



DEPARTMENT OF HEALTH AND HUMAN SERVICES

INDIAN HEALTH SERVICE
NAVAJO REGION



THIS POSITION IS LOCATED IN A
TOBACCO FREE ENVIRONMENT

ELECTRONIC OR TELEFAXED RESUMES OR APPLICATIONS WILL NOT BE ACCEPTED

VACANCY ANNOUNCEMENT

GA-08-092

OPENING DATE

09-26-2008

CLOSING DATE

10-09-2008

POSITION TITLE

Maintenance Worker, WG-4749-07

LOCATION AND DUTY STATION

Facilities Management
Gallup Indian Medical Center, Gallup, New Mexico

GRADE/SALARY

WG-4749-07; \$19.33 Per Hour

NUMBER OF VACANCIES:

Two (2), (GA1425; GA1426)

APPOINTMENT: Permanent

WORK SCHEDULE: Full Time

PROMOTION POTENTIAL: No Known Potential

SUPERVISORY/MANAGERIAL: None

GOVERNMENT HOUSING: Private Housing Only

TRAVEL/MOVING EXPENSES: No Expenses Paid

AREA OF CONSIDERATION: Navajo Area wide

DUTIES: Performs routine maintenance and grounds keeping on a regular and recurring basis. Removes, cleans, replaces, fixes packs and seals defective parts of utility, supply and disposal system such as dirty traps, sections of broken tiles, pipes and leaky drains. Cuts, threads, and fits pipe and fittings of plumbing equipment; installs and repairs insulating materials. Replaces valves and faucets; cuts and threads pipe; cuts bends and solders copper tubing; measures copper tubing and iron pipes to exact lengths; joints iron piping. Removes and replaces, tightens, splices, solders and insulates defective wiring, such as broken and bare wiring, burned out switches, damaged light switches, be able to read blueprints and diagrams. Helps in locating broken worn or damaged wiring, fixtures, controls and equipment through visual checks or with use of amp/voltage meters. Performs preventive maintenance on elevators, smoke detector alarms and clocks. Orders supplies and keeps stock full. Helps in repair and installation of doors, windows, screens, wall sliding, title floors, ceramic tile, minor cracks and leaks in buildings. Measures and cuts lumber and wallboard under specific instructions; fits lumber using hand power tools secures to affixed walls and partitions. Performs key cutting, cylinder repairs. Reads blueprints. Helps and assist in repairing and preparing of walls to paint the rooms throughout the hospital, hospital campus, and Gallup Service Unit. Mixes paint and operate paint sprayer and components. Helps prepare refrigeration unit when necessary, performs Preventive Maintenance (P.M.) on exhaust fans on a quarterly basis. Orders parts and keeps stock inventory up to par. During winter schedule, incumbents rotate to come in 2 hours early to remove snow from sidewalks. Mows grass of the hospital grounds and support buildings with lawn mover to weed eater by power or self propelled machine mower equipment. Operates hospital heavy equipment such as sweeper, bobcat, dump truck, back hoe and takes Government vehicles in for maintenance service. Prunes and trims trees, shrubs, hedges to proper shape and size. Hoses down, and cleans the concrete steps, aprons and walkways. Maintains outdoor plumbing, sprinklers and other equipment in operating condition and working order. Shovels snow from steps, walkways, sidewalks, and drive ways and applies salt or other ice control materials to steps and walkways. Cleans snow from parking area when given direction from higher level worker or supervisor. Performs manual takes such as cleaning tools, equipment and work areas and is on stand-by to do other takes at hospital in case of an emergency. Performs other related duties as assigned.

QUALIFICATIONS REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS:

BASIC QUALIFICATIONS AND EXPERIENCE REQUIREMENTS: The Supplemental Experience Statement attached to this announcement has been prepared as an aid in preparing your knowledge, skills, and abilities related to the job elements required for the position. Failure to submit supplemental experience statement will result in candidates not receiving proper credit for experience.

- Element A: Ability to do the work of Maintenance worker without more than normal supervision; (Screen-Out Element)
- Element B: Knowledge of equipment and repair;
- Element C: Technical practices;
- Element D: Use of Measuring Instruments;
- Element D: Ability to interpret instructions, specifications; and
- Element E: Ability to use and maintain tools, equipment and material.

SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.

POSITIVE EDUCATION REQUIREMENTS: No

LICENSURE REQUIREMENT: No

SELECTIVE PLACEMENT FACTORS: None

CONDITIONS OF EMPLOYMENT

PHYSICAL EFFORT: Work requires continuous standing, walking, stooping, bending, kneeling, climbing and some crawling in tight confined, cramped or awkward positions. Frequently carries, lifts, pulls or pushes parts and equipment weighting up to and at times beyond 50 pounds. Ability to run with a fire extinguisher to fight fire.

WORKING CONDITIONS: Work is performed inside and outside for long periods in all types of weather conditions, e.g., exposure to heat and cold. Frequent exposure to strains, falls, dust, grease, burns, and exposed to skin irritations used to clean areas of work. There is risk of exposure to contagious diseases, radiation and infection while working in wards, clinics and hospital. Incumbent may perform work where bad smelling fumes are present.

