

DEPARTMENT OF HEALTH AND HUMAN SERVICES

**NAVAJO AREA
INDIAN HEALTH SERVICE**

POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT

Re-Advertised: To solicit for additional applicants. Those who previously applied need not re-apply.

VACANCY ANNOUNCEMENT

FD-08-57-A

OPENING DATE

09-19-08

CLOSING DATE

10-02-08

POSITION

Supervisory General Engineer

LOCATION AND DUTY STATION

Facility Management
PHS Indian Hosp., Ft Defiance, AZ

GRADE/SALARY

GS-0801-12 \$59,633 - \$76,949 per annum

NUMBER OF VACANCY

One (1) Vacancy PCN: FD1412

APPOINTMENT: Permanent

AREA OF CONSIDERATION: IHS Wide

PROMOTION POTENTIAL: NO

TRAVEL/MOVING: Maybe paid for eligible employees

WORK SCHEDULE: Full Time

SUPERVISORY/MANAGERIAL: YES

HOUSING: Government Housing Maybe available

DUTIES: This position is located in the Support Operations Division at the Fort Defiance Service Unit, Fort Defiance, Arizona. The Service Unit includes a 245K square feet medical/surgical facility with extensive outpatient services, one remote health station, additional support buildings and over 300 government quarters. As Deputy Director of the Division, this position has second level oversight over 5 departments which include Facility Maintenance Services, Safety and Security Services, Housekeeping Services, General Services, and Real Property Management Services. The work involves many varied, complex features and involves developing and reviewing designs, plans, specifications, and other project documents required for construction projects. The work also includes a broad range of activities including personnel management, project budgeting, contracting, and procurement. The incumbent must utilize and combine engineering knowledge from several disciplines, including mechanical, electrical, biomedical, and civil to review and analyze the requirements for an integrated, functional hospital facility management and maintenance operations. Serves as the Deputy Director of Support Operations. Helps the Director of Support Operations manage the program and functions of Maintenance Services, Safety and Security, Housekeeping, Real Property Management and General Services in the Division of Support Operations. Advises on decisions defining program goals and developing detailed plans for implementation as required by the Agency, the Navajo Area Divisions of Facilities Management and Engineering, and the Service Unit. Advises on the needs and allocation of resources such as space, funds, equipment, and staffing, and is accountable for their effective use (a budget of 11 plus million). Helps determine the need and develop plans for the Division, and helps initiate changes in the organization structure in order to meet the needs of this facility. Acts as the Director of Support Operations as needed, and in that capacity assumes all operational and strategically responsibilities including supervision of subordinates. Delegated supervisory authorities and responsibilities include: directs, coordinates, or oversees the work and deals with officials and advises them of functional areas; assists subordinate supervisors or team leaders with making decisions on work problems; evaluates subordinate supervisors; recommends selections for subordinate positions; participates in hearing and resolving group grievances or serious employee complaints; reviews and approves disciplinary actions; makes decisions on nonroutine, costly, or controversial training needs; determines whether contractor performed work meets standards of adequacy necessary for authorization of payment; approves expenses

- Capacity to "see the job through."

The skills, abilities, and personal attributes described above may have been demonstrated in many types of either supervisory or non-supervisory work assignments.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: For the GS-12 grade level: Not applicable.

SELECTIVE PLACEMENT FACTOR: NONE

TIME-IN-GRADE REQUIREMENTS: Candidates applying under the provisions of the Merit Promotion Plan must have completed 52 weeks of service at the GS-11 grade level to qualify for the GS-12 grade level.

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.

CONDITION OF EMPLOYMENT: Immunization Requirement - 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 positions in any Service Unit or any Area Office position, which 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.

NOTE: Refer to OPM Handbook Qualification Standards, Series GS-0801 for complete information. Substitution of education for experience will be made in accordance with those standards. For more complete information, contact your servicing Personnel 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 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 eligibles entitled to Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan. These candidates MUST indicate on their 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, 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 selection 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 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 returned 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 section 8337 (h) or 8456 or Title 5 United States Code.
2. Be applying for position as or below the grade level of the position from which you have been separated. The position at or below must not have a greater promotion potential than the position from which you are 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 (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.

EVALUATION CRITERIA: Evaluation will be made on Experience, Performance Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities that are related to this position. To receive full credit for your qualifications, provide a narrative statement, which describes fully all aspects of your background as they relate to the knowledge, skills, and abilities (KSA's) outlined below and show the level of accomplishments and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for determining whether or not you are highly qualified for the position. Describe your qualification in each of the following.

