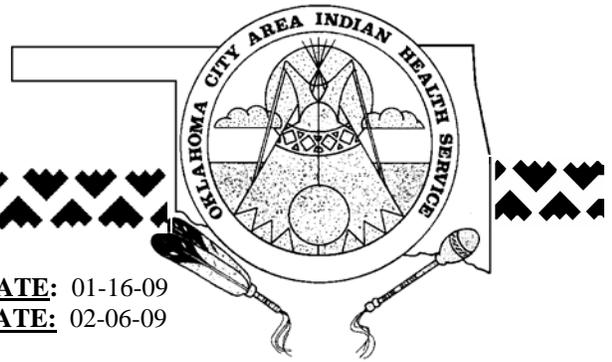


U. S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OKLAHOMA CITY AREA INDIAN HEALTH SERVICE  
DIVISION OF HUMAN RESOURCES



**VACANCY ANNOUNCEMENT:** SER-09-0124-CM  
**POSITION:** Supervisory General Engineer, GS-801-12  
One Full Time Permanent Position

**OPENING DATE:** 01-16-09  
**CLOSING DATE:** 02-06-09

**DUTY LOCATION:** Claremore Indian Hospital, Claremore, Oklahoma

**STARTING SALARY:** GS-12: \$67,613 per annum (May be adjusted on Present/Former Federal Employees)

**PROMOTION POTENTIAL:** None Beyond GS-12

**RELOCATION EXPENSES:** Authorized in accordance with  
Federal Regulations

**SUPERVISORY/MANAGERIAL:** Yes, first time supervisors in competitive service being subject to a one-year probationary period.

**AREA OF CONSIDERATION:** IHS WIDE

**DESCRIPTION OF ASSIGNMENT:** This position is located in the maintenance department of the Claremore Indian Hospital. The incumbent is responsible for the technical and administrative aspects of providing an optimal healthcare facility environment that supports patient care through the proper operation, maintenance, repair and alternation of all real property and building service equipment. The incumbent plans, implements and monitors the programs for preventive and corrective maintenance of real property and building service equipment, grounds, utilities, etc. This includes the development and monitoring of maintenance service contracts. Incumbent is responsible for a computerized preventative maintenance program, developing policies, procedures and maintaining accurate files of drawings, work records, operational manuals, and directives in order to carry out an effective program. Incumbent is responsible for ensuring that appropriate data is entered in the Healthcare Facilities Data System and for coordinating efforts to implement a Comprehensive Healthcare Environmental Management System. Incumbent provides professional engineering direction to comply with accreditation requirements at the hospital. Incumbent serves as the hospital's technical consultant for energy conservation activities. Incumbent is responsible for establishing basic operating criteria for the facility to assure that fuel oil, natural gas, electricity and water are used economically. Implements and maintains a computer tracking system and database for facilities construction, modernization, and maintenance and repair projects at the hospital done by Service Unit staff and contractors. Incumbent participates in acquisition planning and budgeting for development of short and long range design and construction plans for use by the local Facilities Management program.

**INDIAN PREFERENCE:** In the filling of this position by appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law to give absolute preference in selection to qualified Indian preference candidates. Eligibility will be determined from current Indian Health Service Policy.

**EQUAL EMPLOYMENT:** Except for Indian Preference, consideration will be made without regard to any non-merit factor such as race, color, religion, sex, sexual orientation, national origin, politics, disabilities, marital status, age, or membership or non-membership in any employee organization.

**REASONABLE ACCOMODATIONS:** Reasonable accommodation is provided to applicants with disabilities, except when so doing would impose an undue hardship on the Indian Health Service. 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 made on a case-by-case basis.

**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.

**WHO MAY APPLY:**

**PROMOTION PLAN (MPP) CANDIDATES** - Applications will be accepted from status eligibles (e.g. reinstatement eligibles and current permanent employees in the competitive Federal service), from current IHS employees who are eligible for Indian Preference, and from individuals who are eligible for excepted appointment in IHS under some other authority (e.g. handicapped authority, etc.). Those MPP candidates eligible for Indian Preference, who so desire, may also apply under ESEP provisions by indicating on their application, "Consideration under both MPP and ESEP". Other than above, non-status eligibles are not included in the area of consideration.

