



MERIT PROMOTION  
Vacancy Announcement

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Reissued to amend salary

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Maintenance Mechanic Leader

ANNOUNCEMENT #: 09-LG-294918-MPA-OFEO

SALARY RANGE: 25.96 – 30.30 USD per hour

OPEN PERIOD: December 24, 2008 to January 9, 2009  
REISSUE DATE: December 30, 2008

SERIES AND GRADE: WL-4749-10

POSITION INFORMATION:  
Full Time, Career/Career-Conditional

PROMOTION POTENTIAL: 10

DUTY LOCATION: Few Vacancies – Washington, DC

**WHO MAY BE CONSIDERED:** The following Smithsonian Institution employees may apply: Current Federal employees with career/career-conditional status or eligibility. **The Smithsonian provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for the application/hiring process, please call (202) 633-6370 (voice) or (202) 633-6409 (TTY).**

**JOB SUMMARY:** These positions are located in Office of Facilities Management & Reliability (OFMR). The incumbent provides a variety of building services tasks for Smithsonian facilities, many of which are designated as historic buildings and all of which are visited by millions of people each year. If you want to participate in this exciting challenge, apply today!

**KEY REQUIREMENTS:**

1. U.S. citizenship.

**CONDITION OF EMPLOYMENT:** Appointment will 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 requires prolonged standing, climbing ladders and scaffolding, working in cramped and awkward positions, reaching lifting and bending when using hand or power tools. Weights lifted may exceed 50 pounds.

Performs work inside and outside in a variety of weather conditions. Subject to moderate amount of noise and vibration from shop machines. There is a danger of falling when working on roofs, ladders and scaffolding; to cuts, bruises, burns, irritation of skin and danger to eyes. Tasks may involve discomfort while wearing protective equipment.

**MAJOR DUTIES:** The duties of this position include, but are not limited to, the following:

- Performs the full range of leadership functions for Craft Staff including, but not limited to, providing input and assistance to the supervisor on developing performance plans and standards, evaluating performance and coaching staff on performance by explaining Smithsonian and OFM goals, policies and procedures.
- Assist the supervisor in planning the work of subordinates on a short and long term basis; coordinating with customers, contractors, other units of OFEO, and other zone staff to determine materials, kinds and numbers of workers and time needed to complete immediate and long-range work; changes work plans to respond to unexpected and emergency situations.

- Acts as principal advisor to the Craft Shop Supervisor on matters involving the Zone Crafts Shop responsibilities and operations; provides input to and participates in the development of plans and activities designed to ensure productivity and cost effectiveness throughout the shop.
- Uses a Facility Management computer software system (Facility Center) for work order management and reporting; estimates labor and materials costs from work orders
- Furnishes technical guidance, interprets specifications, blueprints and work orders; reviews work in progress and suggest necessary adjustments in plans and/or assignments; assures that needed supplies, equipment and materials are arranged for, either independently or through the supervisor, including their delivery to the work site in a timely manner.
- Assures adherence to safety and fire prevention requirements; assures that all safety training and equipment are provided to Shop employees, including all Personal Protective Equipment (PPE) such as respirators, safety goggles, hard hats, masks, gloves, etc.

Incumbent must possess a valid District of Columbia or any State driver's license and must maintain a good safety record while operating Smithsonian vehicle. Incumbent required to operate a government motor vehicle in the performance of duties.

**MINIMUM QUALIFICATIONS: WL-10**

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: WL-10**

1. **Ability to do the work of a Maintenance Mechanic Leader without more than normal supervision demonstrated by experience in performing a full range of maintenance and repair services associated with painting, framing, carpentry, masonry, electrical and plumbing. The applicant must have performed these duties with independence as an advance journeyman who has expertise in a particular field or must have performed the common tasks associated with journeyman duties on one's own initiative while being subject to occasional inspection.** (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 (painting, carpentry, plumbing, or electrical.)
3. Knowledge of technical practices (theoretical, precise, artistic) associated with painting, carpentry, masonry, plumbing and electrical.
4. Ability to use measuring instruments associated with painting, carpentry, masonry, plumbing and electrical work.

5. Ability to interpret instructions, specifications, etc. (includes blueprint reading).
6. Ability to use and maintain tools and equipment in the performance of minor/major repairs.
7. Knowledge of materials used performing the following maintenance tasks, painting, plumbing, electrical or carpentry work.

## **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. **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.
3. **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.
4. **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> . Qualification requirements must be met by the closing date of the announcement.
5. Relocation expenses will not be paid.
6. All employees are required to participate in **Direct Deposit/Electronic Funds Transfer** for salary payments.
7. **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 documentation DD-214, if applying for a special appointment authority for veterans.
  - d. Most recent SF-50 Notification of Personnel Action, if you are a current or former Federal employee.
  - e. Most recent performance appraisal.
  
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.

**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](http://www.si.edu/ohr) or [www.usajobs.opm.gov](http://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](mailto: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:** \_\_\_\_\_

<b>First Name</b>													
<b>Last Name</b>													

**Year of Birth:** 19\_\_\_\_ **Gender:** Male \_\_\_\_ Female \_\_\_\_

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

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

<b>1</b>	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: _____
<b>2</b>	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.
<b>3</b>	Black or African American	A person having origins in any of the black racial groups of Africa.
<b>4</b>	White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
<b>5</b>	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.)**

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