



**DEU & MERIT PROMOTION
Vacancy Announcement**

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

**Utilities System Repairer
Operator Leader**

ANNOUNCEMENT #: 09-JW-294897-JNT-OFEO

SALARY RANGE: 25.96 – 31.88 USD per hour

OPEN PERIOD: December 17, 2008 to January 30, 2009

SERIES AND GRADE: WL-4742-10/11

POSITION INFORMATION:
Full Time, Career/Career-Conditional

PROMOTION POTENTIAL: 11

DUTY LOCATION: Few Vacancies – Washington, DC

WHO MAY BE CONSIDERED: Citizens or nationals of the United States. **If you need a reasonable accommodation for the application/hiring process, please call (202) 633-6370 or (202) 633-6409 (TTY).**

Note: Status candidates and candidates eligible under a special appointing authority (e.g., applicants with a disability or applicants eligible for a special appointing authority for veterans) who wish to be considered under both the agency merit placement program and competitive procedures open to the public through the Delegated Examining Unit (DEU) process, must submit two complete applications. **When one application is received from status candidates, it will be considered only under the agency merit placement program. When one application is received from non-status candidates without specifying a desire for consideration under VEOA or a special appointing authority, it will be considered only through the DEU process.**

JOB SUMMARY: This position is located in the Office of Facilities Management and Reliability (OFMR), which is responsible for all Smithsonian facilities, many of which are designated as historic, and visited by millions each year. The Office of Facilities Management and Reliability (OFMR) provides a full range of building operational and maintenance services through eight separate zones.

KEY REQUIREMENTS:

1. U.S. citizenship.
2. Non-status candidates will be required to serve a one-year probationary period.
3. Federal candidates with career/career-conditional status who apply under DEU competitive procedures may be required to serve a one-year probationary period if appointed.
4. All applicants must have a valid State or District of Columbia drivers' license. Applicants are required to submit a copy of an EPA Universal Certificate for Refrigerants to be minimally qualified. Please submit a copy of the appropriate documents with your application.

CONDITION OF EMPLOYMENT: Appointment may be subject to the applicant's successful completion of a pre-appointment background check and subsequent background investigation. If you make a false statement in any part of your application, you may not be hired and/or you may be terminated after you begin work.

Work is performed in any and all areas around the Smithsonian complex. , including construction sites, both in/outdoors. The incumbent will be in proximity with, and may be exposed to, a variety of potentially dangerous situations (i.e., building flooding, power outages, structural collapse, construction sites) and substances (i.e., chemicals, raw sewage, asbestos, lead, broken glass) in both construction and emergency situations, as well as during the normal course of maintenance and

operation work. Physical exertion is considerable and includes prolonged standing, climbing up and down ladders and scaffolding, working in cramped and awkward positions, reaching, lifting, and bending when using hand and power tools. Weight lifted may exceed 50 pounds. Assistance is usually available for handling heavier materials and equipment. Must be prepared to work days, evenings, midnight and or weekend shifts based upon the needs of the particular zone for 24-hour coverage of the zone.

MAJOR DUTIES:

The Utilities System Repairer /Operator (USRO) leader serves as a principal advisor to the USRO Supervisor on a variety of Zone activities and operations. Provides input to and participates in the development of plans and activities designed to ensure productivity and cost effectiveness throughout the division. Identifies problems and provides solutions that will increase productivity, reduce costs, improve skills utilization, and improve customer relationships. Assists in the operation, inspection, preventive/predictive maintenance and repair work as it applies to a wide range of highly complex and critical utilities systems, and associated building automation systems (BAS). Works closely with the USRO Supervisor, Zone Manager, Building Manager, HVAC Engineering Technicians, Equipment Specialists, and other support units in all phases of operations and makes recommendations to improve the work processes of the unit. The Leader identifies work required, explains work requirements, methodology, and procedures, and ensures workers have the required training, materials, information, tools and other support equipment needed to work effectively. Develops short and long term projects, plans and develops cost estimates. Recommends work assignments and work shifts to the supervisor to lessen the impact on building operations, and inspects such work at the completion. Leads and instructs co-workers on difficult work operations. Assists in the development of scopes of work for contracted maintenance and/or repair. Provides feedback to the supervisor involving formal appraisals concerning co-workers' work performance. Utilizes facility management computer software system for work order management and reporting. Assures the continuous operation and monitoring of the Direct Digital Control (DDC) System in order to monitor and control the buildings automated physical plan and related equipment.

