



United States Department of Agriculture

“Solving Problems for the Growing World”

VACANCY ANNOUNCEMENT

Announcement Number: ARS-D4E-0347

Position Title/Series/Grade:

Motor Vehicle Operator (Working Title: Tram Driver), WG-5703-04

Promotion Potential: WG-04

Employment Type: Intermittent - Temporary Not To Exceed May 14, 2005

Grade and Salary Range:

WG-04 \$13.09 - \$15.27 Per Hour

Location of Position:

U.S. National Arboretum, Office of the Director, Washington, D.C.

Who Can Apply:

All U.S. Citizens

Opening Date: August 22, 2004

Early Cut-off Date: September 14, 2004*

Closing Date: December 31, 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:

Liz Parker
(301) 504-1351

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

Send Applications to:

USDA, Agricultural Research Service
Human Resources Division
Attn: Liz Parker
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.

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

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

***NOTE: This position has an early cut-off date. All applications received in Human Resources on or before September 14, 2004 will receive first consideration. If the position is not filled from the first group of applications, then applications received on or before the first of each month or at management's request will be considered thereafter.**

This position may be extended without further competition up to the maximum time permissible under this hiring authority.

Major Duties:

You will operate the U.S. National Arboretum's open-air tram that transports up to 48 visitors on 40-minute, pre-taped tours of the Arboretum grounds. The vehicle is a combined vehicle, with the main module carrying up to 20 adults and allowing for coupling of a trailing module that carries up to an additional 28 adults. In addition to driving the tram, duties will include:

- * Collecting tickets;
- * Assisting passengers with loading and disembarking, paying particular attention to passengers with special needs;
- * performing routine, pre-tour inspection of the tram, such as checking fluid levels, air pressure in tires, microphone operation and general cleanliness of the vehicle, and coupling or uncoupling the trailing module;
- * wiping down and/or washing the tram exterior and interior as needed and reporting possible maintenance needs.

Working Conditions and Other Considerations:

PHYSICAL REQUIREMENTS:

Light physical effort is required in walking, stooping, reaching, bending, turning or moving hands, arms, feet, and legs to operate hand and foot controls. Moderate physical effort is required in assisting passengers in boarding and disembarking and in coupling and uncoupling the trailing module of the tram. Must be able to lift objects weighing up to 50 pounds.

WORKING CONDITIONS:

The vehicle is an open-air tram which operates primarily April through October with tours in other months scheduled in advance by customer request. You will be subject to outdoor conditions, including all kinds of weather, heat, humidity, and sometimes cold. Your schedule will be determined as far in advance as possible, and you may be required to work a weekend schedule, as well as some weekdays, depending on the number of pre-booked tram tours. This position is subject to pre-employment and random drug testing. A customer service orientation is highly desirable in order to interact effectively with tram customers.

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 MOTOR VEHICLE OPERATOR (I.E., TRAM DRIVER) WITHOUT MORE THAN NORMAL SUPERVISION. *(This is the screen-out element. Applicants who are not rated satisfactory on the screen-out element will not be rated on the remaining elements.)*
2. Ability to safely operate motor vehicles, especially those designed to carry passengers.
3. Ability to carry out work practices, including interacting with tram customers, inspecting the tram and keeping it neat, clean and in good operational condition.
4. Ability to interpret instructions, specifications, etc. (related to motor vehicle operations).

Additional Requirements:

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.

To operate this tram, you must possess a valid driver's license and a good driving record. You must a copy of your driver's license and driving record with your application. A commercial driver's license (CDL) with air brake and passenger certifications is preferred but not required.

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

NOTE: A PRE-EMPLOYMENT PHYSICAL EXAMINATION, INCLUDING APPLICANT DRUG TESTING, IS REQUIRED.

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 Veteran's Preference and Special Appointing Authorities for Veterans. Or visit their VetGuide website at www.opm.gov/employ/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).

Name: _____

Announcement Number: ARS-D4E-3345

**SUPPLEMENTAL EMPLOYEE QUESTIONNAIRE
Motor Vehicle Operator (Tram Driver), WG-5703-04**

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. Please include the completed questionnaire with the rest of your application package.

1. Do you have a valid driver's license? (Please include a copy of your license.)

Yes No

2. Do you have a valid Commercial Driver's License (CDL)? (Please include a copy.) (NOTE: While the CDL is not required, it is desirable.)