**EXCEPTED SERVICE EXAMINING PLAN (ESEP) CANDIDATES** - Applications will be accepted from individuals entitled to Indian Preference who wish consideration for excepted appointment in IHS, under the authority of 5 C.F.R., Part 213, Schedule A 213,3116(B)(8).

To Claim **Veterans' Preference** – applicants must submit a copy of their DD-214 or other proof of eligibility. Veterans with service connected disability and others claiming 10 point preference, must submit a completed SF-15, "Application for 10-Point Veterans' Preference", with all supporting documents. For more specifics on all Veterans employment issues such as Veterans' preference or special appointing authorities, please refer to this hyperlink: VetsInfoGuide at: <http://www.opm.gov/veterans/html/vetguide.asp>

THIS POSITION IS IN A TOBACCO-FREE ENVIRONMENT

**ADDITIONAL SELECTIONS OF CANDIDATES MAY BE POSSIBLE WITHIN 90 DAYS FROM DATE THE CERTIFICATE OF ELIGIBLES IS ISSUED FROM THE VACANCY ANNOUNCEMENT, FOR FILLING ADDITIONAL SIMILAR VACANCIES.**

**COMMISSIONED CORPS CANDIDATES:** See instructions at the end of this announcement.

**CAREER TRANSITION ASSISTANCE PLAN (CTAP) /INTERAGENCY CAREER TRANSITION PLAN (ICTAP):**

Surplus or displaced employees covered by the U.S. Department of Health & Human Services CTAP program or the ICTAP program for all agencies, may apply and will be given special selection priority if determined to be eligible and well qualified. Well qualified is defined as meeting all education, experience, knowledge's, skills & abilities (KSA's) with a score in the above average range of a four-level crediting plan for all KSA's. For information on how to apply and required proof of eligibility, please refer to these hyperlinks: for **CTAP** at <http://www.ihs.gov/JobCareerDevelop/JobAtIHS/doc/ctap.doc>, and for **ICTAP** at <http://career.psc.gov/chpublic/ictap.html>.

**CONDITIONS OF EMPLOYMENT:**

1. One Full-Time Permanent Position.
2. **IMMUNIZATION REQUIREMENT-** In accordance with the IHS Employee Immunization policy, selectee will be required to be immunized against measles and rubella by providing documentation/proof of immunity to measles and rubella prior to entrance on duty. Exceptions are persons born before 1957 who are not required to take the measles vaccine or provide proof of immunity. Special consideration may be allowed to individuals who are allergic to a component of vaccine or 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 which requires regular work at a Service Unit.
3. Applicant must possess and maintain a current State Drivers License to travel to various facilities.
4. Requires Level 5 background investigation including credit check.
5. Subject to callback.

**LEGAL AND REGULATORY REQUIREMENTS:** Candidates must meet all requirements cited in the following "QUALIFICATIONS REQUIRED" and "TIME-IN-GRADE REQUIREMENTS" sections within 30 days after the closing date of this announcement.

**QUALIFICATION REQUIREMENTS:** Excepted Service Indian Preference applicants, both those who apply under the Excepted Service Examining Plan (ESEP) and those who are currently on permanent appointment in Indian Health Service, will be rated in accordance with the Indian Health Service Excepted Service Qualification Standards (if established). Normally, Competitive Service Indian Preference applicants will be rated in accordance with the Office of Personnel Management (OPM) Qualification Standards Handbook; however, these applicants who wish to be considered under the ESEP will be rated separately under the IHS Excepted Service Qualification Standards, or under both standards, if requested. All Non-Indian Preference applicants will be considered under OPM Qualification Standards. The two Qualification Standards are essentially the same; however, any Time-In-Grade requirements will not apply to ESEP or Delegated Examining applicants. Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements.

**QUALIFICATIONS REQUIRED:**

**Basic Requirements:**

A. Degree: professional engineering. To be acceptable, the curriculum must:

- (1) Be in a school of engineering with at least one curriculum accredited by the Accreditation Board for Engineering and Technology (ABET) as a professional engineering curriculum; or
- (2) Include differential and integral calculus and courses (more advanced than first year physics and chemistry) in five of the following seven areas of engineering science or physics: (a) static's, dynamics; (b) strength of materials (stress-strain relationships); (c) fluid mechanics, hydraulics; (d) thermodynamics; (e) electrical fields and circuits; (f) nature and properties of materials (relating particle and aggregate structure to properties); and (g) any other comparable area of fundamental engineering science or physics, such as optics, heat transfer, soil mechanics, or electronics.