MINIMUM QUALIFICATIONS: WL-10/11

In order to be rated qualified or eligible, an applicant's overall experience and training must indicate possession of the minimum knowledge, skills, and abilities needed to perform the duties of this position.

BASIS FOR RATING: In addition to the minimum requirement described above, applicants will be further evaluated by Rating Elements. **Applicants are to specifically address the Rating Elements.** On a separate sheet of paper, submit a paragraph describing your experience/training for each of the rating elements noted below.

How You Will Be Evaluated:

A review is made of all available information to obtain an overall picture of your qualifications. On the basis of this review, your qualifications are evaluated first against the screen out element(s). If you do not meet the screen out element, you will be rated ineligible. If your application appears to possess at least the minimal acceptable qualification requirement for the screen out element, you will be further evaluated against the remaining elements. The final numeric rating received is based on your responses to the *Rating Elements*; for non-status applicants appropriate points will be added for veteran's preference; and selection will be made from among those applicants who demonstrate the highest potential to perform the job. Please follow all instructions carefully. Errors or omissions may affect your rating.

RATING ELEMENTS:

1. **ABILITY TO LEAD A FULL RANGE OF OPERATIONS, MAINTENANCE, TROUBLESHOOTING, REPAIR AND CONTROL WORK IN REGARDS TO THE FOLLOWING SYSTEMS: HAVC, STEAMS, HOT WATER SYSTEMS, CHILLER PLANT AND BAS SYSTEMS.** (This is the **screen-out element**. Applicants who are not rated satisfactory or potentially satisfactory on this element will be rated ineligible and will not be evaluated on the remaining elements.)
2. Knowledge of equipment assembly, installation, operations, repair and maintenance (HVAC, electrical, steam).
3. Knowledge of HVAC technical practices (theoretical, precise, artistic).
4. Ability to use measuring instruments.
5. Ability to interpret instructions, specifications, etc. (includes blueprint reading).
6. Ability to use and maintain tools and equipment.
7. Knowledge of utility systems materials and functionality of a complex DDC system.

BENEFITS:

The Smithsonian offers a number of exceptional benefits to its employees. Benefit programs include:

- Flexible Spending Accounts (Health & Dependent Care)
- Long Term Care Insurance
- Retirement Program
- Thrift Savings Plan (TSP)
- Health Insurance
- Life Insurance
- Dental/Vision Insurance
- Transit/Commuter Benefits
- Accidental Death Insurance
- Annual and Sick Leave
- Family Friendly Leave
- Discounts at Smithsonian Memberships, Shops and Restaurants
- Employee Assistance Program
- Credit Union
- Smithsonian Early Enrichment Center - for Children 3 Months through Kindergarten

For additional information on benefits for Federal employees see: <http://www.usajobs.opm.gov/ei61.asp>

OTHER INFORMATION:

1. **If you are a current career or career-conditional Federal employee or former Federal employee, you must attach a copy of your latest SF-50 Notification of Personnel Action** and/or a copy of the SF-50 that reflects career or career conditional tenure.
2. **If you have served on active duty in the U.S. military and were separated under honorable conditions, you may be eligible for veterans' preference.** If you are claiming 5-point veterans' preference, attach a copy of your DD-214 or other proof of eligibility. If you are claiming 10-point veterans' preference, attach a SF-15 Application for 10 Point Veteran Preference (Revised December 2004) plus the proof required by that form. This form can be found at http://www.opm.gov/forms/pdf_fill/SF15.pdf. Veterans who are still in the service may be granted 5 points tentative preference on the basis of information contained in their applications, but they must produce a DD-214 prior to appointment to document entitlement to preference. For more information on Veterans Preference, visit <http://www.opm.gov/employ/veterans/html/vetsinfo.asp>.
3. **You can apply for a non-competitive appointment if you meet the basic eligibility requirements and you are eligible for special appointment** such as those authorized for the severely disabled; certain Vietnam era and disabled veterans; returned volunteers from the Peace Corps or Vista, etc. Please indicate the type of special appointment you are seeking, if any, on your application and follow all other instructions for applying shown on this announcement.
4. **If you are a male applicant** who was born after 12/31/59 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency.
5. **Additional information on the Job Qualification System for Trades and Labor Occupations** can be found on OPM's web site at <http://www.opm.gov/qualifications/x-118c/index.htm>.
6. **Qualification requirements** must be met by the closing date of the announcement.

