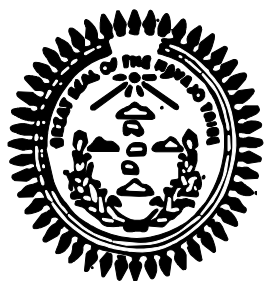


**NAVAJO AREA  
INDIAN HEALTH SERVICE**

**POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT**



**VACANCY ANNOUNCEMENT**

FD-08-92

**OPENING DATE**

09-15-08

**CLOSING DATE**

09-26-08

**POSITION**

Maintenance Worker

**LOCATION AND DUTY STATION**

Buildings & Grounds Maintenance  
PHS Indian Hosp., Ft Defiance, AZ

**GRADE/SALARY**

WG-4749-07 \$19.33 - \$22.54 per hour

**NUMBER OF VACANCY**

One (1) Vacancy PCN: FD1415

**APPOINTMENT:** Permanent

**AREA OF CONSIDERATION:** NAIHS Wide

**PROMOTION POTENTIAL:** NO KNOWN POTENTIAL

**HOUSING:** PRIVATE HOUSING ONLY

**WORK SCHEDULE:** Full Time \*\*

**SUPERVISORY/MANAGERIAL:** NO

**TRAVEL/MOVING:** NO EXPENSES PAID

**\*\*Incumbent may be subject to various work schedules and shifts on a rotating basis including weekend work.\*\***

**DUTIES:** Repairs, installs, and modifies a wide variety of water, sewage, and other utility systems and equipment. Equipment includes water closets, showers, and similar equipment which tie into the larger distribution and collection system, and equipment such as water heaters, disposals, and dishwashers when new routing and placement is required. Cuts, threads and fits pipes, replaces washers and gaskets, tightens loose connections, cuts and drills openings for pipe and fitting of plumbing equipment. Applies skill in using tools of the trade, such as tapes, rules, plumb bobs, hand and power pipe threader, cutters, pipe wrenches, angle drills, hacksaws and power saws, power sewer cleaning equipment, acetylene, propane cutting and brazing torches, and various gas detectors and meters to do plumbing. Troubleshoots electrical problems in the hospital. Diagnosis problems with the use of voltmeter and repairs according to local, State and Federal codes. Locates broken, worn or damaged wiring, fixtures, controls, and equipment through visual check or with use of test equipment. Removes, replaces, tightens, splices, solders and insulates defective wiring such as broken and bare wiring, burnt out switches, and damaged light switches. Replaces florescent light ballasts. Replaces worn or bad switches, relays, and outlets by unscrewing and/or cutting wiring from connections, inserting the replacement and splicing, tightening and soldering wiring to connections. Repairs and installs doors, windows, screens, tile floors, shower booths and ceramic tile. Measures and cut lumber and wallboard, fits lumber using hand and power tools, nails materials in place. Work involves framework, drywall and painting related to carpentry skills where spacing and accuracy are vital and structural soundness and appearance are important. Operates tractor and other power mowers to perform the following; Mows grass on the compound. Hauls debris, sand, gravel, tools, supplies and other equipment to various locations throughout the Service Unit area. Prunes and trims trees, shrubs, hedges, etc to proper shape and size. Shovels snow from steps, sidewalks and driveways. Applies salt or other ice control materials to steps, sidewalks and driveways. Rakes up leaves and/or picks up various debris around the grounds and buildings of the hospital. Loads and unloads heavy boxes, bulky supplies and materials to and from trucks, dollies, etc, moves heavy boxes, cartons, furniture, etc. by hand, hand truck or dolly, open crates or boxes using crowbars and cuts metal bands using shears, stacks supplies and material where directed. Performs other duties as assigned such as performs preventative maintenance, and / or assists other crafts personnel when not accomplishing the work above.



**QUALIFICATION REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.**

**BASIC QUALIFICATIONS:** Your description of work experience, level of responsibilities and accomplishments will be used to determine that you meet the job elements for this position.

- Element 1: Ability to do the work of a Maintenance Worker with not more than normal supervision. (Screen-Out)
- Element 2: Knowledge of Equipment Assembly Installation and Repair.
- Element 3: Technical Practices (Theoretical, Precise, Artistic)
- Element 4: Ability to use and maintain tools and equipment.
- Element 5: Knowledge of Materials.
- Element 6: Dexterity and Safety.

**SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.**

**OTHER SIGNIFICANT FACTORS:** Applicant must possess a valid state issued driver's license.

**WORKING CONDITIONS:** Employee performs work on hard surfaces and in work areas that require standing, stooping, bending and working in a tiring and uncomfortable position. Employee may be required to work at a rapid pace for long periods at a time. Frequently lifts and carries supplies, materials and equipment that weigh up to 70 pounds with assistance. Warehousing work is done inside and outside. Work may be inside in areas that are hot, cold, damp, drafty or poorly lit. Work may be in bad weather in such outside areas as open dock and storage yards. The work may be dirty, dusty and greasy. Worker is frequently exposed to the possibility of cuts, scrapes and bruises; falls from ladders or injury from mechanical conveyors or other material handling equipment. There is a danger of storage boxes toppling over and exposure to chemical spills, if not handled according to Material Safety Data Sheets (MSDS) instructions.

