



**RESEARCH, EDUCATION, AND ECONOMICS  
AGRICULTURAL RESEARCH SERVICE  
VACANCY ANNOUNCEMENT**

**United States Department of Agriculture**

**Announcement Type: WAGE GRADE**

[x] DEMO/Delegated Examining

**Position Title:** Air Conditioning Equipment Mechanic (More than one selection may be made from this announcement)

**Series/Grade:** WG-5306-10

**Promotion Potential:** None

**Salary:** \$20.48 - \$23.93 Per Hour

**Type of Appointment:** Temporary Appointment Not To Exceed May 14, 2005

May be extended an additional year without further competition

**Location of Position:** Operations and Maintenance Section, Beltsville, MD

**Announcement Number:** ARS-D4E-0270

**Opening Date:** June 1, 2004

**Closing Date:** Open Until Filled (First Cut-Off Date will be June 14, 2004, with subsequent cutoff dates every two weeks)

**Area of Consideration:** All U.S. Citizens in the local commuting area only

**APPLICATIONS WILL ALSO BE ACCEPTED FROM USDA SURPLUS AND FEDERAL DISPLACED EMPLOYEES IN THE COMMUTING AREA.**

**DUTIES:** The selectee will perform tasks related to refrigeration and air conditioning systems in offices, laboratories, special purpose areas and similar facilities. Duties will include, but are not limited to:

- ▶ planning and calculating heat loads, humidity and refrigeration requirements;
- ▶ preparing sketches, circuit diagrams and interpreting blueprints and specifications;
- ▶ installing, repairing and maintaining a variety of commercially made laboratory equipment, such as freeze dryers and refrigerated centrifuges;
- ▶ installing, repairing and maintaining commercially designed climatic controls and systems in laboratory or other facilities;
- ▶ installing, servicing and maintaining control systems using electric, electronic, solid state and pneumatic controls;
- ▶ installing, maintaining, adjusting, repairing, dismantling and overhauling large, complex refrigeration and air conditioning systems;
- ▶ detecting and correcting leaks in refrigeration systems, and testing overhauled or reconditioned systems.

**PHYSICAL REQUIREMENTS:** Considerable physical effort is used when working on parts or systems that are in hard to reach places. Employee must bend, stoop, kneel and work in tiring and uncomfortable positions. Must frequently carry and set up parts and equipment that weigh 30 to 50 pounds.

**WORKING CONDITIONS:** The work is performed inside and outside. Incumbent is subject to burns, electrical shocks, cuts and bruises and sudden changes in temperature from hot to cold. Is exposed to the possibility of toxic effects on eyes, skin and respiratory system when working with refrigerant gases.

**QUALIFICATIONS:** 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 an Air Conditioning Equipment Mechanic without more than normal supervision. **(SCREEN OUT)**
2. Knowledge of equipment assembly, installation, repair, etc.
3. Technical Practices (theoretical, precise, artistic)
4. Ability to interpret instructions, specifications, etc. (includes blueprint reading).
5. Ability to use and maintain tools and equipment.
6. Troubleshooting.

**PHYSICAL EXAMINATION IS** required.

**CERTIFICATION/LICENSE REQUIREMENTS:** All applicants **MUST** indicate possession of the following certifications/licenses. Applicants who fail to submit proof of possession will not receive consideration for the position.

- ▶ Must have a Universal (Types I, II, and III) technician certification for refrigerant transition and recovery.
- ▶ Must have a valid State issued motor vehicle operator's license (Driver License)

**SUPPLEMENTAL QUESTIONNAIRE:** Applicants will be required to complete a supplemental questionnaire. The questionnaire **IS ATTACHED**. Applicants who fail to complete and return the questionnaire will **NOT** receive further consideration for the position.

**OTHER CONSIDERATIONS:** This position is part of a work function currently undergoing a competitive sourcing study. Competitive sourcing studies generally take from 12-18 months. At the end of this time, a decision is made about whether the function will continue to be performed by federal employees or will be contracted out.

