



Department: **Department Of Health And Human Services**

Agency: **Indian Health Service**

Sub Agency: **Department of Health and Human Services - IHS**

Job Announcement Number:

HHS-IHS-WR-2009-0005

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Overview

Civil Engineering Technician

Salary Range: 45,040.00 - 63,120.00 USD per year

Series & Grade: GS-0802-09/09

Promotion Potential: 09

Open Period: Tuesday, October 07, 2008 to Tuesday, October 28, 2008

Position Information: Full-time Permanent

Duty Locations: 1 vacancy - Escondido, CA 1 vacancy - Arcata, CA

Who May Be Considered:

Any U.S. Citizen

**Applicants who are eligible for any other appointing authorities may also be considered under IHS's Merit Promotion Plan/ Excepted Service Examining Plan.

Job Summary:

The Indian Health Service (IHS), an agency within the Department of Health and Human Services, is responsible for providing federal health services to American Indians and Alaska Natives. The IHS provides a comprehensive health services delivery system for American Indians and Alaska Natives with opportunity for maximum tribal involvement in developing and managing programs to meet their health needs.

ORGANIZATIONAL LOCATION:

Department of Health and Human Services (HHS), California Area Indian Health Service, Office of Environmental Health & Engineering, Escondido District Office, and Arcata Field Office.

POSITION DETAILS:

Travel Required: Yes, 3-5 days a month
Supervisory/Managerial Position: No
Relocation Expenses Paid: No
Is position covered by PL 101-630? No
Is drug testing required? No
Is government housing available? No

In order to be considered for this position, you must follow the instructions listed on the "How to Apply" tab. This vacancy requires that you submit responses to a questionnaire. If you do not submit this information by the closing date of the announcement, you will not be considered. Please check "How to Apply" before clicking "Apply Online" below.

The Indian Health Service is required by law to give absolute preference to qualified Indian applicants and employees who are qualified and suitable for Federal employment. The Indian Health Service (IHS) by law is committed to affording employment preference to American Indian and Alaska Native candidates who meet the Secretary of the Interior's definition of Indian for appointment to vacancies within the IHS in accordance with established IHS policy as outlined in the Indian Health Manual Part 7, Chapter 3. In other than the above, the Indian Health Service is an Equal Opportunity Employer.

Key Requirements:

- Position subject to background investigation
- Males born after 12/31/59 must be registered with the Selective Svc System

Duties

Major Duties:

Incumbent works with District field engineers to prepare conceptual and construction plans for water, wastewater, and solid waste disposal facilities using AutoCAD software. Designs earthwork, pipeline plan and profiles including water and sewer mains, wastewater treatment ponds, site grading plans, building and floor plans, mechanical designs, and roadways to meet project objectives. Selects materials/components and calculates sizes/dimensions, taking into consideration the objective of the project as well as cost implications of design choices. Visits sites to resolve inconsistencies, obtain missing data, and become familiar with specific location requirements. Prepares complete sets of plans for projects. Provides expert advice to engineers and other technicians in the Escondido District concerning the operation of AutoCAD. Work assignments will also include surveying and inspection duties to assist engineers.

Qualifications and Evaluation

Qualifications:

The qualifications for this position are described below and are published in the "Qualification Standards Operating Manual". See <http://www.opm.gov/qualifications/index/htm>.

For GS-9: One year of specialized experience equivalent to the GS-8 level in federal service or two full years of graduate study or a master's degree in an accredited university or college meets the requirements (18 semester hours should be considered equivalent to one full year of study) OR a combination of education and experience.

SPECIALIZED EXPERIENCE DEFINED: This is experience preparing construction drawings, and plans for engineering work, AND performing surveying and inspection duties.

Selective Placement Factor: You must be highly proficient in using Computer Aided Drafting systems to generate engineering plans in order to be considered for this position.

Your education and work experience may be combined to meet the qualification requirements of this position. Graduate education must be directly related to the work of the position in order to be creditable.

You must meet the requirements of the position by the closing date of the job announcement and provide the required documents no later than 12:00 midnight on the closing date of the job announcement to be considered for this position.