OR

B. Combination of education and experience --college-level education, training, and/or technical experience that furnished (1) a thorough knowledge of the physical and mathematical sciences underlying professional engineering, and (2) a good understanding, both theoretical and practical, of the engineering sciences and techniques and their application to one of the branches of engineering. The adequacy of such background must be demonstrated by one of the following:

1. **Professional registration:** Current registration as professional engineer by any State, the District of Columbia, Guam, or Puerto Rico.
2. **Written Test:** Evidence of having successfully passed the Engineer-in-Training (EIT) examination, or the written test required for professional registration, which is administered by the Boards of Engineering Examiners in the various States, the District of Columbia, Puerto Rico, and Guam.
3. **Specified academic courses:** Successful completion of at least 60 semester hours of courses in the physical, mathematical, and engineering sciences and in engineering, which included the courses specified in the basic requirement. The courses must be fully acceptable toward meeting the requirement of a professional engineering curriculum as described in basic requirements.
4. **Related curriculum:** Successful completion of a curriculum leading to a bachelor's degree in engineering technology or in a

appropriate professional field, e.g., physics, chemistry, architecture, computer science, mathematics, hydrology, or geology, may be accepted in lieu of a degree in engineering, provided the applicant has had at least one (1) year of professional engineering experience acquired under professional engineering supervision and guidance. Ordinarily there should be either an established plan of intense training to develop professional engineering competence, or several years of professional engineering-type experience.

**Additional Experience:** In addition to the basic requirements, the following amount of specialized experience is required:

Note: An applicant who meets the basic requirements as specified in A or B above, may qualify for positions in any branch of engineering unless selective factors indicate otherwise, or unless he/she qualifies under the provisions of B.2 related to the EIT examination or BET degree.

**GS-12:** One (1) year of specialized experience equivalent to the GS-11 level.

**Specialized Experience:** Professional engineering experience required is defined as non-routine general engineering work that required and was characterized by (1) professional knowledge of general engineering; (2) professional ability to apply such knowledge to general engineering problems; and (3) positive and continuing development of professional knowledge and ability.

Professional knowledge of engineering is defined as the comprehensive, in-depth knowledge of mathematical, physical, and engineering sciences applicable to a specialty field of engineering that characterizes a full 4-year professional engineering curriculum leading to a bachelor's degree, or the equivalent.

Professional ability to apply engineering knowledge is defined as the ability to (a) apply fundamental and diversified professional engineering concepts, theories, and practices to achieve engineering objectives with versatility judgment and perception; (b) adapt and apply methods and techniques of related scientific disciplines; and (c) organize, analyze, interpret, and evaluate scientific data in the solution of engineering problems.

Professional work in engineering, like that in other professions, is marked by continuing personal effort to keep abreast of advancing and changing discipline. Continuing education in engineering and related fields is an important element of full professional competence as an engineer that should be considered in evaluating the qualifications of applicants for professional engineering positions.

Additional examples of specialized experience for this particular position is knowledge of engineering principles, practices, methods and skills applicable to the operation of a hospital, and outpatient medical facility, including feasibility studies, investigation, analysis, maintenance, repair and operational aspects of buildings, drawings, plans and specifications, utility systems, equipment, grounds, services operation and facility maintenance administration.

**SUPERVISORY ABILITIES:** This is a supervisory position and candidates, in addition to the professional qualifications listed, must have demonstrated in their work experience or training, that they possess, or have potential to develop, the qualities of successful supervision, as required for this position.

**TIME-IN-GRADE REQUIREMENTS:** MPP candidates must have completed at least one (1) year of service at the GS-11 grade level. Time-in-grade provisions do not apply under ESEP.

**EVALUATION METHODS:** When required by Personnel Regulations, an evaluation will also be made to the extent to which experience, education, training, self-development, outside activities, and/or awards demonstrate that basically qualified applicants possess the Ranking KSA's described below. This will determine the Highly qualified applicants among the Basically qualified eligibles. Measurement of possession of the KSA's will be accomplished through review of the Application forms, performance appraisals (MPP candidates only); the Narrative Statement related to the KSA's, employment interviews and reference check results.

