



**United States Department Of Energy
Southwestern Power Administration**

Merit Promotion Vacancy Announcement

**Job Announcement #:
SW-2008-29**

**Opening Date:
09-03-2008**

**Closing Date:
10-03-2008**

POSITION:

Supervisory *Interdisciplinary Engineer, GS-15

***May be filled by:**

**Supervisory Civil Engineer, GS-810-15
OR**

**Supervisory Mechanical Engineer,
GS-830-15 OR**

Supervisory Electrical Engineer, GS-850-15

**THIS IS AN EXCEPTIONAL
CAREER OPPORTUNITY**

Southwestern Power Administration delivers the most reliable and clean wholesale power benefiting 7 million users, across a six-state region, at the lowest cost possible. In addition to supporting that significant mission, this position provides:

SALARY: \$107,962 - \$140,355

ORGANIZATIONAL LOCATION:

**U. S. Department of Energy
Southwestern Power Administration
Office of Corporate Facilities**

- ▶ **A mission-focused career providing the opportunity to promote a clean, reliable, and renewable source of energy – hydroelectric power-through direction of the Engineering, Construction, Planning and Maintenance Programs of Southwestern's electrical transmission and communications systems.**

DUTY LOCATION:

Tulsa, OK

PROMOTION POTENTIAL:

None

- ▶ **A possible incentive (i.e., a lump sum payment not to exceed 25% of adjusted pay)**

REPORT OF FINANCIAL INTEREST:

Yes

Relocation expenses are not authorized.

WHO CAN APPLY:

Federal Status Candidates. (Status candidates are current career or career-conditional employees of the Federal Government.) All applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age or any other non-merit factor.

DUTIES:

Serves as the Assistant Administrator for the Office of Corporate Facilities, which is responsible for duties involved in professional engineering, construction, operation, and maintenance of the Southwestern Power Administration (Southwestern) transmission system. Manages and ensures Southwestern's compliance with Federal Energy Regulatory Commission (FERC) Standards and North American Electric Reliability Corporation (NERC) Compliance Program requirements as they pertain to engineering, construction, operations, and maintenance of Southwestern's transmission system. Directs Engineering, Construction, and Planning Programs. Serves as an expert on engineering matters related to electrical transmission and communications systems. Manages planning, design, consultation, and technical expertise for engineering, major construction, and operation of the Southwestern transmission system. Develops and executes Southwestern's construction program involving all facilities and highly specialized equipment. Directs Maintenance Program. Manages program for construction of Southwestern Federal transmission facilities, construction of facilities pursuant to the Energy Policy Act of 2005, and other statutory authorities and maintenance of existing facilities. Directs preparation of cost estimates, specifications, and project administration. Ensures development of criteria addressing safety, health, and security standards, minor construction, and maintenance activities that are dedicated to the modification of substation facilities, transmission lines, communication facilities, and rights-of-way. Manages coordination in the joint use of transmission line rights-of-way, protecting Southwestern's rights and interests and ensuring a high level of safety and security is maintained at all times. Manages/directs modification and maintenance of all Southwestern's high voltage substations, switchyard, station service facilities, and communication buildings. Directs and established policies, budgets, standards, procedures, and schedules for maintenance and modification of substations, switching stations, protective equipment, transformation equipment, metering equipment, and related facilities. Directs Emergency Management and Physical Security Program. Develops and administers emergency planning, preparedness, readiness assurance, response and recovery actions of Southwestern's Emergency Management Program to ensure continuity of operations and occupant emergency evacuations. Directs development of Program Management, Protection Program Operational Security, and Personnel Security functions in the administration of Southwestern's Physical Security Program. Directs Aviation, Environmental, Safety and Health Programs. Ensures Southwestern's compliance with the National Environmental Policy Act. Ensures on-the-job safety and health of Southwestern employees. Complies with OSHA and all other applicable health and safety related laws and regulations.

QUALIFICATIONS:

The qualification requirements are generally addressed by the U. S. Office of Personnel Management's Group Coverage Qualifications Standards for Professional and Scientific

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Positions, which can be found on the Internet at <http://www.opm/qualifications/SEC-IV/A/GS-PROF.asp>.

Individual occupational requirements for all professional engineering series are addressed in the Qualification Standards for General Schedule Positions, GS-800: All Professional Engineering Positions, which can be found on the Internet at <http://www.opm.gov/qualifications/SEC-IV/B/GS0800/0800.htm>.