### **APPLICATION INFORMATION**

**HOW TO APPLY:** Send a resume, Curriculum vitae, Optional Application for Federal Employment (OF-612), or SF-171, to the Contact address listed below. The following information is required to evaluate applicant qualifications and to determine if applicants meet legal requirements for Federal employment:

- Announcement number, title, and grade(s)
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code)
- Social security number
- Identify country of citizenship (U.S. citizenship is required)
- Veterans' Preference (If applicable--see "Veterans' Preference" below for required forms and documentation)
- Highest Federal civilian grade held (if applicable)
- Current Federal employees **must** submit their most recent performance appraisal.
- Current Federal employees and reinstatement eligibles should submit an SF-50, Notification of Personnel Action, to verify competitive eligibility.
- Highest education level achieved. Specify:
  - Name, city, state, zip code (if known)
  - Date or expected date (month/year) of completion of degree requirements
  - Type of degree received
  - Graduates of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university
- Copy of college transcripts or list of college courses (if required under **QUALIFICATIONS** or if applicable to the position).
- Paid and nonpaid work experience related to the position. For each work experience include:
  - Job title
  - Series/grade (if Federal employment)
  - Duties and accomplishments
  - Employer's name and address
  - Supervisor's name and address
  - Starting and ending dates
  - Hours per week
  - Salary
  - Indicate if we may contact current supervisor/employer
- Job-related:
  - Training courses (title and year)
  - Skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.)
  - Certificates/licenses (current)
  - Honors, awards, and special accomplishments

- Supplemental employee questionnaire

### **OTHER IMPORTANT INFORMATION:**

- **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, which may be found at <http://www.afm.ars.usda.gov/hrd/jobs/index.htm> and click on, "Policy on Payment of Relocation Expenses" under General Information.

- **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. Applicants **must** submit the following:

- a copy of their RIF Separation Notice (for displaced employees) OR Certification of Expected Separation or other documentation identifying you as surplus;
- evidence of full performance level of current position;
- a copy of their most recent performance appraisal; and
- a copy of their most recent SF-50, Notification of Personnel Action, to verify reassignment eligibility.

- Male applicants 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 a Federal job.

- Applicants will not be notified of the status of their application until a final selection has been made.

- **If applications do not contain all of the requested information, applicants may lose consideration for the job.**

- If applicants make a false statement in any part of their application, they may not be hired; may be fired after they begin work; or may be fined or jailed.

- **Financial Disclosure.** Federal employees are subject to prohibitions against officially dealing with outside organizations in which they have a financial interest. The incumbent of this position:

- will be required to submit a financial disclosure report within 30 days of their effective date of appointment and annually thereafter.  
 may be required to submit a financial disclosure report.

- **APPLICATIONS MUST BE POSTMARKED BY THE CLOSING DATE OF THE ANNOUNCEMENT.**

**SPECIAL HIRING AUTHORITIES:** If you meet the basic eligibility requirements and you are eligible for a noncompetitive appointment (a list of who may be eligible for noncompetitive appointments can be found at [www.usajobs.opm.gov/a1.htm](http://www.usajobs.opm.gov/a1.htm), please indicate the type of special appointment you are seeking on your application and follow all other instructions in this announcement. If you do not indicate the type of special appointment you are seeking, you will be considered under competitive procedures. If you wish to be considered under both noncompetitive and competitive procedures, please submit two (2) complete applications.

**VETERANS' PREFERENCE:** If applicants served on active duty in the United States military and were separated under honorable conditions, they may be eligible for veterans' preference. To claim 5-point veterans' preference, you must attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility. To claim 10-point veterans' preference, attach an SF-15, Application for 10-Point Veterans Preference, plus the documentation required by that form. For further details, call the U.S. Office of Personnel Management (OPM) at 478-757-3000 or TDD 478-757-2299. Select "Federal Employment Policies and Procedures" then Veterans Preference and Special Hiring Authorities for Veterans. Visit their VetGuide web site: [www.opm.gov/employ/html/vetguide.htm](http://www.opm.gov/employ/html/vetguide.htm).

**EEO STATEMENT:** The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice or TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call (202)720-5964 (voice or TDD). **USDA is an equal opportunity provider and employer.**

**ACCOMMODATION:** This agency provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process or have questions/concerns regarding reasonable accommodation and/or accessibility for any part of the application and hiring process, please contact Sue Dixon, ARS, Civil Rights Staff, 202-690-0372 or DC Relay Service: 202-855-1234 (TDD). The decision on granting reasonable accommodation will be on a case-by-case basis.

**CONTACT:**

For a copy of this vacancy announcement and/or application forms, call 301-504-1482.

For specific questions regarding this vacancy only, call:

Name and phone number of Servicing Specialist Susan Mooring on 301-504-1360.