**Ranking KSA's:**

1. Knowledge of professional engineering concepts, principles, and practices applicable to the operation of a hospital facility including: maintenance, repair and operational aspects of building, drawings, review of plans and specifications, utility systems, biomedical equipment, grounds, service contracts, and health facility engineering.
2. Knowledge of health facility inspection methods and procedures in order to identify existing of potential facilities deficiencies and ensure that corrective action is taken.
3. Skill in using computerized maintenance management software (CMMS) to maintain an optimized preventive maintenance program which includes asset management and capital improvement.
4. Ability to communicate effectively with managerial, technical and professional groups in order to verbally present self prepared presentations and reports.

## APPLICATION PROCEDURES

SUBMIT APPLICATION TO THE FOLLOWING ADDRESS, Oklahoma City Area Indian Health Service, Southeast Region Division of Human Resources, 701 Market Drive, Oklahoma City, OK 73114. All applications become property of the Division of Human Resources and will not be returned. Therefore, all original documents and the completed application forms should be duplicated before being submitted. **ALL APPLICATIONS AND FORMS MUST ACTUALLY BE RECEIVED IN HUMAN RESOURCES BY 4:30 P.M. ON THE CLOSING DATE. ELECTRONICALLY FILED APPLICATIONS (email attachments) WILL BE ACCEPTED. FAXED APPLICATIONS WILL NOT BE ACCEPTED.** We do not fax vacancy announcements. For further information or application forms contact the Southeast Region Division of Human Resources at 405-951-3750. Forms may also be available at nearest IHS facility. Vacancy announcements may also be downloaded from the OPM Website - USAJOBS at <http://www.usajobs.opm.gov> or IHS Website at <http://www.ihs.gov>. The IHS Website has current vacancy locations listed.

EMAIL APPLICATIONS: These applications must be sent as an email attachment to: [aoi@ihs.gov](mailto:aoi@ihs.gov). The Vacancy Announcement Number must be included in the subject line of the e-mail. Additional required forms may be sent as e-mail attachments or mailed as hard copies. Application materials provided by different means must be cross-referenced so they may be combined at the Human Resources office. Applicants are responsible for ensuring that application materials are formatted in a manner that will transmit successfully.

### **APPLICATION FORMS LISTED BELOW MUST BE SUBMITTED AND INDIVIDUALLY IDENTIFIED BY ANNOUNCEMENT # SER-09-0124-CM**

1. **The Federal Government does not require a standard application form for most jobs, but certain information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment.** Applicants must submit one of the following: (1) OF-612 (Optional Application for Federal Employment), (2) Resume, or (3) any other written application format. **For (2) and (3) see "ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE." section below.** Position Descriptions will not be accepted.
2. **"Declaration for Federal Employment"** - OF-306 (revised January 2001), must be fully completed and submitted with current dated 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.** Form may be downloaded from: the IHS Human Resources Website at <http://www.ihs.gov/NonMedicalPrograms/DHR/index.cfm?module=applicants>.
3. **Verification of Indian Preference**: If claiming Indian Preference, applicants must submit a copy of a properly completed and signed Bureau of Indian Affairs (BIA) certification form, 4432, "Verification of Indian Preference for Employment in BIA and IHS". Current employees with acceptable proof (as identified above) on file in their Official Personnel Folder are still required to submit a copy of the required BIA form 4432 with their applications. **Indian Preference will not be given unless the BIA form 4432, as previously explained, is attached to the application/resume.**
4. **Copy of latest Personnel Action (SF-50)**, if a current or former Federal Employee, or if requesting Reinstatement Eligibility, the SF-50 proof of Career or Career-Conditional Status must be submitted.
5. If claiming Veterans' Preference or eligibility for VEOA or other special appointing authority for Veterans, a copy of all DD-214 forms, one for each period of service, and if claiming 10-point Veterans' preference, a completed SF-15 with all supporting documents.
6. A copy of your most recent performance appraisal (required for current Federal employees).
7. Narrative Statement, related to the Quality Ranking Knowledge's, Skills, and Abilities (KSA's) as outlined in Evaluation Methods.
8. A copy of college transcript(s), listing the college courses and credits earned is required in order to receive appropriate credit for education. When allowed by Qualification Standards, copies of training certificates (non-college) must be submitted for appropriate credit. Although a transcript is always preferred, a list of courses and credit hours earned is sufficient at the time of application; however, by the time of appointment, an appointee must provide an official college transcript (not a copy).
9. To request CTAP/ICTAP special selection priority, you must submit a copy of the RIF separation notice, Certification of Expected Separation (CES) or Notice of Proposed Separation for declining a Directed Reassignment or Transfer of Function outside the local commuting area.