1. Ability to review, evaluate and supervise the work of others.
2. Ability to work independently and /or work under pressure.
3. Knowledge of general engineering concepts, principles and practices.

4. Ability to analyze the need for equipment replacement and/or building renovations, and plan, organize and manage such work.
5. Ability to communicate orally and in writing.
6. Ability to meet and deal with a variety of individuals and groups.

SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.

NOTE: The Declaration for Federal Employment (OF-306) and IHS Addendum to the Declaration for Federal Employment 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. Responding "yes" to any one of the two questions on the Addendum 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.

HOW & WHERE TO APPLY: All applicants must submit one of the following to the Fort Defiance Indian Hospital, Personnel Department, P. O. Box 649, Fort Defiance, AZ 86504, by the close of business (5:00 PM) on the closing date.

For more information contact: Linda L. DeWolfe, Human Resources Specialist at (928) 729-8255.

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

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 10point preference. Veteran's Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles.
6. Copy of the latest SF-50, Notification of Personnel Action, if current or prior Federal 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, show total semester or quarter hours earned); attach official transcripts.
10. Work Experience (Paid and Non-Paid): Job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), hours per 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.

ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.

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 veteran preference determination, Indian preference, education, training, and/or experience.

ADDITIONAL SELECTIONS: 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 this, the IHS is an Equal Opportunity Employer.

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

SELECTIVE SERVICE CERTIFICATION: If you are male born after 12-31-59, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System. You must submit a copy of the Selective Service Registration to verify compliance.

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 MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER – FD-08-57-A. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION. WE DO NOT HONOR XEROX REQUESTS. THE APPLICATION AND ATTACHMENTS BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED. ORIGINAL SIGNATURES ARE REQUIRED ON THE APPLICATION FORM AND THE SUPPLEMENTAL QUESTIONNAIRE. ONLY MATERIAL SUBMITTED BY THE CLOSING DATE WILL BE CONSIDERED.

ELECTRONIC OR FAXED APPLICATIONS AND DOCUMENTS WILL NOT BE ACCEPTED.

Applications mailed using government postage or through an internal government mail system will not be considered.

SUPPLEMENTAL QUESTIONNAIRE
Supervisory General Engineer, GS-0801-12

1. **ABILITY TO REVIEW, EVALUATE AND SUPERVISE THE WORK OF OTHERS.** The person in this position must have the ability to review and evaluate all aspects of the work of private contractors, architect engineers and subordinate employees and determine whether it meets the required quality standards. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

2. **ABILITY TO WORK INDEPENDENTLY AND/OR UNDER PRESSURE.** The person in this position must have the ability to work effectively under pressure of changing conditions and short deadlines, and or handling several tasks at once by effectively planning and organizing the work and properly determining priorities and meeting deadlines. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

3. **KNOWLEDGE OF GENERAL ENGINEERING CONCEPTS, PRINCIPLES AND PRACTICES.** The person in this position must have the ability to develop general and technical contract specifications; interpreting and properly applying National fire Protection Association and related codes, such as: Life Safety Code, National Electric Code, National Plumbing Code, National Building Code, Water-Based Fire Protection Systems; government procurement, basic contract officer and project manager responsibilities; this also includes the skill in all categories, such as mechanical, electrical, carpentry, plumbing bio-medical, concrete work, roofing, welding and others. What in your background indicates you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

4. **ABILITY TO ANALYZE THE NEED FOR EQUIPMENT AND OR BUILDING RENOVATIONS, AND PLAN, ORGANIZE AND MANAGE SUCH WORK.** The person in this position must have the ability to analyze the need for equipment replacement and or building renovations, and plans, organizes and manages work for a particular piece of equipment or in a particular segment of a building and gather all the important fact and factors regarding equipment function and building usage; this also includes the ability toe develop various alternatives and provide supported recommendations to decision making as well as track all details of a contract operation and maintain full communications with all parties in order to successfully complete equipment replacement and or building renovations. What in your background indicates you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

5. **ABILITY TO COMMUNICATE ORALLY AND IN WRITING.** The person in this position must have the ability to express oneself through clear and concise oral presentation and written material. This also includes the ability to review and edit the work of others, and express him or herself in a clear, concise, cogent and grammatically correct, such as letters, memoranda, policy statements and reports. What in your background indicates you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

6. **ABILITY TO MEET AND DEAL EFFECTIVELY WITH A VARIETY OF INDIVIDUALS.** The person in this position must have the ability to establish effective interpersonal relationships with a variety of individuals by exercising tact, diplomacy, patience, mature judgments both inside and outside the hospital. What in your background indicates you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

CERTIFICATION

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

Signature

Date