



MERIT PROMOTION JOB OPPORTUNITY

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Announcement Number: 08-704
Position Title: Pipefitter Leader
Series and Grade: KP-4204-00
Salary Range: \$38.08 PH + 10% Night Rate
Promotion Potential: None
Opening Date: 11/14/08
Closing Date: 11/28/08
Location of Position: Engineering Services
Facilities Division
Pipe and Sheet Metal Branch
Washington, DC
Number of Openings: One
Type of Appointment: Permanent (Career or Career-Conditional)
Work Schedule: Full time, **Shift 2**
Who May Apply: Permanent GPO Employees Only

MAJOR DUTIES:

Under the supervision of the Foreperson and Assistant Foreperson for Pipe and Sheet Metal Branch, the Leader receives assignments and instructions concerning the layout, method, crew, and equipment to be employed on projects. Plans the assignment of tasks for individual workers, assist with unanticipated minor problems and authorizes deviation in methods of operation within the limits of accepted trade practices, obtaining approval from supervisor for more extensive changes. Adjusts plans for late arrival of materials, absences, changes in priorities and other similar problems, advising supervisors of problems when solutions lay outside of authority. Effectively communicates with contractors, vendors, and Materials Management Service personnel to order parts and determine if substitutes are acceptable. Monitors materials in stock and reorders to ensure that present and future work/project needs are met. Sets an example for journeyman crew by displaying good morale, attention to work, and compliance with safety and good housekeeping rules and practices. Reports performance/conduct problems. Keeps supervisor advised of status of work, prospect of meeting deadlines and when workers will be available for other work. Personally performs work at the journeyman level in accomplishing projects, undertaking the more difficult or complex assignments consistently works in close communication and cooperation with supervisors.

QUALIFICATIONS NEEDED:

Applicants must meet the following screen out element, job element #1 below, to be considered eligible for this position: ***Ability to lead the work of others.*** To meet this screen out, **applicants must successfully meet the following criteria:**

- 1) Successful completion of a formal, recognized apprenticeship or GPO journeyman training program (or possess substantially equivalent practical experience in the pipefitter trade); **and**
- 2) Completion of at least two (2) years of subsequent journeyman pipefitter experience; **and**
- 3) Completion of one (1) year in a career or career-conditional appointment at GPO.

HOW YOU WILL BE EVALUATED:

Your overall background of experience, education and training will be evaluated to determine to what degree you possess the knowledges, skills, and abilities (KSA) listed in the job elements below. Your narrative responses should explain how your experience, education, and training demonstrate that you possess each KSA. When responding to the job elements, please be sure to explain how often you used the skills, the complexity of the knowledge you possess, and provide examples of problems you have handled and the results that were achieved. Please limit your narrative response statements to one page per job element.

Job Elements for this position:

1. Ability to lead the work of others (**SCREEN OUT**). Describe experience and training you have had that demonstrates your ability to lead the work of journey person Pipefitters.
2. Ability to understand technical data and specifications related to the pipefitter trade in order to solve work problems.
3. Ability to plan, layout, and monitor work to meet section deadlines.
4. Ability to effectively work and communicate with others.

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. Employees may obtain a copy of their SF-50 and Performance Appraisal from the Employee Services Center in Room C-106.

STEP 3: Prepare separate narrative responses to each of the job elements 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 below 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:

NiCole B. Powell
HC Consulting Services
Phone: (202) 512-1308
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.