The qualifications are highlighted as follows:

Basic Requirements: Applicants must show successful completion of either (A) or (B):

- (A) Possess a full 4 year course of study in an accredited college or university leading to a bachelor's or higher degree in Engineering
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 applications to one of the branches of engineering. The adequacy of such background must be demonstrated by one of the following: Professional registration, written test, specified academic courses, or related curriculum.

Specialized Experience: In addition to meeting the basic qualification requirements, applicants must possess one year specialized professional engineering experience which must have been comparable in difficulty and responsibility to the next lower grade in the Federal Service to the position which is being filled.

Specialized experience – that which has been gained in a line of work directly related to the work of the above position that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Professional engineering experience is defined as non-routine engineering work that required and was characterized by (1) professional knowledge of engineering; (2) professional ability to apply such knowledge to engineering problems; and (3) positive and continuing development of professional knowledge and ability.

Basis of Evaluation: Applicants who meet the qualification requirements will be rated on the basis of relevant experience, education, related volunteer experience, training, job-related awards, and the ranking factors listed below. To receive consideration, **all applicants MUST address the set of three ranking factors on a supplemental sheet and include this as a part of their application package. Applications that do not include this supplemental address of the ranking factors will be considered incomplete and ineligible for consideration.** Each ranking factor should be addressed

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individually with no more than two per sheet of paper. Applicants are encouraged to limit their response to each ranking factor to no more than one page. In addressing the ranking factors, our subject-matter experts (raters) are looking for clear, concise examples that show the applicant's level of accomplishment and degree of responsibility. Examiners and raters are not permitted to infer anything about an application, so applicants must ensure their statements are specific and complete. Examples that show depth of knowledge, level of skill, degree of ability, and evidence of what the applicant actually did and the results that were obtained are essential to ensure an appropriate rating of the application.

Ranking Factors are:

1. *Selective Factor: Management and Supervision:

Comprehensive knowledge of and experience in management and supervisory principles with demonstrated ability to manage multiple complex programs, requiring extensive planning, scheduling, and coordinating, and to supervise a diverse workforce (composed of professional, administrative, technical, and skilled trades and crafts positions).

2. *Selective Factor: Business Knowledge:

Extensive knowledge of and expert experience in professional engineering concepts, principles, and functions related to high voltage electrical transmission and communications systems in the areas of design, construction, operations, and maintenance.

3. Communication:

Extensive knowledge of and experience in effective communications methods and techniques to make clear, informative, and persuasive presentations of a technical nature.

***Selective Factor: A knowledge, skill, ability, competency, or special qualification without which a candidate could not perform the duties of the position in a satisfactory manner. Selective factors are applied in addition to minimum qualifications. Applicants who do not meet a selective factor are ineligible for further consideration.**

SPECIFIC REQUIREMENTS/CONDITIONS OF EMPLOYMENT:

Applicants must be citizens of the United States (or owe allegiance to the United States) and must be at least 16 years of age to apply for this vacancy.

Public Law 103-356 requires direct deposit of Federal wage, salary, travel reimbursement, and retirement payments by electronic funds transfer from recipients.

Incumbent will be subject to frequent travel.

Minimum Background Investigation (MBI): This is a Noncritical-Sensitive (Level 2) position that requires completion and favorable adjudication of a Minimum Background

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Investigation (MBI) prior to appointment to this position. There is no provision for a waiver for this position. Unfavorable adjudication will require nonselection.

Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from registration under the Selective Service Law.

The applicant selected for this position must complete (or have already completed) a one-year supervisory probationary period.

The applicant selected for this position will be required to file, upon entrance on duty, a Report of Financial Interest.

BENEFITS AND OTHER INFORMATION:

Relocation benefits (i.e. home buying/selling; transportation of household goods) are **NOT** authorized in connection with this position; however an incentive (i.e., a lump-sum payment not to exceed 25% of adjusted base pay) may be considered.

Placement Assistance Program:

Individuals entitled to priority consideration under the Interagency Career Transition Assistance Program (ICTAP) and/or Department of Energy's Career Transition Assistance Program (CTAP) **MUST** submit the documentation listed below with their application package:

1. RIF separation notice; a letter from OPM or DOE documenting your priority consideration status;
2. Current (last) performance appraisal rating of record (must be successful or equivalent-or better);
3. Narrative statement addressing the knowledge, skills, and ability factors listed under Qualification Requirements in this Announcement; and
4. Documentation showing the promotion potential of the position from which you may be or have been separated. (Applicants are eligible for consideration only for vacancies that have no higher promotion potential.)

