



United States Department of Agriculture

RESEARCH, EDUCATION, AND ECONOMICS
AGRICULTURAL RESEARCH SERVICE
www.ars.usda.gov

"Solving Problems for the Growing World"

VACANCY ANNOUNCEMENT

Announcement Number: ARS-D4S-0293
Demo

Position Title/Series/Grade:
Custodial Worker
WG-3566-02

Promotion Potential: WG-2

Employment Type: Full-time - Permanent

Grade and Salary Range:
WG-02 \$ 9.84 - \$11.48 Per Hour

Location of Position:
Mid South Area, Location Support Services, Stoneville,
Mississippi

Who Can Apply:
All U.S. Citizens (Local Commuting Area Only)

Opening Date: September 27, 2004

Closing Date: October 12, 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:
Mary Weber
(301) 504-1394

Location Contact Information:
Sue Gore
(662) 686-5239

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

Send Applications to:
USDA, Agricultural Research Service
Human Resources Division
Attn: Mary Weber
5601 Sunnyside Avenue, Stop 5105
Beltsville, MD 20705-5105

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 .

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

Must possess a valid driver's license for the state of Mississippi.

Major Duties:

Performs the full range of cleaning activities in an assigned area (building or groups of buildings) involving the use of such heavy industrial-type powered equipment as scrubbers, buffers and vacuum cleaners; adjusts, cleans and oils these machines; changes brushes, rollers, buffers and other attachments. Sweeps, mops, scrubs, strips, waxes and polishes floors. Dusts, waxes and polishes furniture and metal fixtures. Empties wastebaskets. Washes windows, doors, walls, blinds, etc. Cleans restrooms and floors in restrooms. Arranges conference room for different types of meetings, seminars and conferences by arranging tables, chairs and equipment as required. Reports fire and safety hazards to supervisor. Maintains a stock of supplies by compiling lists for GSA orders. Moves heavy furniture and equipment. Keeps dumpster area clean. May operate government vehicle for the purchase of supplies and the pick up and delivery of mail to and from the post office to research units as needed.

Working Conditions and Other Considerations:

Moderately heavy physical effort is required when using ladders and scaffolds to clean walls, ceilings, windows, etc., operating powered equipment; removing cans or other containers of trash; continually standing, bending, stooping, reaching; and occasionally lifting and carrying items weighing up to 50 lbs. Vehicle used for duties is operated in all kinds of weather, in light traffic or on location. Using normal safety practices, only minor risk of injury is expected. Works inside with adequate light, heat and ventilation; however, some duties require working outside in inclement weather. May be subject to injury when working from ladders and scaffolds; to skin irritations from strong cleaning solutions; and is exposed to dust, dirt and disagreeable odors. Motor vehicle duties are performed 95% of the time in a station wagon. Working conditions require sitting, walking, standing, driving a vehicle, bending and carrying items ranging from lightweight to moderately heavy weight.

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. Reliability and Dependability (Screen Out Element)
2. Ability to Handle Weights and Loads
3. Work Practices (includes keeping things neat, clean and in order)
4. Ability to Follow Directions
5. Ability to Use and Maintain Tools and Equipment
6. Dexterity and Safety

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:

SUPPLEMENTAL QUESTIONNAIRE: Applicants will be required to complete a supplemental questionnaire (copy attached to vacancy announcement or call Location Contact to obtain copy)

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.

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.

Name: _____

Announcement Number: ARS-D4S-0293

**SUPPLEMENTAL EMPLOYEE QUESTIONNAIRE
CUSTODIAL WORKER, WG-3566**

Note to Applicant: Information presented will be used to rate your application. You cannot be given credit for work you do not document. All questions must be answered. Questions not answered will be considered to indicate you have not performed that particular work.

1. What is the longest period of time you have worked for one person, organization or company?

- More than 2 years
- 1 to 2 years
- 6 months to 1 year
- Less than 6 months
- Never been employed

2. Check each item that applies to you:

- Have been selected for a special job
- Have received a commendation or award for good work on the job, in school, in the
Armed Forces or community activities
- Have received above average grades in school/training courses
- Have not held a recent job for a year

If you check any of the above, explain:

3. Check number of days you were absent during last year you worked:

- 0 days
- 1-6 days
- 7-12 days
- 13-20 days
- More than 20 days

Explain absences of more than 12 days:

4. Check the highest level of supervision you have experienced:

- Close supervision with specific tasks defined
- Work on own initiative subject to occasional inspection
- Work on own initiative without any inspection
- Work independently under general instructions
- Work with unusual independence