7. Relocation expenses will not be paid.
8. All employees are required to participate in **Direct Deposit/Electronic Funds Transfer** for salary payments.
9. **Promotion Potential:** When promotion potential is shown, the Smithsonian Institution is not making a commitment and is not obligated to provide future promotions to you if you are selected. Future promotions will be dependent on your ability to perform the duties at a higher level, the continuing need for an employee assigned to the higher level, and administrative approval.
10. **Review the attached Appendix: Summary of Data Required for the Federal Application** to ensure that these items are incorporated in your resume or application.

HOW TO APPLY:

1. To apply for this position, you must provide the following parts:
 - a. Current resume, an Optional Application for Federal Employment (OF-612), *or* other format you choose.
 - b. Your responses to the Rating Elements on a separate sheet of paper. **MANDATORY: If you do not submit responses to the Rating Elements, you will not be considered for this position.**
 - c. Veterans Preference documentation, if applicable.
 - d. Most recent SF-50 Notification of Personnel Action, if you are a current or former Federal employee.
 - e. Most recent performance appraisal, if you are a current or former Federal employee applying under the merit placement program.
2. Application materials must be received by the closing date of the announcement. Failure to provide complete information will result in your not receiving consideration for this position. Your application materials will not be returned. Do not submit original documents that you need in the future.
3. The attached **Applicant Survey Form** should be completed by all candidates, except Smithsonian Institution employees, and returned with the application. This form is for gathering statistical data and will not be a part of the application.

Applications must be received by the closing date and may be submitted in the following ways:

Mail: Smithsonian Institution, Office of Human Resources, P. O. Box 23772, Capital Gallery Suite 5060 MRC 517 Washington, DC 20026-3772

Fax: (202) 633-6402. You do not need to submit a cover sheet. Write the **Announcement Number** on all pages faxed.

Hand Deliver or FEDEX: 600 Maryland Avenue SW, Capital Gallery Bldg. Suite 100W Washington, DC 20024

NOTE: Do not send your resume/application materials via e-mail. These will not be accepted.

To obtain information on the Federal Hiring Process, review other Smithsonian vacancies, or obtain an Optional Application for Federal Employment (OF-612) visit our website at www.si.edu/ohr or www.usajobs.opm.gov .

For further information please call (202) 633-6370 (voice) or (202) 633-6409 (TTY); or email to vacancy.info@si.edu .

WHAT TO EXPECT NEXT:

You will receive an acknowledgement letter in the mail within 7 work days after receipt. After a review of applications is completed usually four or more weeks from the closing date, you may be contacted if your application was referred to the hiring official. All applicants will receive a mail notification on the final outcome of the position.

SMITHSONIAN INSTITUTION

VACANCY ANNOUNCEMENT APPENDIX SUMMARY OF DATA REQUIRED FOR THE FEDERAL APPLICATION

Your resume or application must include the following information relevant to this vacancy:

JOB INFORMATION

- Announcement number, job title, and grade level(s) of the job for which you are applying.