### ADDITIONAL 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 Division of Human Resources to make a determination that you have the required qualifications for the position. Applicants for positions in some occupational series must meet certification, licensure, or registration requirements, if required by law, in addition to meeting experience and/or educational requirements. **SPECIFICALLY, THE INFORMATION PROVIDED UNDER #6 (HIGH SCHOOL), #7 (COLLEGES AND UNIVERSITIES), #8 (WORK EXPERIENCE), AND #10 (JOB-RELATED TRAINING) 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. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.**

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. Highest Federal civilian grade held (give Job Series and Dates held).
6. High School - Name, City, State (Zip Code if known), and date of Diploma or GED.
7. College and University Credit/Degrees - Name, City, State (Zip Code if known), 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 (include series and grade if Federal job), Duties and Accomplishments, Employer's Name and Address, Supervisor's Name and Phone Number, Starting and Ending Dates (month, day and year), Hours Per Week, and Salary.
  9. Indicate if we may contact your current Supervisor.
  10. Job-related Training Courses, Skills, Honors, Awards, Special Accomplishments.

### **INSTRUCTIONS FOR PHS COMMISSIONED CORPS CANDIDATES**

Selection for this position will be in accordance with the Indian Preference policies of the Indian Health Service and the Oklahoma Area. Applications from Commissioned Corps Officers, who wish to receive Indian preference, will be evaluated by the Oklahoma City Area Indian Health Service Human Resources Office using the same criteria as that stated in this announcement section for EXCEPTED SERVICE EXAMINING PLAN (ESEP) civil service applicants. For information on application procedures for the USPHS Commissioned Corps, please contact **Laura Goddard at (405) 951-3742**.

#### **APPLICANTS MUST SUBMIT THE FOLLOWING:**

1. **Curriculum Vitae:** which states Announcement Number, Title and Grade of the job for which you are applying; Full Name, Mailing Address, Day and Evening Phone Numbers; Social Security Number; Work Experience (paid and nonpaid) listing Positions held, Duties and Accomplishments, Employer's Name and Address, Supervisor's Name and Phone Number, Starting and Ending Dates (month and year), Hours Per Week and Salary; and Job related Training Courses, Skills, Honors, Awards, Special Accomplishments.
2. **Verification of Indian Preference:** If claiming Indian Preference, applicants must submit a copy of a properly completed and signed Bureau of Indian Affairs (BIA) certification form, 4432, "Verification of Indian Preference for Employment in BIA and IHS". Current employees with acceptable proof (as identified above) on file in their Official Personnel Folder are still required to submit a copy of the required BIA form 4432 with their applications. **Indian Preference will not be given unless the BIA form 4432, as previously explained, is attached to the application/resume.**
3. **A copy of college transcript(s)** listing the college courses and credits earned in order to receive appropriate credit for education.

**NOTE: PERSONS WHO SUBMIT INCOMPLETE APPLICATIONS WILL BE GIVEN CREDIT ONLY FOR THE INFORMATION THEY PROVIDE AND MAY NOT, THEREFORE, RECEIVE FULL CREDIT FOR THEIR VETERANS' PREFERENCE, INDIAN PREFERENCE, EDUCATION, TRAINING AND/OR EXPERIENCE.** All application forms are subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for Federal employment.

**SELECTION FOR THIS POSITION WILL BE IN ACCORDANCE WITH THE INDIAN PREFERENCE POLICIES OF THE INDIAN HEALTH SERVICE AND THE OKLAHOMA CITY AREA. CANDIDATES, IF CLAIMING INDIAN PREFERENCE, MUST FURNISH THE APPROPRIATE DOCUMENTATION AS EXPLAINED UNDER "APPLICATION PROCEDURES" OR WILL BE CONSIDERED AS A NON-INDIAN CANDIDATE ONLY.**

RECRUITMENT CASE FILE CONTACT:

*Sl Mary Bear*

Mary Bear  
Human Resources Specialist  
(JO#82619, 52# 09-0598)

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