5. In any job, have you had to (Check all that apply):

- Follow changes in direction
- Follow written directions
- Give direction to other employees
- Perform duties under general direction
- Perform duties without direction
- Receive constant direction under close supervision
- Receive direction based on established practices
- Receive direction which requires several steps
- Receive specific direction for each new task
- Work from several oral or equivalent directions
- Other (Please explain below)

6. Check any of the columns below with which you have had experience:

	Own Initiative	Under Direction
Clean your work area	<input type="checkbox"/>	<input type="checkbox"/>
Maintain an orderly work area	<input type="checkbox"/>	<input type="checkbox"/>
Put equipment and materials away	<input type="checkbox"/>	<input type="checkbox"/>
Store materials	<input type="checkbox"/>	<input type="checkbox"/>
Meet time schedules and deadlines	<input type="checkbox"/>	<input type="checkbox"/>
Keep records, logs, and inventories	<input type="checkbox"/>	<input type="checkbox"/>

7. Check any of the following equipment you can use:

- Broom
- Hand carts and/or dollies
- Heavy industrial-type floor scrubbers and buffers
- Heavy industrial-type vacuum cleaners
- Ladders
- Light-weight floor scrubbers and buffers
- Light-weight vacuum cleaners
- Mop
- Powered lifting machine
- Powered polisher
- Powered wall-washing machine

_____ Scaffolding
_____ Other (Please list below)

8. In respect to the above equipment, check any of the following with which you have had experience:

_____ Adjusting equipment
_____ Changing belts on power equipment
_____ Changing brushes, rollers, or buffers on power equipment
_____ Cleaning equipment
_____ Lubricating equipment
_____ Repairing equipment

9. Have you had any work related accidents in the last:

_____ year
_____ 2 years
_____ 3 years
_____ 4 years
_____ 5 years

If yes to any of the above, please explain

10. Have you had any safety training? _____yes _____no

If so, please explain:

11. Have you received any safety awards? _____yes _____no

If yes, please identify.

12. Check the following places you have cleaned:

___ Corridors
___ Dormitories
___ Hospital rooms and wards

- Kitchens
- Offices
- Research laboratories
- Restrooms
- Stairways
- Storerooms
- Others, identify below:

13. Check any of the following experiences you have had:

- Removing stains from a variety of surfaces using chemicals and cleaning solutions
- Using a variety of special cleaning and sanitizing solutions
- Using various preparations to clean and maintain linoleum, wood, and marble floors

14. Check the following activities in which you are currently or have recently participated:

Light physical effort

- Changing linens
- Cleaning restrooms
- Cleaning sinks and water fountains
- Disinfecting and deodorizing lavatories, urinals and toilet bowls
- Dry mopping
- Dusting furniture
- Dusting ledges and woodwork
- Emptying ashtrays
- Emptying wastebaskets
- Making beds
- Noting and reporting conditions requiring maintenance
- Occasionally lifting and carrying objects up to 20 lbs.
- Polishing metal fixtures
- Replacing deodorizers, toilet tissue, hand towels, and soap
- Scrubbing
- Sweeping
- Vacuuming using light weight vacuum
- Washing blinds
- Washing walls
- Washing windows
- Waxing and polishing floors
- Waxing and polishing furniture

High physical effort

- Moving heavy furniture, supplies, and equipment
- Occasionally moving and lifting objects weighing over 50 lbs.
- Operating powered buffing and scrubbing machines around breakable items
- Performing work at various heights using a ladder
- Polishing floors using heavy (industrial type) powered scrubbers and buffers
- Setting up scaffolding
- Stripping floors
- Using scaffolds and ladders
- Vacuuming using heavy (industrial type) vacuum cleaner
- Washing and changing Venetian blinds
- Washing ceiling fixtures
- Washing room partitions
- Washing walls using powered wall washing machine
- Wiping benches and machinery as directed

Heavy physical effort

- Moving and lifting of objects continuously weighing over 50 lbs.
- Carrying trash cans and loading trash trucks

Some physical effort may be found in home improvement projects, housework, hobbies and other situations. If you wish to include any of these situations, list specific activity:

15. Can you:

- Lift up to 20 lbs (light physical effort) Yes No
- Lift 20-40 lbs (high physical effort) Yes No
- Lift over 50 lbs Yes No

16. Do you have a valid license to operate a motor vehicle?

- Yes
- No

17. In the space below, tell about any experience, training or ability not already mentioned which you feel would qualify you to do this position.

I certify that the information provided in this questionnaire is correct and accurate to the best of my knowledge.

Signature

Date