, advanced circuit testing or diagnostics, and using testing instruments, resolve problems and malfunctions independently,
- locate and diagnose difficult problems or malfunctions requiring specialized knowledge.
- provide consultation to other workers in resolving difficult problems or malfunctions.

2. Describe in some detail the most difficult troubleshooting assignment you have completed.

I possess a valid Motor Vehicle Operator’s License (Driver’s License)

Yes No

Are you qualified to fire boilers?

Yes No

I possess a Universal CFC Technician Certification?

Yes No

If so, please provide the following information:
Certification #: -- _____ Date Issued: _____
Expiration Date _____

I certify that the above answers are true to the best of my knowledge.

Signature and Date

Benefits:

A Benefits Package is authorized for this position. Additional information about Federal benefits can be obtained at www.usajobs.opm.gov/ei61.htm.

Other Information:

Veteran's Preference:

For further details, call the U.S. Office of Personnel Management (OPM) at 703-724-1850 or TDD 978-461-8404. Select General Information on the Federal Employment Policies and Procedures, and then Veteran's Preference and Special Appointing Authorities for Veterans. Visit their VetGuide website at <http://www.opm.gov/veterans/html/vetguide.asp>.

Veterans Employment Opportunities Act of 1998 (VEOA): Qualified candidates eligible under the Veterans Employment Opportunities Act of 1998 (VEOA), a special hiring authority, will be considered. VEOA eligibles are preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years or more of active service. Veterans who are released under honorable conditions shortly before completing a 3-year tour are also eligible.

Creditable Service:

Service credit for annual leave accrual may be granted for directly related non-Federal work experience or uniformed service for newly appointed individuals, or those individuals reappointed after a break in service from civilian Federal employment of at least 90 calendar days. The amount of non-Federal service to be credited will be based on the amount of directly related and documented experience that the selectee possesses as documented by the employee and which is approved by agency management.

Relocation Expenses:

Payment of relocation expenses will be determined in accordance with P&P 412.5, Recruitment and Retention Incentives and Other Special Pay, Sections 6 and 7, as amended by Bulletins 03-402 and 05-412.5, which may be found at <http://www.afm.ars.usda.gov/ppweb/412-05.htm#H10>. See also http://www.afm.ars.usda.gov/hrd/staffing_recruit/reloweb.htm.

Financial Disclosure Requirement:

Federal employees are subject to prohibitions against officially dealing with outside organizations in which they have a financial interest. You may be required to submit a financial disclosure report if hired for this position.

False statements:

If you make a false statement in any part of your application, you may not be hired; may be fired after beginning work; or may be fined or jailed.

Optional Form 306, (Declaration for Federal Employment):

If you are selected for this position, you will be required to complete this form before an offer may be made.

USDA Surplus/Federal Displaced Employees:

Applicants requesting consideration under the CTAP or ICTAP programs must submit

documentary evidence of eligibility. Well qualified CTAP and ICTAP applicants within the local commuting area will receive selection priority as provided by OPM regulations. Well-qualified means the applicant meets the basic qualification and eligibility requirements and all selective factors; is rated above minimally qualified against the KSAs or quality criteria; and is able to satisfactorily perform the duties of the position upon entry. If you are requesting consideration as a CTAP or ICTAP applicant, you must submit the following:

- 1) A copy of your RIF Separation Notice or Certification of Expected Separation or other documentation indicating that you are a surplus employee;
- 2) Evidence of full performance level of current position;
- 3) A copy of your most recent performance appraisal; and
- 4) A copy of your most recent SF-50, Notification of Personnel Action.

Selective Service System:

Males over age 18 who were born after December 31, 1959, must have registered with the Selective Service System (or have an exemption) to be eligible for Federal employment.

ARS Reasonable Accommodation Contact Information:

If you need a reasonable accommodation for any part of the application and hiring process, or have questions regarding reasonable accommodation and/or accessibility for any part of the application and hiring process, please contact the Disability Program Manager on 202-720-6161 or through the DC Relay Service on 202-855-1234 (TDD).

How to Apply:

Applications may be mailed, faxed, or e-mailed to the appropriate address and/or facsimile number, but they must be **postmarked** by 11:59 p.m. Eastern Standard Time on the closing date.

If sending your application as an attachment to an email, do not send zipped files. They will be removed in accordance with standard electronic security procedures.

If hand delivered, be sure your application is received in the Human Resources Division on or before closing date.

If application packages do not contain all of the requested information, you may lose consideration for the job. To help you ensure your application fully outlines your qualifications and eligibility for this position, please submit the following documentation as appropriate. Some of the items listed may not apply to you. NOTE: Applications received in postage paid government envelopes will not be considered.

