



**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ALBUQUERQUE AREA INDIAN HEALTH SERVICE**



The Albuquerque Area Indian Health Service defines its mission as a commitment to the well-being and cultural integrity of Indian people through a participatory and consultative process.

THE ALBUQUERQUE AREA INDIAN HEALTH SERVICE IS A "TOBACCO-FREE" ENVIRONMENT

VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT NO. SER-08-0456-AAO	OPENING DATE September 17, 2008	CLOSING DATE October 16, 2008
POSITION TITLE, SERIES, GRADE AND SALARY Supervisory Mechanical Engineer GS-830-11, \$54,568 per annum GS-830-12, \$65,315 per annum	LOCATION AND DUTY STATION Santa Fe Service Unit Division of Health Facilities Santa Fe, NM	
(Includes Locality Pay Adjustment)		
AREA OF CONSIDERATION: ALL SOURCES		
RELOCATION: Relocation expenses will be paid.		
CONDITIONS OF EMPLOYMENT:		
<ul style="list-style-type: none"> ➤ One full-time permanent position. The incumbent of this position is subject to call back and/or standby work. ➤ Position involves operation of government vehicle to perform duties. Must possess and maintain valid state driver's license. ➤ May be required to serve a probationary period for supervisory/Managerial positions. ➤ 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. ➤ In accordance with Chapter 12, Indian Health Manual, IHS Employee Immunization Program, selected candidate will be required to submit proof of immunity to the following diseases: Rubella and Measles. ➤ Before hiring, the IHS will ask you to complete a "Declaration for Federal Employment" and/or "Addendum to Declaration for Federal Employment Indian Health Service Child Care & Indian Child Care Worker Positions" to determine your suitability for federal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment in the Indian Health Service. 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. 		

DUTIES AND RESPONSIBILITIES:

The primary duty of the incumbent is to serve as the Supervisory Mechanical Engineer managing the Northern Operations and Maintenance Program (Northern O&M) to provide direct supervision of the engineering and maintenance departments at the Santa Fe Service Unit (SFSU) and Taos/Picuris Service Unit (TPSU). The incumbent exercises delegated managerial authority to set monthly, quarterly, annual and multi-year (long range) work plans and schedules the operation, maintenance, repair, and/or alteration by construction of real property building and utility systems. Real property includes but is not limited to – Heating Ventilation and Air Conditioning equipment, controls and distribution systems – Electrical Power and Lighting equipment and distribution systems – Water distribution systems – Fire Alarm equipment and control systems – Fire Sprinkler equipment and distribution systems – Plumbing waste systems – Buildings – Roof – Grounds – Paved and unpaved roads and parking areas. The incumbent assures implementation by subordinate maintenance departments – located at the Service Units – of the goals and objectives of the facilities maintenance and operations program. The incumbent determines goals and objectives that need additional emphasis; determines the best approach or solution for resolving budget shortages; plans for long range staffing needs, including planning and decision making about whether to contract out work. The Supervisory Mechanical Engineer delegates supervisory authority and responsibility to

subordinate supervisors to; supervise, organize, plan, direct, coordinate and oversee the operation, maintenance, repair and/or alteration by construction of real property building and utility systems by the Northern O&M program at the Service Units where they are stationed. The incumbent directly supervises one Maintenance Mechanic Supervisor (WS-4749-9) in Santa Fe. Plans work to be accomplished by subordinates, set and adjust short-term priorities, and prepare schedules for completion of work. In addition to the subordinate supervisors mentioned above the incumbent directly supervises one Secretary (GS-0318-05), and one Biomedical Engineering Technician (GS-802-11). Identify developmental and training needs of employees, providing or arranging for needed development and training. Exercises significant responsibilities in dealing with officials of other units or organizations, or in advising management officials of higher rank. Assures reasonable equity among units, groups, teams, projects, etc. of performance standards and rating techniques developed by subordinates or assuring comparable equity in the assessment by subordinates of the adequacy of contractor capabilities of contractor completed work. Evaluates Subordinate Supervisors, team leaders and subordinate employees and serves as the reviewing official on evaluations of non-supervisory employees rated by subordinate supervisors. Reviews and approves serious disciplinary actions (e.g.) suspensions involving non-supervisory subordinates. Makes decisions on non-routine, costly or controversial training needs and training requests related to employees of the unit. The incumbent will also perform design – or review designs by A/E firms – for Heating/Ventilation/Air Conditioning (HVAC) systems, HVAC control systems (Direct Digital Control is emphasized), Electrical systems, Fire Protection systems, and any other real property, for repair, alteration, and construction projects for the three hospitals and all associated real property buildings. This work will include but not limited to design studies, design calculations, plans, technical specifications, labor estimates, the preparation of proposals, Statement of Work, justifications, cost estimates, estimates of materials. Complexity of designs varies from moderately complex (redesigning electrical branch circuits, designing modifications to air conditioning distribution systems) to complex (designing electrical system upgrades that consider the harmonic distortions that may effect radiology equipment or designing replacement mechanical systems and equipment that require integration of the most advanced DDC control technology an major modifications to the electrical utility supply).

