



**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-08-0454-AAO	OPENING DATE September 16, 2008	CLOSING DATE September 29, 2008
POSITION TITLE, SERIES, GRADE AND SALARY Maintenance Mechanic Supervisor WS-4749-10, \$28.97 per hour	LOCATION AND DUTY STATION Santa Fe Service Unit Division of Health Facilities Santa Fe, NM	
AREA OF CONSIDERATION: <i>Special area of consideration limited to Local Commuting Area</i> – Management determines in advance of the announcement that there is likely to be an adequate number of qualified applicants in the local commuting area. Outside non-Indian preference candidates will not be considered when using special areas of consideration.		
RELOCATION: Relocation expenses will not be paid. Employees who wish to relocate to Santa Fe, NM for their own benefit may apply. If there are no Indian preference eligible candidates within the special area of consideration and an Indian preference candidate is selected outside the special area of consideration, relocation costs will be paid.		

CONDITIONS OF EMPLOYMENT:

- One permanent full-time position. The incumbent of this position is subject to call back and/or standby work. May be required to work scheduled overtime hours and weekends.
- May be required to serve a probationary period for supervisory position.
- This position involves operation of government vehicle to perform duties. Must possess and maintain valid state driver's license.
- 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 Maintenance Mechanic Foreman who directly supervises the maintenance mechanics of the Northern Operations and Maintenance District (Northern O&M). The Northern O&M District provides services to; Santa Fe Indian Hospital (SFIH) and the associated campus and buildings, San Felipe Health Clinic (SFHC), Taos/Picuris Health Center (TPHC), Santo Domingo Health Clinic (SDHC) and any additional facilities that may be added to the Northern O&M District in the future. The incumbent directly supervises one Wage Leader (WL-4749-7), one Air Conditioning Equipment Mechanic (WG-5306-10), one Electrician (WG-2805-10), one Maintenance Mechanic (WG-4749-8) and one Maintenance Mechanic (WG-4749-5). The incumbent is responsible for Planning, Work Direction and Administration. Incumbent serves as Maintenance Mechanic Leader and provides leadership over the assigned personnel and performs non-supervisory work in the areas of boiler plant operation, air conditioning, electrical, plumbing, carpentry, etc. Passes on to other workers the instructions received from supervisor and getting work started. Works along with other workers and sets the pace of work performed. Demonstrates safe and proper work methods.

Ensures that needed plans, blueprints, materials, and tools are available, and that needed stock is obtained from supply locations. Obtains needed information or decisions from supervisor. Maintains a current knowledge, and answers questions on procedures, policies, written instructions, and other directives. Schedules enough work to keep the maintenance crew busy and meet deadlines. Checks work while in progress and upon completion. Checks whether supervisor's instructions on work sequence, procedures, methods, and deadlines have been met. Assures that safety and housekeeping rules are followed. Reports to supervisor on status and progress of work, and/or causes of delays. Answers questions of supervisor on overall work operations and problems. Performs the full range of work involved in the repair, overhaul, maintenance and servicing of industrial and commercial reach-in refrigerators, freezers, water coolers, air conditioning units and systems, ventilating systems, and related equipment. Provides electronic and electrical maintenance services for the hospital and attendant facilities and equipment. Responds to emergency codes in the hospital. Provides the full range of pipefitting and plumbing maintenance services for the hospital and attendance facilities and equipment. Repairs, trouble shoots, and installs complicated heating units and systems in boiler plants. Tends through automatic controls, all equipment located in an oil and gas fired high-pressure steam or high temperature water boiler plant. Operates all equipment to produce and control the amount of steam or high temperature water necessary to meet hospital demand.

QUALIFICATION REQUIREMENTS:

Candidates for this position will be evaluated under the Federal Wage System (FWS) Job Grading Standards. Applicants will be rated on the knowledge, skills, and abilities to perform the duties of the position. Each of the job elements must be addressed on the attached supplemental questionnaire in order for the applicant to be rated for the position.

EVALUATION METHOD AND RANKING FACTORS: Evaluation will be made of the extent to which experience, training, self-development, performance appraisal, outside activities, and/or awards demonstrate that basically qualified candidates possess the Job Elements described below. **Applicants must address the following Job Elements on a separate sheet of paper.** The statements you describe below will be the principle basis for determining whether or not you are Best Qualified for this position.

1. Ability to plan workload and schedules, maintain and establish preventive maintenance on facilities.
Definition: Ability to work independently and on a timely basis through effective planning, scheduling and controlling.
2. Knowledge of equipment assembly, maintenance, and repair.
List the kinds of equipment you had to assemble, make, install, test, repair, etc., and show type and size of equipment, and where you have worked with each.
3. Ability to interpret and apply regulations and codes as they relate to maintenance and repair (includes blueprint reading). Be specific when referencing codes.
Definition: Must be able to interpret and apply regulations and codes (such as JCAHO, ADSA, etc.) as they relate to the maintenance and repair of health care facilities.
4. Ability to establish and maintain effective liaison and working relationships with various groups and individuals.
Definition: Must relate to various individuals and groups in order to reach mutual agreement on various aspects of facility management.
5. Ability to lead or supervise.
Definition: Ability to lead other workers or supervise subordinates, to deal objectively and harmoniously with them and to render sound decisions.
6. Knowledge of administrative regulations, policies and procedures that pertain to personnel, procurement, etc.
Definition: Knowledge of the body of administrative laws, regulations, policies, and procedures by which HHS, PHS and other federal agencies are required to conduct business and provide support, direction, and guidance to employees.

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.

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).

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

Veterans Preference: 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.

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 inquires, 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
- Copy of valid State Driver's License.
- Supplemental statement addressing the Job Elements.
- 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

09/15/08

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.

Optional Application for Federal Employment – Form Number OF-612
www.opm.gov/forms/pdf_fill/of0612.pdf

Résumé or Other written application format with information requested below.

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.