

Department: Department Of Agriculture
Agency: Agricultural Research Service
Sub Agency: Grain Marketing and Production Research Center
Job Announcement Number: ARS-X7W-0025

Maintenance Mechanic (Leader)

Salary Range: 20.35 to 23.78 USD Per Hour

Open Period: 12/18/2006 to 1/8/2007

Series & Grade: WG-4749-10

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 Maintenance Mechanic (Leader) to provide maintenance, repair, and preventative maintenance at the Grain Marketing and Production Research Center.

You must include a statement in your application that you are a U.S. citizen.

Major Duties:

- * Performs trade work and provides lead duties concerned with the operation and maintenance functions for the research facility which includes laboratory/office structures, and head house (grain elevator), a pilot plant, a chemical storage facility, and a maintenance facility with surrounding roads, parking areas, sidewalks, and lawns.
- * Provides maintenance, repair, and preventative maintenance for a variety of refrigerant or heating/cooling systems, electronic equipment, electrical systems and electrical equipment.
- * Plans and organizes general maintenance of facilities, utilities, and equipment, to include medical/laboratory equipment.

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 safe working regulations. The incumbent frequently lifts and carries up to 75 pounds. Occasionally, the incumbent may lift or move with assistance heavy objects weighing more than 75 pounds.

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.

1. Ability to do the work of a Maintenance Mechanic (Lead) without more than normal supervision. (This is the screen-out element. Applicants who are not rated satisfactory on the screen-out element will not be rated on the remaining elements.)
2. Ability to lead the work of others.
3. Knowledge of equipment assembly, installation, repair, etc.
4. Technical practices (theoretical, precise, artistic).
5. Knowledge of materials
6. Ability to use and maintain tools and equipment, including measuring instruments.
7. Ability to interpret instructions, specifications, etc. (including blueprints).

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. Valid State Issued Drivers License
2. Professional Electrician's License
3. Certified from an EPA approved Refrigerant Transition and Recovery Certification Program for Type I, II, 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
Maintenance Mechanic (Lead), WG-4749-10

Element 1: Ability to do the work of a Maintenance Mechanic (Lead) without more than normal supervision (Screen-Out)

1.) Use the numbers below to describe your level of experience in the following areas:

- | | |
|---|--------------------------|
| 1 - Advanced Journeyman/Expert Professional | 4 - Limited Experience |
| 2 - Journeyman | 5 - Trainee / Apprentice |
| 3 - Somewhat Experienced | 6 - No Experience |

- _____ Electrician
- _____ HVAC Mechanic
- _____ Refrigeration
- _____ Plumbing
- _____ Welding
- _____ Carpentry
- _____ Painting
- _____ Heating/Boiler Mechanic

2.) Do you have experience directing, leading, and inspecting the work of others in any area of work listed above? If yes, list the dates and area of work.

3.) Do you select the type of equipment, material, or tools to be used for a particular task or does your supervisor tell you what to use?

4.) Check the applicable item that indicates the type of supervision you receive:

- | | |
|-----------------------------|-------------------------------|
| _____ technical supervision | _____ close supervision |
| _____ general supervision | _____ no supervision (expert) |

5.) Use the numbers below to describe your level of experience in the following areas:

- 1 - Expert
- 2 - Journeyman
- 3 - Somewhat Experienced
- 4 - Limited Experience
- 5 - No Experience

- _____ Installing, maintaining and repairing electrical systems and equipment
- _____ Installing, maintaining and repairing HVAC systems.
- _____ Installing, maintaining and repairing utility, supply and disposal systems and equipment.
- _____ Removing, repairing and installing structural components.
- _____ Operating a forklift.

Element 73 – Ability to lead the work of others

1.) Check each response that describes your experience leading the work of others (more than one may apply):

- _____ Experience demonstrating proper work methods and procedures to lower-graded employees
- _____ Experience assisting a leader or supervisor in training a new employee
- _____ Experience demonstrating work procedures; inspecting the work of; and assigning work to lower-graded employees
- _____ Experience as a supervisor or leader where the ability to organize work assignments and schedule workflow was required

2.) Indicate the number and kinds of workers you have lead (i.e. highest number of workers lead at one time; trades performed by the workers).