APPLICATION PACKAGE CHECKLIST

___ Optional Form 612 (Optional Application for Federal Employment), Resume, Curriculum Vitae, or other document outlining your qualifications (Go to <http://www.opm.gov/forms/html/of.asp> and scroll down to obtain the OF-612).

The following information is required of all applicants:

___ Announcement number, title, and grade(s) of the position

___ Full name, mailing address (including zip code) and day and evening phone numbers (with area code)

___ Statement that you are a U.S. citizen (if not using the OF-612)

___ Copy of DD Form 214 (Certificate of Release or Discharge from Active Duty) (only if claiming

veteran's preference) (Visit the following web site for additional information:

<http://www.opm.gov/employ/veterans/html/vetguide.asp>

__ SF-15 (Application for 10-point Veteran's Preference) plus the support documentation required by this form (if claiming 10-point veteran's preference) (Go to the web site at <http://www.opm.gov/forms/html/sf.asp> to obtain form.)

__ Paid and non-paid work experience related to the position. For each period of work experience include:

___ Job title

___ Series/grade (if Federal employment)

___ Duties and accomplishments

___ Employer's name and address

___ Supervisor's name and contact information

___ Starting and ending dates of employment (at least month/year)

___ Number of hours worked per week

___ Salary

___ Indicate if we may contact current supervisor/employer

__ Other job related information, such as training courses (title & year); skills (e.g., other languages, computer software/hardware, tools, etc.)

___ Certificates/licenses (current)

___ Honors, awards, and special accomplishments

___ Supplemental questionnaire if applicable
(usually for Federal Wage System positions - WG, WL, WS)

__ Copy of college transcripts (if qualifying all or in part on the basis of education for this position) (If you have non-conventional education, e.g., foreign study, continuing education units, life experience, etc., go to the web site at <http://www.opm.gov/qualifications/SEC-II/s2-e4.htm#e4a> and look under the heading "Other Education" for information governing acceptability of this type of education.)

__ Copy of SF-50 (Notification of Personnel Action) to verify possession of competitive civil service status (if you are a current or previous federal employee)

__ Copy of most recent performance appraisal (if you are a current federal employee)

__ Second copy of application package IF you are a candidate with competitive status. (NOTE: All status candidates who wish to be considered under both alternative merit promotion and non-status competitive examining must submit two (2) complete applications when the position is open to both status and non-status candidates. When only one (1) application is received, it will be

considered under the alternative merit promotion procedures if the applicant is a current or former Federal employee with reinstatement eligibility.)

___ Support documentation for eligibility for special hiring authorities, such as disability, Peace Corps service, etc. (If you have questions about whether you are eligible for a particular hiring authority, please call the servicing HR specialist or visit the web site at http://www.opm.gov/Strategic_Management_of_Human_Capital/fhfr/default.asp)

___ Support documentation if you are a USDA surplus or federal displaced employee (See pertinent section under "Other Important Information" below.)

___ Self-certification of typing speed (if required as a basic qualification for the position)

___ While not required, a separate response to the required knowledge, skills, and abilities (KSAs listed under Specialized Experience) and Selective Placement Factor(s), if present, for this position may better highlight your specific qualifications for this position. (For an explanation of KSAs, go to the web site at <http://www.ars.usda.gov/careers/whatksa.html>).

If this is your first time applying for a federal job, or if you wish to view more detailed information about various aspects of applying for federal jobs, go to <http://www.opm.gov/forms/html/of.asp> and scroll down to access the Office of Personnel Management (OPM) Optional Form 510.

Location Contact Information: Janette Jensen, (785) 776-2737

Contact Information:

Keli A. Martin
Phone: 301-504-1584
Fax: 301-504-1535
Internet: SCIRECRUIT@ARS.USDA.GOV

Or Write:
Department Of Agriculture
USDA-REE-ARS-HRD/ARS-X7W-0324
5601 Sunnyside Avenue, Stop #5106
Beltsville MD 20705-5106
E-MAIL:SCIRECRUIT@ARS.USDA.GOV

What to Expect Next:

Applicants will receive written confirmation from this office when their application package is received.

After the application has been received, applicants will not be notified of the status of their paperwork until a final selection has been made.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for veterans' preference. For service beginning after October 15, 1976, the veteran must have served the required length of time and have a Campaign Badge, Expeditionary Medal, a service-connected disability, or have served in the Gulf War between August 2, 1990, and January 2, 1992.

The Veterans Employment Opportunity Act (VEOA) gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

To claim veterans' preference, veterans should be ready to provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service connected disability and others claiming 10 point preference will need to submit Form SF-15, Application for 10-point Veterans' Preference.

For more specifics on all veterans employment issues such as Veterans preference or special appointing authorities see the VetGuide.

Social Security Number - Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number on your application materials, will result in your application not being processed.

Privacy Act - Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

Signature - Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

False Statements - If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

Selective Service - If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.