COMPETITIVE SERVICE AND EXCEPTED SERVICE QUALIFICATION REQUIREMENTS:

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; (a) statics, 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 experiences – 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:
1. *Professional registration* – Current registration as a professional engineer by any State, the District of Columbia, Guam, or Puerto Rico. Absent other means of qualifying under this standard, those applicants who achieved such registration by means other than written (e.g., State grandfather or eminence provisions) are eligible only for positions that are within or closely related to the specialty field of their registration. For example, an applicant who attains registration through a State Board's eminence provision as a manufacturing engineer typically would be related eligible only for manufacturing engineering positions.
 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, Guam and Puerto Rico.
 3. *Specified academic courses* – Successful completion of at least 60 semester hours of courses in the physical, mathematical, and engineering sciences and in engineering that included the courses specified in the basic requirements. The courses must be fully acceptable toward meeting the requirements of a professional engineering curriculum as described in paragraph A.
 4. *Related curriculum* – Successful completion of a curriculum leading to a bachelor's degree in engineering technology or in an 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 1 year of professional engineering experience acquired under professional engineering supervision and guidance. Ordinarily there should be either an established plan of intensive training to develop professional engineering competence, or several years of prior professional engineering-type experience, e.g., in interdisciplinary positions. (The above examples of related curricula are not all-inclusive).

In Addition to Meeting the Basic Requirements:

Candidates for the GS-11 must have had at least 52 weeks of professional engineering experience equivalent to at least the GS-9 grade level **OR** 3 years of progressively higher level graduate education leading to a Ph.D. degree *or* Ph.D. or equivalent doctoral degree.

Candidates for the GS-12 must have had at least 52 weeks of professional engineering experience equivalent to at least the GS-11 grade level.

Professional Engineering Experience: Professional engineering experience required is defined as nonroutine engineering work that required and was characterized by (1) professional knowledge of engineering; (2) professional ability to apply such knowledge to engineering problems; (3) positive and continuing development of professional knowledge and ability; and (4) professional engineering experience in environmental systems, to include hospitals, healthcare centers, mechanical systems, medical gas systems.

Professional knowledge of engineering is defined as the comprehensive, indepth 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 the 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.

In some situations, experience may be creditable even if it is not clearly professional engineering work. In such cases, the experience must have been preceded by prior responsible professional engineering experience and must contribute directly and significantly to the applicant's engineering competence. For example, an engineer might be assigned to a management -type position in preparation for assumption of higher-level responsibilities in engineering project or program management.

SUPERVISORY AND MANAGERIAL ABILITIES: Candidates must have demonstrated in their work experience or training that they possess or have the potential to develop the following:

- Ability to assign and review work of subordinates, training and work effectively with subordinates from a variety of backgrounds and with different levels/areas of training.
- Ability to accomplish the quality and quantity of work expected within set limits of cost and time.
- Ability to plan own work and carry out assignments effectively.
- Ability to communicate with others effectively both orally and in writing in working out solutions to problems or questions relating to the work.
- Ability to understand and further management goals as these affect day-to-day work operations.
- Ability of develop improvements in or design new work methods and procedures.
- Deal effectively with individuals or groups representing widely divergent backgrounds, interests, and points of view.
- Plan and adjust work operations to meet changing or emergency program or production requirements within available resources and with minimum sacrifice of quantity or quality of work.
- Establish program objectives or performance goals and assess progress toward their achievement.
- Coordinate and integrate the work activities and resources of several difference projects.
- Analyze organizational and operational problems and develop timely and economical solutions.
- Represent the activity both within and outside the organization or agency to gain support for the agency's program goals.