IMMUNIZATION REQUIREMENTS: All persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for position in any Service Unit or any Area Office position which requires regular work at a Service Unit.

LEGAL AND REGULATORY REQUIREMENTS: Proof of U.S. citizenship is required for appointment to the IHS. Candidates must meet qualification requirements by the closing date of the vacancy announcement.

*****NOTE***** Refer to OPM Handbook /XXX/ X-118-C or IHS Excepted Service Qualification Standard, Series, **WG-4749** for complete information. Substitution of education for experience will be made in accordance with those standards. For more information, contact your servicing Human Resources Office. **IF YOU ARE SUBSTITUTING EDUCATION FOR EXPERIENCE, YOU MAY BE REQUIRED TO PROVIDE EVIDENCE OF THE EDUCATION IF YOU ARE SELECTED FOR THE POSITION.**

WHO MAY APPLY:

Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligible (e.g., reinstatement eligible and current permanent employees in the competitive Federal Service) and from current permanent IHS employees in the Excepted Federal Service who are entitled to Indian Preference.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement Eligible entitled to Indian Preference may also apply under the provision of the Indian Health Service Excepted Service Examining Plan. These candidates **MUST** indicate on their employment application whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, or those with 30% or more compensable service-connected disability).

SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced Federal employee you may be entitled to receive special priority consideration under the ICTAP. To meet this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your applicant package. The following categories of candidates are considered displaced employees.
 - A. Current or former career or career conditional (tenure group I or II competitive service employees who:
 1. Received a specific RIF separation notice: or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place: or
 3. Retired with a disability and whose disability annuity has been or is being terminated: or
 4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF" or
 5. Retired under the discontinued service retirement option: or
 6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area. **OR,**
 - B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under Sections 8337 (h) or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have greater promotion potential than the position from which you were separated.
3. Have a current (or latest) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.)
6. Be rated well qualified **by achieving a score of 80 on rating scale of 70 to 100** for the position including documented selective factors, quality ranking factor, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

HOW AND WHERE TO APPLY: All applicants must submit one of the following to the Gallup Indian Medical Center, Human Resources Branch, P.O. Box 1337, Gallup, NM 87305, by 4:30 p.m. on the closing date October 9, 2008. For more information contact Susie Tom at 505/722-1412. **Electronic or telefaxed Resumes or Applications will not be accepted.**

1. OF-612, Optional Application for Federal Employment; or

SF-171, Application for Federal Employment; or

Resume; or any other written application format. See information required on resumes and other application formats outlines below.

2. OF-306, Declaration for Federal Employment IHS Child Care Addendum (This is a covered position under Public Law 101-630, "Indian Child Protection and Family Violence Prevention Act."); must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Responding "Yes" to any one of the two questions can make you ineligible for employment in this position. **If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.**
3. A copy of an official Bureau of Indian Affairs Form 4432, Verification of Indian Affairs for Employment, signed by the appropriate BIA Official, must be submitted if the applicant claims Indian Preference. Navajo Area Indian Health Service employees claiming Indian Preference need not submit the BIA Form 4432, but must state that such documentation is contained in their Official Personnel Folder.
4. DD-214, Veterans' Preference Certification, if claiming Veterans' preference. In addition, if claiming 10-point preference, submit SF-15 to show proof of 10-pt preference. Veterans' Preference is not applicable to current HHS permanent employees, federal employees with competitive status, or Reinstatement eligible.
5. Copy of latest SF-50, Notification of Personnel Action, if current or a prior federal employees.
6. Latest Performance Appraisal, if a current federal employee.
7. An official College Transcript, to show proof of undergraduate or graduate education.
8. Supplemental Questionnaire (KSA) –failure to submit this narrative may adversely affect your ranking for this position.

INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS: Resumes or other application formats **must** contain all of the information listed as follows **in sufficient detail** to enable the Human Resources office to make a determination that you have the required qualifications for the position. Specifically, the information provided under #6(High School), #7(College and Universities) and # 8(Work Experience) will be used to evaluate your qualifications for this position. Failure to include any of the information listed below may result in loss of consideration for this position.

1. Announcement Number, Title and Grade of the Job for which you are applying;
2. Full Name, Mailing Address (zip code) and Day/Evening telephone numbers (area codes);
3. Social Security Number;
4. Country of Citizenship;
5. Highest Federal civilian grades held (give series and dates held);
6. High School - Name, City, State, (zip code), and date Diploma or GED received;
7. Colleges and Universities - Name, City, State, (zip code), Majors, type and year of any Degrees received (if no degree show total semester or quarter hours earned).
8. Work Experience (paid and non-paid) – Job title, Employer's Name and Address, Supervisor's Name and Telephone Number; Description of Duties and Accomplishments, Starting and Ending Dates (Month/Year); Average hours worked per week; and Salary;
9. Indicate if we may contact your current Supervisor;
10. Description of job-related training courses, license or certification (current only), honors, awards, special accomplishments.

