



JOB OPPORTUNITY

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Announcement Number: 08-698
Position Title: Chief Engineering Officer
Series and Grade: PG-0801-15/STS Band 2
Salary Range: \$115,000 - \$145,000 PA
Promotion Potential: Senior Technical Service (STS) – Band 2
Opening Date: 10/27/08
Closing Date: 11/10/08
Location of Position: Plant Operations, Office of the Managing Director, Office of the Chief Engineering Officer, Washington, DC
Number of Openings: One
Type of Appointment: Permanent
Work Schedule: Shift 1
Who May Apply: Permanent GPO Employees

MAJOR DUTIES:

The Chief Engineering Officer provides authoritative technical leadership and advice to Plant Operations resources. The incumbent provides technical recommendations and strategies as a senior consultant to the Managing Director, GPO Senior Management, and other agencies. Serves as the senior technical expert in the engineering discipline in support of Plant Operations and directs a small professional staff. Leads and participates in reviews and assessments throughout the Agency providing expertise and skill in key operational issues. Performs overall technical oversight functions pertaining to the assessment of engineering and technological developments having potential impact on Plant Operations processes; evaluates their usefulness to the organization and ensures lessons learned are identified and incorporated into standard processes. Integrates the expertise of engineering specialties in a diverse array of disciplines to assess issues and risks. Leads and participates in reviews and assessments throughout the Agency providing expertise and skill in key operational issues. Initiates Plant Operations projects and programs with emphasis on developing improved engineering and technical methods to effect Plant Operations-wide cost reduction, product improvement and work simplification. The Chief Engineering Officer provides expertise in a number of engineering applications with a particular emphasis on maintenance process improvement and industrial automation. Identifies and evaluates Plant Operations equipment, buildings, and grounds utilization to ensure their maximum advantage to the business unit. Coordinates with the Engineering Service Department for Plant Operations installation and maintenance of printing equipment and the maintenance operation of associated buildings. The incumbent develops short and long-term goals and objectives which are consistent with the overall mission of Plant Operations and establishes and maintains performance metrics that measure the key relevant indicators of success (impact and outcome) in order to foster continuous process improvement. Plans, develops, coordinates, and directs the engineering activities of the Office of the Chief Engineering Officer.

QUALIFICATIONS NEEDED:

Applicants must possess 1 year of specialized experience equivalent to the PG-15 grade level. Examples of specialized experience include managing complex engineering programs through subordinate staff, developing operational plans to adapt to changing technology and priorities, and making decisions related

to engineering manpower, equipment, and improvements required to complete assignments and meet deadlines. All qualification requirements must be met by the closing date. Please ensure that your resume/application materials address your experience in each of these areas as they will be used to determine your qualifications in relation to this position. All qualification requirements must be met by the closing date of this announcement.

HOW YOU WILL BE EVALUATED:

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, ability (KSA) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSA. *When describing your KSAs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved.*

Applicants must separately address each of the following technical KSAs to receive consideration.

Knowledge, Skills, and Abilities required for this position:

1. Demonstrated success in managing technical operations in a deadline-driven environment and experience supervising exempt and non-exempt employees, and establishing productive relationships with direct reports, peers, internal and external customer, and upper management.
2. Expert knowledge of a wide range of engineering, project and program management practices, theories, and methods. Ability to work and collaborate with other engineering professionals in different fields that encompass the installation and maintenance of manufacturing equipment.
3. Ability to identify, research, and resolve complex engineering problems and issues, develop recommendations, and to define critical resources needed to accomplish tasks and assign individuals as needed to meet timeframes required. Ability to communicate findings effectively to a wide variety of audiences through oral and written reports/briefings.

EXECUTIVE CORE QUALIFICATIONS (ECO's): In addition to the technical KSAs described above, candidates will be evaluated, particularly in the interview stage, on their managerial qualifications. The following skills are considered to be essential for success as a senior executive. Applicants should be specific in documenting these areas in their application materials. Please provide information concerning your achievements and accomplishments in relation to each of the following areas:

- 1. Leading Change:** This core qualification encompasses the ability to develop and implement an organizational vision which integrates key program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity – to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.
- 2. Leading People:** This core qualification involves the ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission and goals.
- 3. Results Driven:** This core qualification stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.

4. Business Acumen: This core qualification involves the ability to acquire and administer human, financial, material, and information resources in a manner which instill public trust and accomplishes the organization's mission, and to use new technology to enhance decision making.

5. Building Coalitions/Communication: This core qualification involves the ability to explain, advocate and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations.

HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

STEP 1: Complete a resume or an Optional Form 612 "Optional Application for Federal Employment" (OF-612). The OF-612 is available electronically at http://www.opm.gov/forms/pdf_fill/of612.pdf. If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf.

STEP 2: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal as proof of status or reinstatement eligibility. GPO Employees may obtain a copy of their SF-50 and Performance Appraisal from the Employee Services Center (ESC) in Room C-106. Time in grade requirements must be met by the closing date of this announcement.

STEP 3: Prepare separate narrative responses to each of the KSAs and ECQ's listed in this announcement.

STEP 4: Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below.

Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

Send your complete Application Package to:

Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov (Please include announcement number in subject line and attach documents in Word or PDF format).

For Additional Information:

HC Operations
Tyrea M. Mitchell
Phone: (202) 512-1237
TDD: (202) 512-1519

To confirm receipt of your application, call: 202-512-1117.

Applicants are responsible for verifying their application has been received in its entirety, regardless of the submission method. Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.