**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.

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**NOTE:** Refer to Operating Manual Qualification Standards Handbook, the IHS Excepted Service Qualification Standards or X-118C, Qualification Standards, Series WG-4749 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. **In order to obtain educational credit, you are required to submit a copy of the official transcript(s) by the closing date of this announcement.**

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***ELECTRONIC OR FAXED APPLICATIONS AND DOCUMENTS WILL NOT BE ACCEPTED.***

## 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).

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### 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.

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**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.**

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**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.

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.***

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

**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.

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**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.

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**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.

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**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.

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**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.

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**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.

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Human Resources Clearance

Date

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EACH APPLICATION FORM AND DOCUMENT MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER – FD-08-92. 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.

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



**SUPPLEMENTAL EXPERIENCE STATEMENT**  
**(To accompany OF-612 or Resume)**

*Maintenance Worker, WG-4749-07*

NAME: (Mr., Mrs., Miss) \_\_\_\_\_ BIRTH DATE: \_\_\_\_\_

(First, Middle, Maiden (if applicable), Last)

(Month, Day, Year)

**NOTE TO APPLICANTS: Use Columns II and III to answer questions to Column I. Use additional plain sheets of paper, if needed.**

<p style="text-align: center;">COLUMN I</p>	<p style="text-align: center;">COLUMN II</p> <p>Indicate Job No. or Experience block from OF-612/Resume to which this refers.</p>	<p style="text-align: center;">COLUMN III</p> <p>In this column, write your answers to the questions in Column I. For education, include formal school, trade school, military classes, etc.; state subjects &amp; grades, tell experience applicable to the position, paid or non-paid, part or full-time &amp; hobbies appropriate to the job.</p>
<p>1. <b><u>ABILITY TO DO THE WORK OF A MAINTENANCE WORKER WITH NO MORE THAN NORMAL SUPERVISION. (SCREEN OUT ELEMENT)</u></b>: Tell about experience you have had that shows you can work on the basis of your own judgment. Show the kind of work you can do by yourself, without the help of a boss or supervisor.</p>		

## SUPPLEMENT EXPERIENCE STATEMENT

*Maintenance Worker, WG-4749-07*

COLUMN I	COLUMN II	COLUMN III
<p><b>2. <u>KNOWLEDGE OF EQUIPMENT ASSEMBLY, INSTALLATION, AND REPAIR</u></b> List the kinds of equipment which you had to assemble, make, install, test, repair and show type and size of equipment and where you worked with each. Write the number of each statement that applies to your experience and give examples of work you did.</p> <ol style="list-style-type: none"> <li>1. Work with units, components, accessories (specify units, etc.).</li> <li>2. Work on complete systems (Specify system or systems).</li> <li>3. Assemble, disassemble</li> <li>4. Install, test</li> <li>5. Maintain, repair</li> <li>6. Troubleshoot</li> <li>7. Calibrate for accuracy</li> <li>8. Modify design</li> <li>9. Considered an expert, called on to do unusual jobs (Explain)</li> </ol> <p><b>3. <u>TECHNICAL PRACTICES (THEORETICAL, PRECISE, ARTISTIC)</u></b> Give examples of work you have done by performing carpentry, painting, plumbing, electrical, heating and other related maintenance mechanic and repair work. Have you had any formal training in these areas?</p>		



## SUPPLEMENT EXPERIENCE STATEMENT

*Maintenance Worker, WG-4749-07*

Page 3

COLUMN I	COLUMN II	COLUMN III
<p>4. <b>ABILITY TO USE AND MAINTAIN TOOLS AND EQUIPMENT.</b> List the tools and equipment you can use and tell where you used them. Give examples of the more difficult work you have done with it. Give examples of preventative maintenance mechanic work you have done. Are you able to make final check of equipment and systems to detect potential trouble areas? This also includes the ability to use the tools safely and keep them in operating condition.</p> <p>5. <b>KNOWLEDGE OF MATERIALS.</b> List the kinds of material which you have not described before but which you had to know about. Give examples to show how you used your knowledge.</p> <p>1. Have used when material, operations, etc. for a particular job were chosen for me; 2. Have selected material, planned operations on the basis of specifications. 3. Have selected materials, planned operations on the basis of my own judgment and experience; 4. Have substituted material properly; 5. Have checked or tested material (Explain how and for what purpose); 6. Have been consulted for advice on use of material. (Tell by whom.)</p>		

# SUPPLEMENT EXPERIENCE STATEMENT

*Maintenance Worker, WG-4749-07*

COLUMN I	COLUMN II	COLUMN III
<p><b>6. DEXTERITY AND SAFETY.</b> Tell about work you had done that required speed and accuracy that you had not described before, include any work you did where you had to observe safety rules to avoid injuring yourself or coworkers such as lifting, climbing, handling materials or equipment. After completing this form, look it over carefully to make sure that you have signed it and answered all questions. Be sure that you have given complete information about your experience. You cannot be given credit for work you do not tell us about.</p>		

After completing this form, look it over carefully to make sure that you have signed it and answered all questions. Be sure that you have given complete information about your experience. You cannot be given credit for work you do not tell us about.

STATEMENTS CONCERNING QUALIFICATIONS MAY BE VERIFIED BY THE OFFICE OF PERSONNEL MANAGEMENT, EXAGGERATION OR MISSTATEMENTS MAY BE CAUSE FOR YOUR DISQUALIFICATION OR LATER REMOVAL FROM THE SERVICE.

**CERTIFICATION**

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

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_