NOTE: THIS OFFICE WILL NOT SOLICIT FOR ADDITIONAL INFORMATION. Applicants who submit incomplete applications will be given credit only for the information he/she provided. Therefore, it is the responsibility of the applicant to submit a complete application packet by the closing date.

REASONABLE ACCOMMODATIONS: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision on granting reasonable accommodation will be on case-by-case basis.

VETERANS: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

ADDITIONAL SELECTION: Additional or alternate selections may be made within 90 days from the date the certificate was issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the Indian Health Service is an Equal Opportunity Employer.

SELECTIVE SERVICE CERTIFICATION: If you are a male born **after** December 31, 1959, and you want to be employed with the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

EQUAL EMPLOYMENT OPPORTUNITY: Selection for positions will be based solely on merit with no discrimination for non-merit reason such as Race, Color, Religion, Gender, Sexual Orientation, National Origin, Politics, Marital Status, Physical Handicap, Age or Membership or Non-Membership in an employee organization. Promotions or appointments will not be based on personal relationships or other types of personal favoritism or patronage.

Human Resources Clearance: /s/Susie Tom

Date: September 25, 2008

EACH APPLICATION AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER – GA-08-092. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST BE DUPLICATED BY THE APPLICANT **BEFORE** SUBMISSIONS AS **WE DO NOT HONOR REQUESTS FOR COPIES.** COMPLETED FORMS WHEN SUBMITTED BECOMES THE PROPERTY OF THIS HUMAN RESOURCES OFFICE AND WILL NOT BE RETURNED. ORIGINAL SIGNATURES ARE REQUIRED ON YOUR APPLICATION/RESUME AND SUPPLEMENTAL STATEMENTS. ONLY MATERIAL SUBMITTED BY THE CLOSING DATE WILL BE CONSIDERED.

SUPPLEMENTAL EXPERIENCE STATEMENT (Must accompany applications for employment)
MAINTENANCE WORKER, WG-4749-07

NAME:

VACANCY ANNOUNCEMENT #: GA-08-092

Note to applicants: Use Columns II & III to answer questions in Column I. Use additional plain sheets of paper if needed.

<p align="center">Column I</p>	<p align="center">Column II</p> <p align="center">Indicate job number or experience on OF-612, application or resume to which this refers.</p>	<p align="center">Column III</p> <p align="center">In this column, write your answers to the questions in Column I. For schooling, include formal school, trade school, military classes, etc.; state subjects and grade level experiences applicable to the position, paid or not paid, part-time or full-time and hobbies appropriate to the job.</p>
<p>1. <u>ELEMENT A. (1) Ability to do the Work of a Maintenance worker without more than normal supervision.</u> Tell about your experience(s) you have had as a Maintenance worker that shows you can work on the basis of your own judgment and decision within the framework of oral and written instructions and accepted trade practices, processes and procedures, use originality and ingenuity by frequently adapting or modifying existing tools and equipment while completing difficult maintenance assignments. Show the kinds of work you can do by yourself, without the help of a boss or supervisor. What responsibilities have you been given on jobs in the Armed Forces, in your community, etc.?</p> <p>2. <u>ELEMENT B: KNOWLEDGE OF EQUIPMENT AND REPAIR.</u> List the kinds of equipment you have used as a Maintenance worker that you can operate, had to assemble, construct, alter, install, repair, etc., and show type and size of equipment and where you worked with each the varied trade theory</p>		

normal supervision. Write the number of each statement that applies to your experience and give examples of work you did.

1. Assemble, disassemble;
2. Install, replace, test;
3. Maintain, repair;
4. Modify, design;
5. Troubleshoot; and
6. Calibrate for accuracy.

3. ELEMENT C: TECHNICAL PRACTICES.

Tell about work you have done to keep things neat, clean and in order. Give examples of work you have done by performing carpentry, painting, plumbing, electrical, heating and other related maintenance and repair work. Have you had any formal training in these areas?

4. ELEMENT D: USE OF MEASURING INSTRUMENTS.

List the hand and power tools and equipment (not described before) that you can use and tell where you used them. This also includes the ability to use the tools safely and to keep them in operating condition. Write the number of each statement that describes your training and experience. Give examples of the routine work you have done with it.

5. ELEMENT E Ability to interpret instructions, specifications.

Show where you learned to follow instructions written or oral and is able to respond to frequent and "last minute" changes in instructions and follow work orders, manuals, codes, etc. Must be able to relate applicable rules, regulations and policies in performing work. Follows written and oral instructions, directions, etc., and use initiative to properly sequence the order of work operations.

After completing this form, look it over carefully to make sure that you have signed it and answered all questions. Be sure that you have given complete information about your experience. You cannot be given credit for work you do not tell us about.

STATEMENTS CONCERNING QUALIFICATIONS MAY BE VERIFIED BY THE HUMAN RESOURCES OFFICE, EXAGGERATION OR MIS-STATEMENTS MAY BE CAUSE FOR YOUR DISQUALIFICATION OR LATER REMOVAL FROM THE SERVICE.

CERTIFICATION

I CERTIFY that all of the statements made in the application are true, complete and correct to the best of my knowledge and belief and are made in good faith.

Signature of applicant

Date