Personal Attributes: The attributes are important to success in supervisory or managerial positions at all supervisory levels. Accordingly, candidates for all supervisory positions must demonstrate all of the following personal qualities:

- Objectivity and fairness in judging people on their ability, and situations on the facts and circumstances.
- Capacity to adjust to change, work pressures, or difficult situations without undue stress;
- Willingness to consider new ideas or divergent points of view; and
- Capacity to "see the job through."

TIME-IN-GRADE REQUIREMENTS: Merit Promotion candidates for the GS-11 must have completed at least 52 weeks of service no more than two grades lower than the position to be filled. Merit Promotion candidates for the GS-12 must have completed at least 52 weeks of service no more than one grade lower than the position to be filled

EVALUATION METHOD AND RANKING FACTORS: Evaluation will be made of the extent to which experience, education, training, self-development, performance appraisal, outside activities, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-KSA's described below. **It is to the applicant's advantage to address the following KSA's on a separate sheet of paper.**

1. Knowledge and implementation of mechanical engineering concepts, principles, and practice as related to health care facility planning, design, maintenance and operation.
2. Knowledge of operation and maintenance problems peculiar to health care facility, mechanical components, comprehensive specifications, technical manuals, etc.
3. Ability to interpret and apply regulation codes such as: (a) ASHRAE Standards, (b) The Joint Commission Standards, (c) NFPA 101 Life Safety Code and (d) Environmental law and regulations.
4. Ability to plan, organize work, monitor work and set priorities.
5. Ability to communicate orally and in writing with a wide range of people of varying backgrounds.

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 eligible entitled to Indian preference may also apply under the provision of the Indian Health Service Excepted Service Examining Plan.

Candidates **must indicate** whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan, or both.

Non-Status Candidates: Applications will also be accepted from non-status candidates (individual who have never been employed by the federal government) and individuals eligible for non-competitive appointment (e.g., applicant's eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability).

Commissioned Corps Officers: The USPHS Commissioned Corps Officers who wish to apply for this vacancy announcement must submit a resume and all other documents specified in this announcement.

Indian Preference: Indian Health Service is required by law to give absolute preference in employment to qualified Indian preference candidates.

Under the **Veterans Employment Opportunities Act (VEOA)**, veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply for permanent positions as an MPP candidate; however veterans' preference is not a factor in these appointments. Candidates must submit a copy of their DD-214 or other proof of eligibility.

Reasonable Accommodations: 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 Raelyn Pecos (505) 248-4106. The decision on granting reasonable accommodation will be made on a case-by-case basis.

Career Transition Assistance Program (CTAP)/Interagency Career Transition Plan (ICTAP): Surplus or displaced employees covered by the U.S. Department of Health and 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 and 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 the following hyperlinks: **CTAP** at <http://www.ihs.gov/JobCareerDevelop/JobAtIHS/doc/ctap.doc> and for **ICTAP** at <http://career.psc.gov/chpublic/ictap.html>

- Only U.S. citizens may be appointed to the competitive service.

WHERE TO APPLY:

Applications MUST be received by close of business (5:00 p.m. MST) on the closing date to the following address:

Albuquerque Area Indian Health Service
Division of Human Resources
5300 Homestead Road NE
Albuquerque, NM 87110

For copies of vacancy announcements, download from the IHS website at www.ihs.gov or the Office of Personnel Management (OPM) website at www.usajobs.opm.gov. Email applications will be accepted. Applicants are responsible for ensuring that application materials are formatted in a manner that will transmit successfully. **FAXED APPLICATIONS WILL NOT BE ACCEPTED.** We do not FAX vacancy announcements. For inquiries, contact Raelyn Pecos, Human Resources Specialist, 505-248-4106.

REQUIRED DOCUMENTATION:

- **Verification of Indian Preference:** Applicants who wish to receive Indian Preference **MUST** submit the **BIA Form 4432**, Verification of Indian Preference for Employment in BIA and IHS only. This certifies the applicant as an Indian as defined by the Indian Health Manual, Chapter 3, Indian Preference, dated March 14, 2001. **Indian preference will not be given unless the BIA Form 4432 is attached to the application/Résumé.**
- OF-306, Declaration for Federal Employment. Form may be downloaded from: http://www.opm.gov/Forms/pdf_fill/of0306.pdf
- Applicants **must** submit a copy of all college transcripts to meet positive education requirements. **Official transcripts will be required prior to entry on duty.**
- Copy of valid State driver's license.
- Statement Authorizing Review of Application
- See **'HOW TO APPLY'** on last page, for additional information.

