



United States Department of Agriculture

RESEARCH, EDUCATION, AND ECONOMICS
AGRICULTURAL RESEARCH SERVICE
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"Solving Problems for the Growing World"

VACANCY ANNOUNCEMENT

Announcement Number: ARS-A4E-0397
Alternative Merit Promotion

Position Title/Series/Grade:
Air Conditioning Equipment Mechanic
WG-5306-11

Promotion Potential: WG-11

Employment Type: Temporary Promotion
Not-to-Exceed May 14, 2005

Grade and Salary Range:
WG-11 \$21.55 - \$25.17 Per Hour

Location of Position:
Facilities Management and Operations Division
Operations and Maintenance Section
Beltsville, MD

Who Can Apply:
ARS Wide- Local Commuting Area Only

Opening Date: October 4, 2004

Closing Date: October 18, 2004

For copies of vacancy announcements and/or application materials, please call (301) 504-1482. For additional information regarding employment opportunities, please visit <http://www.afm.ars.usda.gov/hrd/jobs/apply.htm>.

Contact Information

Human Resources Specialist:
Susan Mooring
(301) 504-1360

DC Relay Service: (202) 855-1234 (TDD)

Send Applications to:
USDA, Agricultural Research Service
Human Resources Division
Attn: Susan Mooring
5601 Sunnyside Avenue, Stop 5104
Beltsville, MD 20705-5104
Fax: (301) 504-1535
E-mail: scirecruit@ars.usda.gov

Applications must be postmarked, e-mailed or faxed by the closing date of the announcement. Applications received in Government envelopes will not be considered.

Please take advantage of the Application Package Checklist at the end of this announcement to ensure your application is complete.

Applications will also be accepted from USDA Surplus and Federal Displaced Employees in the commuting area.

Major Duties:

The incumbent will perform tasks related to refrigeration and air conditioning systems designed to support research programs. The incumbent plans and lays out work, calculates heat loads, humidity and refrigeration requirements, prepares sketches, circuit diagrams and interprets blueprints and specifications. Other duties will include installing, modifying, repairing and maintaining equipment associated with special purpose areas requiring environmental control to include plant growth chambers/rooms, animal rooms, insect rooms, fruit and vegetable storage rooms. Installs, modifies, repairs and maintains a variety of specialized laboratory equipment such as freeze dryers, refrigerated centrifuges, reverse cycle heat pumps and cascade systems, working closely with scientific personnel to produce the specific environmental conditions required to support research programs. Installs, modifies, repairs and maintains climatic controls and systems on special laboratory facilities, including such requirements as dust controls, negative or positive pressurized areas, constant temperature and humidity areas. Installs, services and maintains control systems using electric, electronic, solid state pneumatic controls. Installs, maintains, adjusts, repairs, dismantles and overhauls large, complex refrigeration air conditioning systems (commercial, industrial and special types), heavy duty compressors, condensers, evaporators, receivers and purgers, etc.

Basic Requirements

Applicants must have experience and/or training 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.

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 this position.

PHYSICAL REQUIREMENTS: Considerable physical effort is used when working on parts or systems that are in hard to reach places. Employees 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 and Other Considerations:

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.

As a condition of employment, the incumbent must be available for on-call duty outside normal duty hours. Employee may be required to work weekends, holidays or after hours when necessary.

Employee may be required to report for duty during emergencies, critical periods, or during times when the Government is closed due to inclement weather.

The incumbent must possess and maintain a universal (Types I, II, and III) CFC certification for recovery and recycling of refrigerants for all phases/levels.

Must possess and maintain a valid State issued motor vehicle operators license (Driver's License).

This position is part of a work function currently undergoing a competitive sourcing study. At the end of the study, a decision will be made as to whether the function will continue to be performed by federal employees or will be contracted out.

SUPPLEMENTAL QUESTIONNAIRE
Air Conditioning Equipment Mechanic
WG-5306-11

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

___ Heat transfer laws

___ Refrigerant tables

___ Calculate air flow

___ Pressure-temperature characteristics

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

Compressors

Refrigerant Controls

___ Gear

___ Low & high pressure side floats

___ Reciprocating

___ Automatic thermostatic expansion valves

___ Centrifugal

___ Capillary

___ Rotary pump

___ Choke types

___ Other (Specify)

___ 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

___ 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 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.

Signature & Date

Other Important Information

Benefits Package:

A Benefits Package is not authorized for this position. Additional information about Federal benefits can be obtained at www.usajobs.opm.gov/ei61.htm.

Veteran's Preference:

For further details, call the U.S. Office of Personnel Management (OPM) at 478-757-3000 or TDD 478-744-2299. Select General Information on the Federal Employment Policies and Procedures, and then Veterans 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 Bulletin 03-402, which may be found at: 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.

Reasonable Accommodation:

Reasonable accommodation is provided to applicants with disabilities. 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). The decision to grant reasonable accommodation is made on a case-by-case basis.

Civil Rights Policy Statement:

The U.S. Department of Agriculture (USDA) is an equal opportunity employer and provider. Discrimination is prohibited in all USDA 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 on 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 202-720-5964 (voice and TDD).

Application Package Checklist

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.

- Optional Form 612 (Optional Application for Federal Employment), SF-171 (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 or SF-171)
- Copy of DD Form 214 (Certificate of Release or Discharge from Active Duty) (if claiming veterans preference) (Visit <http://www.opm.gov/veterans/html/vetguide.asp> for additional information).
- SF-15 (Application for 10-point Veteran's Preference) plus the support documentation required by this form (if claiming 10-point veterans 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 the position is open to candidates outside the federal government AND if you are a current federal employee or a candidate with reinstatement eligibility and wish to be considered under both merit promotion and competitive examining procedures).
- 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.usajobs.opm.gov/a2.htm> and scroll down to the subject heading, "Category".)
- 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.