Yes No

If yes, do you have:

- Passenger Endorsement?
- Air Brakes certification?
- Double/Triple endorsement?

If no, do you anticipate receiving a CDL in the near future? When? With what types of restrictions and/or endorsements?

3. Have you driven any of the following types of vehicles which require a CDL? (Check all that apply):

- Operated a vehicle equipped with air brakes (Type(s): _____)
- Operated a passenger vehicle with a passenger capacity of 15 or fewer (including driver)
- Operated a passenger vehicle with a passenger capacity of 16 or more
- Operated a school bus
- Operated a tractor-trailer or similar rig
- Operated a double or triple vehicle
- Operated a tram-type vehicle
- Operated another type of vehicle requiring a CDL (Explain):

4. Check the types of environments in which you have operated a motor vehicle:

- Training or driving school only
- Closed environment, such as a military base
- City driving
- Highway driving in-state only
- Inter-state driving
- Driving under fair weather conditions
- Driving in wet weather
- Driving in icy or snowy weather

5. Check the types of experiences you have in maneuvering and operating motor vehicle(s):

- Open-road driving (no obstructions, turns, etc.)
- Tight turns
- Backing up in tight spaces
- Parallel parking

- Parking in designated spaces
- Equipment to assist disabled passengers, such as wheel chair lifts or ramps
- Other (please explain):

6. Have you had any vehicle-related accidents in the last:

- Year 2 years 3 years 4 years 5 years

If you checked any of the above, please explain each incident in the format below. Use a separate piece of paper if you need more space.

Date	State	Description of the accident	Who was at fault?	Severity of damage to person(s) and/or vehicle(s)
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7. Have you been charged with any traffic offenses during the last 5 years? (NOTE: Please submit a copy of your driving record.)

- Yes No

If yes, list all offenses in the format below. Use a separate piece of paper, if necessary.

Date	State	Nature of Charge(s)	Were you convicted?
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8. Have you had safety training covering motor vehicle operation?

- Yes No

If yes, explain the type of training and when it occurred:

9. Have you received any safety awards?

- Yes No

If yes, please identify:

10. Which of the following types of vehicle inspections/maintenance have you performed?

- Visual checks of all basic systems for safe and proper operation, such as tire pressure, brakes, lights, steering, doors closing properly, windshield wipers, coupling devices, etc.
- Regular cleaning of vehicle interior
- Regular cleaning of vehicle exterior
- Manually checking for proper tire pressure
- Manually checking fluid levels, such as oil, transmission fluid, hydraulic fluids, etc.
- Adding fluids, such as those listed above
- Other (Please explain.):

11. Check the types of connections between towed or attached equipment with which you have experience:

- Basic coupling devices
- Mechanical connections
- Hydraulic connections
- Other (Please explain.):

12. Check the types of customer-service experiences you have had:

- Answering telephone calls; no in-person contact
- Providing in-person service requiring polite conversation and routine answers/responses to easily anticipated questions
- Providing in-person service dealing with a wide variety of customers with different needs, e.g., old, young, families with children, disabled, etc.
- Providing in-person service requiring dealing with difficult customers
- Other (Please explain.):

13. Check the types of records or logs you have kept:

- Gas use records
- Supplies/purchase records
- Vehicle maintenance records
- Tracking number of customers using a service
- Other (Please explain.):

14. Check the kinds of instructions/specifications you have followed. Check all that apply:

- Oral instructions or directions (For example, requests, directions, complaints, etc.)
- Written instructions or directions
- Operation schedules or timetables
- Signals: Hand Whistle Traffic lights Signs
- Operating or maintenance manuals, handbooks, safety codes
- Road maps, locator directories, etc.
- Other (Please specify):

15. Check the response(s) that describes your work situation(s). Check all that apply:

- Driving routes under close supervision, with specific instructions for each step of the job with no particular timeliness constraints
- Driving regular routes with little or no variation and following specific oral and/or written instructions and established route schedules with a great deal of flexibility

___ Driving varied routes; following general oral and/or written instructions and established schedules with some flexibility.

___ Complete independence for determining route; responsible for meeting strict time schedules; and/or dealing with unanticipated events, such as break downs, passenger illness, or other unanticipated events.

16. Can you:

Lift up to 30 lbs. Yes___ No___

Lift 30-50 lbs. Yes___ No___

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

Signature

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 the following web site for additional information:
- SF-15 (Application for 10-point Veteran's Preference) plus the support documentation required by this form (if claiming 10-point veteran's 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.