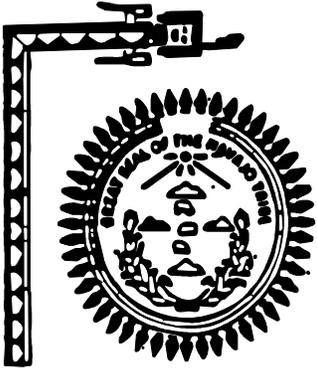


DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA
INDIAN HEALTH SERVICE



VACANCY ANNOUNCEMENT

OPENING DATE

CLOSING

CH-08-131

October 15, 2008

October 28, 2008

POSITION

MAINTENANCE WORKER

LOCATION AND DUTY STATION

PHS INDIAN HOSPITAL, FACILITY MGMT DEPT., CHINLE, AZ

GRADE/SALARY

WG-4749-08, \$20.82 PER HOUR

NUMBER OF VACANCIES

ONE VACANCY, PCN#: CH1421

APPOINTMENT

- PERMANENT
- TEMPORARY
- NTE: ____

WORK SCHEDULE

- **● FULL-TIME
- PART TIME
- INTERMITTENT

AREA OF CONSIDERATION

- COMMUTING AREA
- NAVAJO AREA WIDE
- IHS WIDE
- DHHS WIDE

"The incumbent may be required to work on rotating shifts, both on weekdays and weekends, to provide necessary coverage."

SUPERVISORY/MANAGERIAL

- YES, MAY REQUIRE ONE YEAR PROBATION
- NO

PROMOTIONAL POTENTIAL

- YES, TO GRADE ____
- NO KNOWN POTENTIAL

HOUSING

- YES, GOVERNMENT HOUSING AVAILABLE
- PRIVATE HOUSING ONLY

TRAVEL/MOVING

- MAYBE PAID FOR ELIGIBLE EMPLOYEES
- NO EXPENSES PAID

DUTIES: This position is located in the Facilities Management at Chinle Service Unit, Chinle, Arizona. *Plumbing*; Modifies and repairs water and waste disposal systems. Modifies plumbing equipment such as sinks, lavatories, bathtubs, showers and hot water heaters. Makes repairs to the various plumbing systems and equipment. *Electrical*: Removes, replaces, tightens, splices, solders, and insulates defective wiring, controls, equipment and fixtures such as broken and bare wiring, burned out switches and relays, loose connections and fittings, damaged light fixtures. Locates broken, worn, damaged, or poorly operating wiring, fixtures, controls, and equipment through visual checks or with a small variety of test equipment such as test lamps and ammeters. Replaces worn or bad switches, relays and outlets by unscrewing or cutting wiring from connections, inserting the replacement, and splicing, tightening, and soldering wiring to connections. Installs or rearranges light fixtures, switches, and outlets by following schematic drawings that provide the exact work specifications. *Carpentry*; Erects minor new structures and modifies existing structure. Determines dimensions, type structure, location and type of windows, doors to be installed, and material to be used in construction. Checks vertical and horizontal trueness of the structure using spirit level and/or square. Uses miter saw, sets the desired angle and cuts the trim. Measures and cuts door and window frames to size by miter sawing, fitting, and nailing casings in place. Using square and/or level, checks and adjusting horizontal and vertical trueness. Adjusts and fits doors and windows to frame by sawing and planning, making allowances for door expansion when exposed to moisture. *Painting*; Mixes and blends paints. Determines type and amount of oil or water paint, lacquer, enamel, varnish, or primer needed, giving consideration to weather, climatic exposure conditions, and texture, and composition of surfaces to be painted. Mixes, where required, proper proportions of surfaces to be painted. Applies neutralizing and conditioning chemical solutions to bare metal surfaces. *Ground Care*; responsible for assuring that the overall yard, grounds sprinkler system fences and drainage systems are in good repair. *Mechanical Repairs on Hospital Equipment*; Makes repairs to hospital beds, stretchers, wheelchairs, IV stands. Performs other trades and crafts work of an equivalent or lower grade level in the fields of masonry, welding. Uses hand power tools and equipment of the various trades listed above when performing the various trade duties. Observes safety, fire and good housekeeping rules and practices. Performs other related duties as assigned.

THIS POSITION IS LOCATED IN A SMOKE-FREE ENVIRONMENT



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

POSITIVE EDUCATION REQUIRED: NO

LICENSURE REQUIRED: NO

BASIC QUALIFICATIONS, 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 this position. Failure to submit supplemental Experience Statement may result in candidates not receiving proper credit for their 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: ABILITY TO INTERPRET INSTRUCTIONS, SPECIFICATIONS, ETC. (RELATED TO MAINTENANCE WORKER)

ELEMENT E: KNOWLEDGE AND ABILITY TO USE AND MAINTAIN TOOLS, EQUIPMENT AND MATERIAL.

PHYSICAL EFFORT: Physical effort is expended in continually standing, walking, stooping, bending, kneeling, climbing and working in small or cramped quarters. Frequently carries, lifts, pulls or pushes parts and equipment weighting up to and at times beyond 50 pounds. Work is sometimes performed on ladders and/or scaffolds, which requires incumbent to work overhead or in stretched, cramped or awkward positions.

WORKING CONDITIONS: Work is performed inside and outside in all kinds of weather and is usually dirty, dusty and greasy. Incumbent may perform work where bad smelling fumes are present. Incumbent has frequent exposure to possibility of scrapes, burns and infections and has occasional exposure to broken bones.

SELECTIVE PLACEMENT FACTOR: None

CONDITIONS OF EMPLOYMENT: 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 immunization 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 positions in any Service Unit or any Area Office position that requires regular work at a Service Unit.

