



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-D4E-0366  
Demo

**Position Title/Series/Grade:**  
MAINTENANCE MECHANIC WORKER  
WG-4749-07

**Promotion Potential:** WG-07

**Employment Type:** Full-time - Temporary

**Grade and Salary Range:**  
WG-07 \$ 17.10 - \$19.95 Per Hour

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

**Who Can Apply:**  
All U.S. Citizens

**Opening Date:** September 13, 2004

**Closing Date:** Open Until Filled (First Cut-Off will be September 27, 2004, with subsequent cutoff dates every two weeks)

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](mailto: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 selectee will receive routine assignments through work orders, and/or assist various higher graded journeyman or mechanics within the carpentry, painting, electrical and plumbing trades in the repair, maintenance and construction inside and outside buildings and structures. Makes repairs by sawing, nailing, cutting pipe, carrying tools and equipment, fastening conduits, pulling wires, replacing broken hardware, doorsteps, hangers, measuring materials, and pouring concrete.

Performs general carpentry work by measuring, cutting and installing wood, wood products, and related construction materials. Assists in the construction and repair of various items, including wooden building structures such as porches, doors, windows, screens, etc. Performs routine plumbing work to remove, clean, replace, pack and seal defective parts of the utility, supply and disposal systems, such as dirty traps, sections of broken tile pipes, leaky drains, faucets, commodes, sinks and unions. Performs painting and refinishing of a variety of interior and exterior surfaces of frame, concrete, metal and masonry buildings and structures, including furnishings and equipment. Constructs or repairs tile and linoleum floors. Performs a variety of routine electrical tasks involving installing, modifying, soldering, and removing wiring, outlets, switches, etc. Engages in installation involving measuring, cutting, threading, bending, assembling and installing conduits to connect the various outlets and boxes, and the pulling of wires in such an installation.

**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 a Maintenance Mechanic Worker without more than normal supervision. **(Screen Out)**
2. Ability to use and maintain tools and equipment.
3. Knowledge of materials.

Applicants will be required to complete a supplemental questionnaire. **The questionnaire is ATTACHED.** Applicants who fail to complete and return the questionnaire by the closing date will not receive further consideration for the position.

### **Additional Requirements:**

**PHYSICAL REQUIREMENT:** The work requires continual standing, walking, climbing and bending. The incumbent sometimes lifts items weighing up to 90 lbs. Works from ladders, scaffolds and platforms at heights up to 60 ft. Sometimes works in bent or cramped positions.

## **PHYSICAL EXAMINATION IS REQUIRED**

### **Working Conditions and Other Considerations:**

Working Conditions and Other Considerations: Incumbents works inside and outside of buildings in all types of weather. Subject to danger of falling from ladders, scaffolding, and through floor openings, and to cuts, punctures, noise, dust, dirt, and the hazard of falling objects. Work is performed in ducts,

chases, tunnels, attic crawl spaces, and often under extremes of temperature. Subject to exposure to paint, fumes, irritations of eyes, skin and respiratory tract from sanding and dusting surfaces.

**FURTHER CONSIDERATION:** This position is part of a work function currently undergoing a competitive sourcing study. Competitive sourcing studies generally take from 12 to 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.

As part of the regular duties of the position, the employee is required to operate government motor vehicles in performance of their position. The employee must maintain valid driver's license for the class of vehicle they operate in the performance of official duties. In the event the status of their license changes, they must immediately notify their supervisor. Possession of a valid motor vehicle operators license while operating government motor vehicles is a requirement of the position. Driving a government motor vehicle is a condition of employment.

## **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](http://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](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).**

**SUPPLEMENTAL EMPLOYEE QUESTIONNAIRE  
MAINTENANCE MECHANIC WORKER  
WG-4749-07  
ANNOUNCEMENT NUMBER: ARS-D4E-0366**

***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 that you have not performed that particular work assignment.*

1. Ability to do the work of a Maintenance Mechanic Worker without more than normal supervision.  
**(SCREEN OUT)**

*Indicate your own assessment of your ability and experience in the following trades. **First**, after each listed trade, write your ability level as one of the following choices:*

Journeyman  
Apprentice  
Helper  
Laborer  
No Experience

***Second**, describe your experience in the following trades. Be specific in the types of tasks you performed, and in listing **all** the tools used to perform those particular tasks. If necessary, please use separate sheet(s) of paper to provide complete answers.*

Carpentry:

Plumbing:

Painting:

Electrical:

2. Ability to use and maintain tools and equipment.

a. *Describe the carpentry tools you have actually used and maintained (cleaned, sharpened, adjusted, etc.)*

b. *Describe the painting tools you have actually used and maintained (cleaned, sharpened, adjusted, etc.)*

c. *Describe the plumbing tools you have actually used and maintained (cleaned, sharpened, adjusted, etc.)*

d. Describe the electrical tools you have actually used and maintained (cleaned, sharpened, adjusted, etc.)

*Check the applicable statement.*

\_\_\_\_\_ Uses and maintains common tools and equipment on own judgment and initiative.

\_\_\_\_\_ Uses common tools and equipment under close supervision.

3. Knowledge of materials.

a. Describe work situations which required you to have knowledge of grades of lumber and plywood.

b. For each of the following materials, indicate how familiar you are with the characteristics and uses. After each listed material, write your response as one of the following choices:

- Very (familiar)
- Somewhat (familiar)
- Not (familiar)

Lumber \_\_\_\_\_  
Plywood \_\_\_\_\_  
Glass \_\_\_\_\_  
Paint \_\_\_\_\_  
Hardware \_\_\_\_\_  
Plumbing Fittings \_\_\_\_\_

**Do you have a valid, State-issued, Motor Vehicle Operator's License?**

\_\_\_\_\_ Yes

\_\_\_\_\_ No

**I certify that to the best of my knowledge, all of the above information is true, correct, complete and made in good faith.**

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**Signature of Applicant and the date**

## 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.**