3.) Use the numbers below to describe your level of experience in the following areas:

- 1 - Expert
- 2 - Journeyman
- 3 - Somewhat Experienced
- 4 - Limited Experience
- 5 - No Experience

- _____ Estimating material, equipment, and manpower needs
- _____ Scheduling workflow and work assignment
- _____ Conducting training
- _____ Leading or training helpers or apprentices
- _____ Leading or training intermediate workers
- _____ Explaining manuals and work procedures to others
- _____ Interpreting blueprints, sketches, and verbal work orders for others

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

1.) Use the numbers below to describe your experience with the following (more than one number may apply):

- 1 - Work with units, components, and accessories
- 2 – Work on complete systems
- 3 – Assemble, disassemble
- 4 – Install, test
- 5 – Maintain, repair
- 6 – Troubleshoot
- 7 – Calibrate for accuracy
- 8 – Modify, design
- 9 – Considered an expert, called on to do unusual jobs

- _____ Boilers
- _____ Furnaces
- _____ Walk-in and reach-in coolers
- _____ Refrigerators
- _____ Freezers
- _____ Air conditioning systems/units
- _____ Electrical lines
- _____ Electric motors
- _____ Electrical conduit
- _____ Electrical service panels
- _____ Pneumatic control systems
- _____ Sewage distribution systems
- _____ Water distribution systems
- _____ Gas distribution systems
- _____ Water closets, sinks, faucets and drain traps
- _____ Piping systems
- _____ Laboratory equipment
- _____ Machinery
- _____ Metasys HVAC control systems
- _____ Water purification systems

2.) Check the applicable item that indicates the type of supervision you receive when performing the work above:

- _____ close supervision
- _____ technical supervision
- _____ general supervision
- _____ no supervision (expert)

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

1.) For each ability or knowledge you use, write the number of each statement that describes your training or experience.

- 1 – Occasional use of the ability or knowledge
- 2 – Frequent use

- 3 – Instruct or direct others in use
- 4 – Very thorough ability or knowledge

- _____ Knowledge of the principles and theories of air conditioning and refrigeration
- _____ Knowledge of the construction and operation of refrigeration and A/C systems
- _____ Knowledge of the principles and theories of heating
- _____ Knowledge of fan characteristics and mathematical formulas to calculate air velocity, static pressure, and friction loss
- _____ Knowledge of pressure differential and level of filtration to contain or exclude specific pathogens
- _____ Ability to plan and layout work
- _____ Ability to interpret and apply the National Electric Code
- _____ Ability to interpret and apply the Uniform Building Code
- _____ Ability to interpret and apply the Uniform Plumbing Code
- _____ Knowledge of shop mathematics (including geometry and algebra)
- _____ Knowledge of the load bearing characteristics of structures

2.) Do you have experience developing and/or modifying special equipment, systems, methods, and/or procedures to achieve work goals? If yes, provide details.

___yes ___no

3.) Do you have experience determining man-hours and costs required for jobs performed?

___yes ___no

Element 82-A: Knowledge of materials

1.) For each type of material below, write the number that best describes your experience and/or training.

- 1 – Have not used
- 2 – Use materials for the job when chosen by others
- 3 – Independently selects the proper materials for the job
- 4 – As necessary, independently makes substitutions of materials
- 5 – Serve as technical expert to others on the use of materials

HVAC

- _____ Chemicals
- _____ Pumps
- _____ Valves
- _____ Refrigerants

Electrical

- _____ Controls
- _____ Fixtures
- _____ Outlets
- _____ Relays
- _____ Wiring
- _____ Conduit

Plumbing

- _____ Caulk
- _____ Compound
- _____ Elbows
- _____ Reduction couplings
- _____ Pipe
- _____ Traps

Carpentry

- _____ Lumber
- _____ Paneling
- _____ Wood composite materials

Elements 60 and 81 – Ability to use and maintain tools and equipment, including measuring instruments.