REASONABLE ACCOMMODATION: 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 the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after-competitive appointment, time-in-grade, and qualification requirements by the closing date of the vacancy announcement.

NOTE: Refer to OPM Handbook Qualification Standards or /XX/X-118C, / / IHS Excepted service Qualification Standards, Series WG-4749 for complete information. For more complete information contact your Servicing Human Resources Office.

WHO MAY APPLY:

Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the competitive Federal service) and from current permanent IHS employees in the Excepted 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 eligibles entitled to Indian Preference may also apply under the provisions of the Indian Health Service Examining Plan. These candidates MUST indicate on their resume or application, whether their resume or 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, those with a 30% or more compensable service-connected disability).

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING 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 receive 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 application package. The following categories of candidates are considered 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 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 community area.

OR

B. Former Military Reserve or National Guard Technician who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 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 last) 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 a rating scale of 70 to 100 for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

HOW & WHERE TO APPLY: All applicants, except Commissioned Officers, must submit one of the following to the PHS Indian Hospital, Human Resource Branch, PO Drawer PH, Chinle, Arizona 86503, **BY CLOSE OF BUSINESS (5:00 P.M.) ON THE CLOSING DATE:**

1. OF-612, Optional Application for Federal Employment; OR
2. **Resume; or OR
3. **Any other written application format; PLUS Official Transcript of college courses; copy of your most recent performance appraisal and any other necessary documentation pertinent to the position being filled.

NOTE: Declaration for Federal Employment" (OF-306), 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 the information in your application. *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.*

A copy of an Official Bureau of Indian Affairs Preference Certificate, BIA Form 4432, 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.

****INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have

the required qualifications for the position. **SPECIFICALLY, THE INFORMATION PROVIDED UNDER #8 (HIGH SCHOOL), #9 (COLLEGES AND UNIVERSITIES), AND #10 (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 (with zip code) and Day and Evening Phone Numbers (with area codes);
3. Social Security Number;
4. Country of Citizenship;
5. Veteran's Preference Certificate – DD-214, indicating Discharge and/or SF-15 – if claiming 10-points. Veteran's Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles;
6. Copy of latest SF-50, Notification of Personnel Action, if current or prior employee;
7. Highest Federal civilian grade held (give series and dates held);
8. High school – Name, City, State (zip code if known), and date of Diploma or GED;
9. Colleges and Universities – Name, City, State (zip code if known), Majors, Type and Year of any Degrees received (if no Degree shows Total semester or Quarter Hours earned). (Attach Transcripts);
10. Work Experience (paid and nonpaid) – Job, title, duties and accomplishments, Employer's Name and Address, Supervisor's Name and phone number, starting and ending dates (month/year), hours/week, and salary.
11. Indicate if we may contact your current Supervisor.
12. Job-related Training courses, Skills, Certificates, Registrations and Licenses (current only), Honors, Awards, Special Accomplishments.

NOTE: Applicants who do not submit the information requested above will be given credit only for the information they provide and may not, therefore, receive full credit for their Veteran's Preference determination, Education, Training and/or Experience.

THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION

WE WILL NOT ACCEPT APPLICATIONS RECEIVED BY FAX, E-MAIL OR ELECTRONIC RESUMES.

FOR MORE INFORMATION CONTACT: Arlene Big, Human Resource Specialist, (928) 674-7034 or Arlene.Big@ihs.gov

ADDITIONAL SELECTIONS: Additional or alternate selections may be made within 90 days of the date of the certificate 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 IHS is an Equal Opportunity Employer.

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

SELECTIVE SERVICE CERTIFICATION: If you are a male born after December 31, 1959, and you want to be employed by 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 REASONS 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. PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

HUMAN RESOURCES CLEARANCE

DATE

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER CH-08-131. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS HUMAN RESOURCES OFFICE AND WILL NOT BE RETURNED.

Supplemental Experience Statement
Maintenance Worker, WG-4749-08
CH-08-131

Name: _____

Birth Date: _____

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

Below you will find a questionnaire that you are requested to complete as part of your application for this position. Answer all the questions as best you can. It will be to your advantage to give as much information as possible about your ability to do this work. Be sure to include any and all maintenance work such as military service, volunteer or unpaid work such as in clubs, church, community service work, etc.

Column I	Column II Indicate job number or experience on OF-612, application or resume to which this refers.	Column III 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 explain experiences applicable to the position, paid or not paid, part-time or full-time and hobbies appropriate to the job.
<p>ELEMENT A: ABILITY TO DO THE WORK OF A MAINTENANCE WORKER WITHOUT MORE THAN NORMAL SUPERVISION.(SCREEN-OUT ELEMENT) This is the ability to work independently, make decisions, plan operations, show job responsibility, exercise initiative, etc.</p> <p>ELEMENT B: KNOWLEDGE OF EQUIPMENT AND REPAIR. Ability to do any common job on the basis of own judgment and initiative without need for special advice.</p>		

ELEMENT C: WORK PRACTICES (Theoretical, Precise, Artistic). Ability to apply technical practices, work methods, etc., to complete common tasks without more than normal supervision.

ELEMENT D: ABILITY TO INTERPRET INSTRUCTIONS, SPECIFICATIONS, ETC. This includes blueprint reading. This measures ability to interpret all technical data, incorporate changes into operations in an efficient manner, including detailed knowledge of various types of drawings, manuals, specifications, blueprint, etc., which would contribute to the accomplishment of a job. Also, important is the degree to which the applicant has been responsible for explaining specifications, blueprints, shop manuals, etc. to other employees.

ELEMENT E: ABILITY TO USE AND MAINTAIN TOOLS AND EQUIPMENT. This element considers the applicant's ability to use and maintain tools, instruments, and related equipment as appropriate to the several lines of building maintenance worker.

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.

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