Eligible applicants must be determined to be well qualified for this position. Well qualified means an eligible applicant possesses the knowledge, skills, and abilities that clearly exceed the minimum qualification requirements for the position. For this vacancy, refer to Basic Requirements under Qualifications.

REASONABLE ACCOMMODATION:

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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 notify this agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

Veterans' Preference: The Veterans' Preference Act of 1944, as amended, provides veterans who are disabled or who served on active duty in the Armed Forces during certain specified time periods or in military campaigns preference over others in hiring from competitive lists of eligibles. A veteran must have been separated from active duty in the Armed Forces with an Honorable or General discharge. As defined by 5 U.S.C. 2101(2), Armed Forces means the Army, Navy, Air Force, Marine Corps, and Coast Guard. When applying for Federal jobs, eligible veterans should claim preference on their application or resume and include a copy of their DD-214. For more information about this and other veterans' issues, refer to the Vet Guide, published by the Office of Personnel Management, at <http://www.opm.gov/veterans>.

NOTE: The Defense Authorization Act of November 18, 1997, extended veterans' preference to persons who served on active duty during the Gulf War from August 2, 1990, through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during the period, regardless of where the person served or for how long. The law also authorized the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the period November 20, 1995, to a date to be determined. The award of the Medal is qualifying for veterans' preference. More information on veterans' preference is available in the Vet Guide.

CHANGE IN SERVICE-CONNECTED DISABILITY VETERANS REFERENCE

ELIGIBILITY: According to the Office of Personnel Management, on February 6, 2007, the Merit Systems Protection Board issued a decision in Hesse v. Department of the Army, 104 M.S.P.R. 647 (2007), that affects eligibility for veterans' preference based on a service-connected disability under section 2108(2) of Title 5, United States Code. The Board decided that the term "active duty" as used in 5 U.S.C. 2108(2) "...may consist entirely of service for training purposes."

HOW TO APPLY:

Candidates may submit a resume, curriculum vitae, other documents such as an optional Federal employment application or a general employment application form.

A. Your application must contain, at a minimum, the following information: Announcement Number (SW-2008-29), title (Supervisory *Interdisciplinary Engineer), and grade of position for which applied (GS-15) on front page of application or resume, your full name, mailing address, telephone numbers, social security number, country of citizenship, and your work and education background.

B. The following material should be included in your application package:

- Copy of your most recent SF-50, Notification of Personnel Action, if applicable**
- Supplemental address of ranking factors (mandatory for consideration)**
- Copy of most recent performance evaluation**
- Ethnicity and Race Identification Form (Optional SF-181)**

Submission of the form, Ethnicity and Race Identification, is voluntary and can be found at Southwestern Power Administration's website at:

<http://www.swpa.gov/jobopenings.aspx>. Failure to submit requested information/documents may result in non-consideration or a lower rating in the evaluation process. **Applications that do not include the supplemental address of the ranking factors will be considered incomplete and ineligible for consideration.**

IMPORTANT: Applications must be RECEIVED in Southwestern's Human Resources Management Office (address below) on or before the closing date. Hand-delivered, mailed, e-mailed, or faxed application packages must be received by 5:00 p.m. CT on the closing date. Do not send original documents; applications will not be returned. **Applications mailed in Government-franked envelopes or faxed using government fax machines will NOT be accepted.**

Send complete application package to:

**Southwestern Power Administration
ATTN: Margaret Skidmore, S-6200
One West Third Street
Tulsa, OK 74103**

**E-mail: Margaret.Skidmore@swpa.gov
Phone: (918) 595-6619
FAX: (918) 595-6656**

There is only one vacancy for a permanent position in the competitive service. However, management reserves the right to hire more than one individual should another position become available within 90 days of the closing date of this Announcement. This Announcement is only one source of candidates the selecting official may use to fill positions.

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Civil Engineer, GS-810 OR
Mechanical Engineer, GS-830 OR
Electrical Engineer, GS-850

***THE U.S. DEPARTMENT OF ENERGY IS AN EQUAL OPPORTUNITY
EMPLOYER.***