1.) For each tool or measuring instrument below, place an X in the column that applies to your level of experience or training (more than one may apply).

	<u>Able to</u> <u>Use</u>	<u>Able to</u> <u>Repair</u>	<u>Able to</u> <u>Calibrate</u>	<u>Able to</u> <u>Maintain</u>
Ammeters	_____	_____	_____	_____
Conduit benders	_____	_____	_____	_____
Drills	_____	_____	_____	_____
Frequency meters	_____	_____	_____	_____
Multimeters	_____	_____	_____	_____
Pipe threading machines	_____	_____	_____	_____
Soldering irons	_____	_____	_____	_____
Screwdrivers	_____	_____	_____	_____

Voltage testers	_____	_____	_____	_____
Wattmeters	_____	_____	_____	_____
Wirecutters	_____	_____	_____	_____
Packing and/or caulking iron	_____	_____	_____	_____
Pipe wrench	_____	_____	_____	_____
Plumb bob	_____	_____	_____	_____
Air velocity meter	_____	_____	_____	_____
Depth gauge	_____	_____	_____	_____
Electric drill	_____	_____	_____	_____
Hydrometer	_____	_____	_____	_____
Micrometer	_____	_____	_____	_____
Ohmmeter	_____	_____	_____	_____
Oxyacetylene torch	_____	_____	_____	_____
Pipe cutter and bender	_____	_____	_____	_____
Pressure gauge	_____	_____	_____	_____
Torque wrench	_____	_____	_____	_____
Vernier Calipers	_____	_____	_____	_____
Voltmeter	_____	_____	_____	_____
Calipers	_____	_____	_____	_____
Flow meters	_____	_____	_____	_____
Tachometer	_____	_____	_____	_____
Sewer snake	_____	_____	_____	_____

2.) Have you ever instructed or advised others on the use of the tools and equipment listed above? ___ yes ___ no

Element 75-A: Ability to interpret instructions, specifications, etc. (includes blueprints)

1.) Use the numbers below to describe your experience with the following:

- 1 – Have not used
- 2 – Used with assistance from others
- 3 – Used independently
- 4 – Provided instruction to others

- _____ Blueprints
- _____ Building codes
- _____ Building plans
- _____ Drawings
- _____ Drawings with different trade symbols
- _____ Engineering drawings
- _____ Manufacturer specifications
- _____ Technical manuals
- _____ Wiring diagrams
- _____ Work orders
- _____ Parts diagrams
- _____ Electrical schematics

2.) Check the response that describes your work situations (more than one may apply):

- Follows specific instructions under close supervision
- Follows work orders and works from sketches or basic blueprints which are complete in terms of materials and methods used
- Follows and interprets instructions, sketches, blueprints, diagrams, and/or building codes
- Uses judgment and experience to adapt specifications
- Inspects completed projects for compliance with drawings and specifications
- Responds to frequent, new or changed instructions or specifications
- Work from rough sketches and oral assignments lacking definite detail
- Provides guidance and instruction to others on the full range of specifications

Do you have a valid State issued drivers license? yes no

Are you certified in the operation of forklifts? yes no

Do you have a professional license in Electrical work? yes no

Are you certified from an EPA approved Refrigerant Transition and Recovery Certification Program for Type I, II, and III? yes no

Do you have a professional license in Plumbing work? yes no

Are you qualified to fire boilers? yes no

I certify that the above statements made in this form are true, complete, and correct to the best of my knowledge and are made in good faith.

Signature

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>.

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:

USDA Surplus/Federal displaced employees must submit documentary evidence of eligibility. Well qualified surplus and displaced employees 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 placement 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. Applicants 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, to verify reassignment eligibility.

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)

Social security number

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-0025

5601 Sunnyside Avenue, Stop #5106

Beltsville MD 20705-5106

US

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.