PERSONAL INFORMATION

- Full name, mailing address, day/evening phone numbers, and email address where available.
- Citizenship (*Provide country or countries of citizenship*).
- Veterans' preference, if any. (*Attach DD-214. Submit SF-15 if claiming 10-point preference.*)
- Competitive status, if any. (*If you are a current or former Federal employee, attach a copy of your most recent SF 50, Notification of Personnel Action.*)
- Eligibility under special authority, i.e., applicants with a disability, including veterans, or any other applicants eligible for non-competitive appointment. (*Indicate the basis for your eligibility and attach supporting documentation.*)

EDUCATION

- High school - name, city, state, zip code, and date of diploma or GED.
- College(s) - For each college you attended, give: name of school, location (*City, state, and zip code*), credit hours earned (*Semester or quarter*), and type and year of degree(s), if any.
- To qualify based on education: submit a copy of your transcript or list of courses (*With credit hours*), major(s), and grade-point average or class rank.

WORK EXPERIENCE

- Describe your paid and non-paid work experience that is related to the job for which you are applying.
- Provide the following for each job listed:
 - Job title (*Give series and grade if a Federal job*).
 - Name of organization, supervisor's name and phone number.
 - Starting and ending dates of job (*Month and year*).
 - Average number of hours worked per week.
 - Annual Salary.
 - A description of your duties, responsibilities, and accomplishments.
 - Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS

- **Job-related** training courses (*Title and year*).
- **Job-related** skills (*For example, languages and skill level, computer software/hardware, tools, machinery, typing and/or steno speeds*).
- **Job-related** certificates and licenses.
- **Job-related** honors, awards, and special accomplishments. For example: publications, memberships in professional or honor societies, leadership and public speaking activities, and performance awards (*Give dates but do not send documents unless requested*).

ADDITIONAL INFORMATION

- For GS or equivalent: qualifications, as well as legal and regulatory requirements, must be met within 30 days of the closing date.
- U.S. citizenship is required for most Federal positions. The Immigration Reform and Control Act of 1986 requires employers to hire only individuals who are eligible to work in the United States. Upon reporting for work, an individual will be expected to present proper evidence establishing employability.
- Before hiring, candidates will be requested to complete a *Declaration for Federal Employment* to determine suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of their application. Most Smithsonian positions require fingerprinting of employees hired.
- Applications submitted in postage-paid Government envelopes will not be accepted.
- **If you omit information requested on this announcement, your application may be rated ineligible.**

The Smithsonian Institution is an equal opportunity employer and prohibits employment discrimination on the basis of race, color, age, religion, sex, national origin, and/or disability. Applicants who believe they have been discriminated against for any of the above-prohibited reasons may contact a counselor within 45 calendar days of the date of the alleged discriminatory act. Employment discrimination on the basis of sexual orientation, parental and/or marital status is also prohibited. For additional information, please contact the Office of Equal Employment and Minority Affairs at 202.633.6430.

Smithsonian Institution
APPLICANT SURVEY FORM

The **Applicant Survey Form** is used to collect information from candidates during the search process to evaluate the effectiveness of the Institution's search and recruitment efforts. Please print all responses. **The information provided is not a part of the selection process and will be used for statistical purposes only. Your voluntary responses will have no effect on your consideration.**

Vacancy Announcement Number: _____

First Name													
Last Name													

Year of Birth: 19____ **Gender:** Male ____ Female ____

How did you learn about this position? Mark all sources that apply.

1	Mass media (magazines, newspaper, radio, television, poster, telephone job line)
2	Individual (friend, relative, Smithsonian employee, school or college counselor or official)
3	Information technology (Internet, World Wide Web, or SI Web site)
4	Association or organization (professional, community, religious)
5	Other (please indicate)

Self-identification by category: (Circle your responses.)

Ethnicity: Hispanic or Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Yes No

Race: (Mark all that apply.)

1	American Indian or Alaska Native	A person having origin in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment. Tribal Affiliation: _____
2	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
3	Black or African American	A person having origins in any of the black racial groups of Africa.
4	White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
5	Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.

Do you have any disabilities? Yes No

If yes, do you have a targeted disability? (Mark only one.)

1	Deaf	4	Partial paralysis	7	Mental retardation
2	Blind	5	Complete paralysis	8	Mental or emotional illness
3	Missing extremities	6	Convulsive disorder	9	Severe distortion of limbs and/or spine