



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-X4W-0430
Demo/Alternative Merit
Promotion

Position Title/Series/Grade:
Utility Systems Repairer-Operator
WG-4742-10

Promotion Potential: WG-10

Employment Type: Full-time - Permanent

Grade and Salary Range:
WG-10 \$18.07 - \$21.08 Per Hour

Location of Position:
Location Support Staff, Parlier, CA

Who Can Apply:
All U.S. Citizens

Opening Date: October 4, 2004

Closing Date: October 22, 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:
Lisa J. Porter (ARS-X4W-0430)
(301) 504-1388

Location Contact Information:
Denice Chambers
(559) 596-2960

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

Send Applications to:
USDA, Agricultural Research Service
Human Resources Division
Attn: Lisa J. Porter (ARS-X4W-0430)
5601 Sunnyside Avenue, Stop 5106
Beltsville, MD 20705-5106

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.

For information about the organization and location, visit the location's website at www.fresno.ars.usda.gov.

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

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.

Major Duties:

The incumbent performs the full range of operation, maintenance, repair and troubleshooting of the heating, air conditioning, ventilating, water and steam service systems in the laboratories and office buildings. Incumbent performs the full range of operation of maintenance, repair and troubleshooting of the greenhouse, growth rooms and chambers. Services electrical and lighting systems. Operates and maintains other systems in support of the facility such as the security systems, fire suppression system, emergency power generation equipment and several other systems. Implements and oversees a scheduled preventative maintenance program for all facilities.

Working Conditions and Other Considerations:

Incumbent is exposed to varying abnormal temperatures and conditions both indoors and outside buildings. Works in areas where equipment is in continual operation, noise levels are abnormal and temperatures in excess of 100 degrees Fahrenheit are common. Subject to possible infection, mechanical injury, cuts, bruises, fumes, burns and grease.

Work requires active walking, prolonged periods of standing, climbing, stooping, bending, crawling, and working in cramped positions or confined spaces. Will be required to lift equipment and materials weighing up to 75 pounds.

Qualifications Required: 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 the Utility Systems Repairer Operator (screen-out element)
2. Knowledge of equipment assembly, installation, repair, etc.
3. Use of measuring instruments.
4. Ability to interpret instructions, specifications, etc. (includes blueprint reading).
5. Use and maintenance of applicable tools, equipment and materials.

If qualifying all or in part based on your education, please submit a copy of your college transcripts OR a list of college courses with credit hours, dates completed, and grades received. If this information is not provided, your education may not be appropriately evaluated and you may lose consideration for this position. If your qualifications are based in any part on education and you are selected for this position, you will have to provide an official copy of your academic transcripts prior to entering on duty.

Additional Requirements:

PHYSICAL EXAMINATION IS REQUIRED.

Other Important Information

Benefits Package:

A Benefits Package is 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.

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.

**SUPPLEMENTAL QUESTIONNAIRE FOR APPLICANTS
UTILITY SYSTEMS REPAIRER OPERATOR (USRO), WG-4742-**

ELEMENT 1: Ability to do the work of the Utility Systems Repairer Operator (Screen-out Element)

Briefly describe the work experience and/or training the best indicates your ability to do the position without more than normal supervision or your potential to do so after a short training period. If you have worked in a research facility/laboratory, or with electricity, heating/ventilation and air conditioning (HVAC), refrigeration or plumbing, briefly describe this work. Describe any type of work that best reflects your ability in this element.

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

Describe the level of your familiarity and ability to install, repair, and troubleshoot components and systems of:

Steam Sterilizer/Autoclave:

Programmable Logical Controllers (PLC):

Electrical Motors and Generators:

General Mechanical Maintenance:

Refrigeration:

HVAC:

Indicate other experience in assembly, installation and repair which would be indicative of your skill and aptitude to learn the specific requirements of the position.

ELEMENT 60: Use of measuring instruments.

List the measuring instruments you know how to use in plumbing and electricity. Indicate by each whether your ability to use the instruments is good or fair.

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

Give examples of instances where you used and interpreted manufacturers handbooks, technical manuals and/or blueprints to solve waste treatment and/or boiler plant operating, assembly, installation, or repair problems.

Give examples of instances where you used and interpreted manufacturers handbooks, technical manuals or blueprints to solve a problem in electrical, HVAC, refrigeration, or plumbing systems or equipment.

ELEMENTS 81 & 82-A: Use of applicable equipment and knowledge of materials.

Indicate, by placing an X in the appropriate space, your ability to use and maintain the following:

	<u>Good</u>	<u>Fair</u>	<u>None</u>
PLC	_____	_____	_____
Refrigeration Charging Equipment	_____	_____	_____
Ammeters	_____	_____	_____
Voltmeters	_____	_____	_____
Vernier calipers	_____	_____	_____
Templates	_____	_____	_____
Micrometers	_____	_____	_____
Scales	_____	_____	_____
Computer	_____	_____	_____
Pressure indicator	_____	_____	_____
Electric multi-tester	_____	_____	_____
Drill press	_____	_____	_____
Lathe	_____	_____	_____
Portable power hacksaw	_____	_____	_____
Pipe dies	_____	_____	_____
Oxyacetylene torches	_____	_____	_____
Electric welding equipment	_____	_____	_____
Sheet metal brake	_____	_____	_____
Shear	_____	_____	_____
Threading machine	_____	_____	_____

Indicate, by placing an X in the appropriate space, your level of familiarity with the following materials (parts and supplies):

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>None</u>
Metals	_____	_____	_____	_____
Pipe	_____	_____	_____	_____
Plumbing fittings	_____	_____	_____	_____
General hardware	_____	_____	_____	_____
Electrical	_____	_____	_____	_____
Welding rods	_____	_____	_____	_____
Chemical treatment	_____	_____	_____	_____

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

Signature _____

Date _____