Submit applications to:

USDA, Agricultural Research Service  
Human Resources Division  
ATTN: ARS-D4E-0270  
Susan Mooring  
5601 Sunnyside Avenue  
Beltsville, MD 20705-5104

FAX applications to: 301-504-1535

E-MAIL applications to: [scirecruit@ars.usda.gov](mailto:scirecruit@ars.usda.gov) **(If submitting applications via E-mail, be sure to mail or fax other required documentation such as college transcripts, SF-50, most recent performance appraisal, and/or DD-214/SF-15 separately and include the vacancy announcement number of the position.)**

For employment information and current job opportunities:

**INTERNET ADDRESS:** [www.ars.usda.gov](http://www.ars.usda.gov)

**DIAL-A-VACANCY:** 301-504-1482

**DC RELAY SERVICE:** 202-855-1234 (TDD)

**SUPPLEMENTAL QUESTIONNAIRE**  
**Air Conditioning Equipment Mechanic**  
**WG-5306-10**

**ELEMENT 1**

**Ability to do the work of an Air Conditioning Mechanic without more than normal supervision  
(SCREEN OUT)**

Describe your experience working with large air conditioning systems that consist of a variety of functions, such as heating, cooling, humidifying, dehumidifying, cleaning, filtering and/or circulating air. Include the model and the functions that made up the system.

Describe your level of independence planning and laying out major work assignments.

Indicate below, your experience installing and repairing air conditioning systems with specific requirements and/or for various structures. *Be sure to check all that apply.*

- |   |  |
|---|--|
| <input type="checkbox"/> Warehouse              | <input type="checkbox"/> Communication Centers             |
| <input type="checkbox"/> Ships                  | <input type="checkbox"/> Electronic Data Processing Center |
| <input type="checkbox"/> Hospitals              | <input type="checkbox"/> Operating Rooms                   |
| <input type="checkbox"/> Apartment complex      | <input type="checkbox"/> Laboratories                      |
| <input type="checkbox"/> Large office buildings | <input type="checkbox"/> Link Training Rooms               |
| <input type="checkbox"/> Submarines             | <input type="checkbox"/> Other (specify)                   |

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

- |   |  |
|---|--|
| <input type="checkbox"/> Mechanical Compression | <input type="checkbox"/> Vapor Compression |
| <input type="checkbox"/> Absorption             | <input type="checkbox"/> Steam Jet Cycle   |
| <input type="checkbox"/> Air Cycle              |  |

**ELEMENT 2-E**

**Knowledge of Equipment Assembly, Installation, Repair, etc.**

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**

**ELEMENT 25-E**

**Technical Practices (theoretical, precise, artistic)**

Describe an experience when you were required to use judgment and creativity to complete an assignment.

Use the codes below that best describes your knowledge of the following principles and theories.

1-Some knowledge/require assistance

2-Expert Knowledge

3-Experience training others

4-No knowledge

- Refrigeration Cycle
- Refrigerant tables
- Pressure-temperature characteristics

- Heat transfer laws
- Calculate air flow

Using the same codes as above, describes your knowledge of the following:

**Compressors**

- Gear
- Reciprocating
- Centrifugal
- Rotary pump
- Other (Specify)

**Refrigerant Controls**

- Low & high pressure side floats
- Automatic thermostatic expansion valves
- Capillary
- Choke types
- Other (specify)

**Motor Controls**

- Hermetically sealed motors
- Pressure controls
- Thermostatic motor
- Full defrosting controls
- Semi-automatic controls
- Relays
- Other (Specify)

## ELEMENT 75-B

### Ability to interpret instructions, specifications, etc. (Includes blueprints and schematics)

Check the response that describes your work situations.

- \_\_\_\_\_ 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.

Choose the number that best describes your experience with the following types of instructions you have followed to do your work and put that number in the appropriate blank(s).

- |                       |                                     |
|-----------------------|-------------------------------------|
| 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

Choose the code that best describes your ability to use the tools listed below.

- |                       |                                     |
|-----------------------|-------------------------------------|
| 1. Have not used      | 2. Used with assistance from others |
| 3. Used independently | 4. Provided instructions to others  |
- 
- |                         |                          |                               |
|-------------------------|--------------------------|-------------------------------|
| _____ Manometer         | _____ Anamoter           | _____ Hermatic 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 95**  
**Troubleshooting**

Check the types of experience you have had in resolving problems.

- 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.

**I possess a valid Motor Vehicle Operator's License (Driver's License).**

Yes                       No

**I possess a valid Universal (Type I, II, and III) technician certification for refrigerant transition and recovery.**

Yes                       No

**I certify that all of the preceding statements on this SUPPLEMENTAL QUESTIONNAIRE are correct and true to the best of my knowledge.**

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**Signature & Date**