How You Will Be Evaluated:

The HHS Careers system simplifies the Federal application process by replacing the former KSA job-element statements with on-line self-assessment questions. Your resume and responses to the self-assessment questions are an integral part of the process for determining your basic and specialized qualifications for the position.

If found qualified, your score will range from 70-100 points (not including points that may be assigned for Veterans' Preference) and will be based on your responses to the questions and information stated in your application. Please follow all instructions carefully as errors and omissions may affect your score. Your score is critical for you being referred for the job. You will be deemed well qualified if you score 85 and above.

Therefore, it is important to support your responses to the vacancy questions by providing examples of past and present experience when requested.

Additional details on the application process can be found under the How to Apply tab.

To preview questions please [click here](#).

Benefits and Other Information

Benefits:

The federal government offers a number of exceptional benefits. A benefits package is available.

Other Information:

[Veterans Information](#)

[Displaced Federal employees ICTAP criteria.](#)

[CTAP Information](#)

For more information on which hiring plan you may fall under please click here; [Which hiring plan should I select?](#)

IHS-OPERATED PROPERTIES ARE "TOBACCO FREE"

How to Apply

How To Apply:

You must begin the application process online at USAJOBS. Submitting your USAJOBS resume and responses to the vacancy questions online is mandatory to be considered for this vacancy announcement.

First, read this entire vacancy announcement. While reading the announcement carefully, take note of any qualifications, rating factors, job-related questions or specific duties that are listed.

Next, login to [MYUSAJOBS](#) and edit your existing resume or create a new resume to highlight the skills and experiences you have that relate to THIS SPECIFIC VACANCY.

Once you've crafted a vacancy-specific resume, return to the announcement and select "Apply Online." Select your vacancy-specific resume and submit it for consideration by clicking "Apply to this position now!" This will then take you to the IHS HHS Careers system to answer the core questions and job specific questions.

Once you have completed the online questionnaire, you may return to USAJOBS. However, your application may not be complete. Make sure you submit any supporting documentation (see below) before midnight Eastern Time on the closing date.

REASONABLE ACCOMMODATION:

This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please contact Jeanne Taylor at (916) 930-3981 X335. The decision on granting reasonable accommodation will be made on a case-by-case basis.

Required Documents:

You must provide the required information during the on-line application process and fax all supporting documents to the fax number listed; if any of the following are missing when the announcement closes we will deem your application incomplete:

1. Resume complete in HHS Careers
2. Responses to Core Questions
3. Responses to Vacancy specific questions
4. Applicable Supporting Documentation

SUPPORTING DOCUMENTATION :

Supporting documentation requested to complete the application process

1. Resume - to be entered during on-line application process
2. If claiming Indian Preference, you must submit the BIA Form 4432 "Verification of Indian Preference for Employment in BIA and IHS".
3. If claiming Veteran's Preference, include a copy of DD-214 Form, and SF-15 if claiming 10 point Veteran's Preference.
4. Transcripts must be provided if substituting education for experience and/or if the position has a positive education requirement.
5. OF-306 Declaration for Federal Employment [OF306.doc](#) **REQUIRED FOR ALL APPLICANTS**

Contact Information:

Jeanne Taylor
Phone: 916-930-3927
Fax: 916-930-3973
TDD: 301-443-6394
Email: jeanne.taylor@ihs.gov

Or write:

Department of Health and Human Services - IHS
650 Capitol Mall, Suite 7-100
Sacramento, CA 95814
Fax: 916-930-3973

What To Expect Next:

Once the job announcement closes, we will evaluate applications to determine qualifications and ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration. You will be notified of the outcome by e-mail.

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

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Send Mail

Send Mail to:

Department of Health and Human Services - IHS
650 Capitol Mall, Suite 7-100
Sacramento, CA 95814
Fax: 916-930-3973



Questions?

For questions about this job:

Jeanne Taylor

Phone: 916-930-3927

Fax: 916-930-3973

TDD: 301-443-6394

Email: jeanne.taylor@ihs.gov

USAJOBS Control Number: 1358084