OTHER IMPORTANT INFORMATION:

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.

All material submitted for consideration under this announcement becomes the property of Division of Human Resources and is 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.

Additional or alternate selections may be made from a promotion certificate within 90 days from the date the selection certificate was issued. The positions to be filled must have the same title, series, and grade, be in the same geographic location and have the same qualification requirements. However, if there are no qualified Indian preference candidates left on the certificate, the vacancy **must** be re-announced.

EQUAL EMPLOYMENT OPPORTUNITY: Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

DIVISION OF HUMAN RESOURCES CLEARANCE:

/s/Raelyn Pecos
Human Resources Specialist

09/16/08
Date

THE FOLLOWING STATEMENT MUST ACCOMPANY ALL APPLICATIONS:

"I hereby authorize any and all persons involved directly and/or indirectly in the selection process to review my application."

Signature of Applicant

HOW TO APPLY

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.

<p>Optional Application for Federal Employment – Form Number OF-612 http://www.opm.gov/forms/pdf_fill/of612.pdf</p>	<p>Résumé or Other written application format with information requested below.</p>
---	--

If your résumé or application does not provide all the information we request, you may lose consideration for a job. Applicants who submit incomplete applications will be given credit ONLY for the information they provide and may not receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.

Procedure for using résumé or other written application: Format MUST contain the following information. 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.

- **JOB INFORMATION**
Announcement number, title and grade of the job for which you are applying.
- **PERSONAL INFORMATION**
Full name, mailing address (with ZIP codes), day and evening telephone numbers (with Area codes).
Social Security Number.
Country of citizenship.
- **EDUCATION**
High School (name, city, state, ZIP code if known), and date of diploma or GED.
College and/or 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).
To obtain educational credit, applicants must submit a copy of all college transcripts.
- **WORK EXPERIENCE**
Copy of latest Notification of Personnel Action (SF-50B) if current or former federal employee.
Highest federal civilian grade held (give job series and dates held)
Work experience (paid and unpaid)
Job title (include series and grade if federal job)
Duties and accomplishments
Employer's name and address
Supervisor's name and telephone number
Starting and ending dates (month and year)
Hours per week
Salary
Indicate if we may contact your current supervisor.
- **OTHER QUALIFICATIONS**
Give dates but do not send documents unless requested
Job related training courses
Job related skills, i.e., computer software/hardware, tools, typing speed
Job related certificates and licenses (if you are a licensed medical professional, submit copy of license to practice)
Honors, awards, special accomplishments, i.e., publications, memberships, in professional or honor societies, leadership activities, public speaking, and performance awards.

Submit a copy of applicable documents with your application if you are in the following categories:

COMMISSIONED OFFICER	INDIAN PREFERENCE	VETERAN PREFERENCE	FEDERAL EMPLOYEE
<ul style="list-style-type: none"> ➤ Current Billet description ➤ Most recent "Commissioned Officers Effectiveness Report". ➤ Child Care Statement Form ➤ Applicable Licensure 	<ul style="list-style-type: none"> ➤ Verification of Indian Preference for employment, Bureau of Indian Affairs (BIA) Form 4432. ➤ Preference will not be given unless a copy of the BIA Form 4432 is attached to the application. 	<ul style="list-style-type: none"> ➤ Certificates of Release or discharge from Active Duty, VA form DD-214, and/or ➤ Application for 10-point Veterans Preference, Form SF-15 and supporting documents. ➤ To receive preference if your service began October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service connect disability. ➤ Preference will not be given unless a copy of the DD-214 (with appropriate dates) is attached to the application. 	<ul style="list-style-type: none"> ➤ Latest Notification of Personnel Action, SF-50B verifying civil service status, grade, etc. ➤ Current performance appraisal. ➤ Priority consideration will not be given to DISPLACED FEDERAL EMPLOYEES, unless a copy of the appropriate documentation such as a RIF separation letter, a letter from OPM or your agency documentation showing your priority consideration status is attached to the application.