



**MERIT PROMOTION
Vacancy Announcement**

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Building Service Worker

ANNOUNCEMENT #: 09-MP-5701-MPA-OFEO-DC

SALARY RANGE: 12.01 – 15.79 USD per hour

OPEN PERIOD: October 1, 2008 to September 30, 2009

SERIES AND GRADE: WG-5701-02/03

POSITION INFORMATION:

Full Time, Career/Career-Conditional

PROMOTION POTENTIAL: 03

DUTY LOCATIONS: Many Vacancies – Washington, DC

WHO MAY BE CONSIDERED: Current/former Federal employees with career/career-conditional status or reinstatement eligibility; individuals eligible under a special appointing authority such as applicants with a disability or veterans' appointment; and veterans who have been separated from armed forces under honorable conditions after 3 years or more of continuous active service may apply. **If you need a reasonable accommodation for the application/hiring process, please call (202) 633-6370 or (202) 633-6409 (TTY).**

This is an **OPEN CONTINUOUS ANNOUNCEMENT**. When you apply for this announcement, your resume will be maintained in our candidate inventory and eligible applicants will be considered for vacancies that occur during the open period of this announcement. The highly qualified candidates from the current inventory of applicants will be referred to the selecting official for further consideration. The first cut-off date for initial consideration will be no earlier than October 20, 2008. Additional cut-off dates are established as vacancies become available.

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 or U.S. National status required.
2. At WG-03 grade level, incumbent must possess a valid District of Columbia or state driver's license and must maintain a good safety record while operating Smithsonian vehicles.

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 requires moderately heavy physical effort to include lifting and carrying heavy objects such as museum collections, building materials, trash and debris, and wheelbarrow loads [at Grade 2 up to 50 pounds; at Grade 3 over 50 pounds]. The position requires climbing ladders and stairs, standing and walking for long periods of time on hard and sometimes uneven surfaces. Work performed outdoors will subject the incumbent to all types of weather conditions, as well as dirt, dust, pollen, and insects. At Grade 2, work outdoors may be for brief periods of time; at Grade 3, work outdoors may be for prolonged periods of time. May be exposed to dirt and disagreeable odors, possible hazardous effects associated with the use of handling of various cleaning solutions, hazardous chemicals, blood born pathogens and bodily fluids. The incumbent may be required to work outside of regular schedule in support of Smithsonian activities.

MAJOR DUTIES:

At Grade 2: Serves as a building service worker and provides a variety of building services tasks using cleaning methods, chemical handling procedures, and proper equipment operation and maintenance. Cleans areas within the buildings(s) using brooms, mops, buckets, heavy duty vacuums and buffers and scrubbers; adjusts and cleans equipment and changes brushes, rollers, buffers and other attachments; dusts, scrubs, sweeps, waxes and polishes horizontal surfaces such as floors, etc.; cleans mirrors, drinking fountains, empties trash and recycle bins; washes walls, windows, air vents, blinds, fixtures, etc.; cleans and disinfects all washable surfaces in restrooms and custodial closets; maintains constant supply of paper products and soap in restrooms; maintains a stock of cleaning materials and equipment required to complete assignments; removes stains from surfaces using chemicals and various cleaning solutions and equipment; scrubs, strips, waxes, polishes and vacuums linoleum, tile, wood, terrazzo, concrete, marble, carpet and other various kinds of floor surfaces using appropriate solutions, strippers, shampoos, waxes and equipment. Washes and replaces window blinds, ceiling fixtures and room partitions; moves furniture, supplies and equipment to accomplish cleaning tasks; assists with labor tasks as required, including moving, arranging and lifting heavy objects; assists in loading and unloading debris and trash, equipment, supplies and other materials; removes debris, snow and ice from sidewalks, steps, driveways and parking areas; and performs tasks associated with special events such as setting up and taking down tables, chairs, etc. Performs other duties as assigned.

At Grade 3: Serves as a building service worker and provides a variety of building services tasks using cleaning methods, chemical handling procedures, and proper equipment operation and maintenance. In addition to performing the WG-02 level duties, incumbent operates gas or liquid propane-powered, self propelled ride-on and other equipment and performs full range of operator-level maintenance of equipment (including inspection of fluid levels, tire pressures, and general inspection of equipment prior to operation); operates, in accordance with manual and museum procedures, various controls associated with the equipment and monitors engine condition during operation taking appropriate action when indicated by controls or equipment performance; moves, arranges and lifts very large and unusually heavy materials and collections; loads and unloads debris, trash, equipment, supplies, packages, and other materials from trucks, vans and cars using dollies, hand trucks, hand operated hydraulic lifts and/or by hand; opens crates and boxes; moves furniture, exhibit cases, cabinets, and oversize picture frames/canvases; cleans and removes debris from exterior areas of Smithsonian properties; Removes snow and ice from sidewalks, steps, driveways and parking areas by applying ice melting chemical and/or by using powered or hand snow removal equipment; replaces blown light bulbs; erects folding tables, chairs, ladders and scaffolds; performs tasks associated with special events such as setting up and taking down tables, chairs, etc. assists with building management tasks as required, such as cleaning offices, exhibit space, restrooms, corridors, storage rooms, stairways or any area. Must possess a valid District of Columbia or state driver's license and must maintain a good safety record while operating Smithsonian vehicles. Performs other duties as assigned.

MINIMUM QUALIFICATIONS: WG-02/03

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 the Rating Elements listed on the vacancy announcement.

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: WG-02

- 1. Ability to do the work of a Building Service Worker without more than normal supervision demonstrated by experience performing the following duties: cleaning areas within buildings; moving furniture; maintaining a stock of cleaning supplies; removing debris; and loading/ unloading trash, equipment, supplies, packages,**

materials from trucks, vans and cars using dollies, hand trucks, hand operated hydraulic lifts and/or by hand. (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 work practices (includes maintaining facilities in a neat, clean and orderly manner).
3. Ability to interpret instructions, specifications, etc.
4. Ability to operate safely (non-motor vehicle).
5. Reliability and dependability.

RATING ELEMENTS: WG-03

1. **Ability to do the work of a Building Service Worker without more than normal supervision demonstrated by experience performing the following duties: cleaning areas within buildings; moving furniture; maintaining a stock of cleaning supplies; removing debris; and loading/ unloading trash, equipment, supplies, packages, materials from trucks, vans and cars using dollies, hand trucks, hand operated hydraulic lifts and/or by hand.** (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 work practices (includes maintaining facilities in a neat, clean and orderly manner).
3. Ability to interpret instructions, specifications, etc.
4. Ability to operate safely (non-motor vehicle).
5. Reliability and dependability.
6. Ability to drive safely (motor vehicle).

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 and Dismemberment 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 by the Smithsonian Institution.
6. All employees are required to participate in **Direct Deposit/Electronic Funds Transfer** for salary payments.
7. **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.
8. **Removal from consideration:** During the open announcement period, qualified applicants will be removed from the candidate inventory for this position if any of the following apply: (1) if an applicant is selected from this announcement and accepts a position offered; (2) if an applicant is selected from this announcement and declines a position offered; or (3) if an applicant submits a written request to remove his/her application from consideration for this announcement. Please submit written requests to withdraw your application from consideration to Marie Parks at (1) Office of Human Resources, Smithsonian Institution, Capital Gallery, Suite 5060, MRC 517, P.O. Box 23772, Washington, DC 20026, or (2) fax to (202) 312-2894.
9. **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. Veterans Preference documentation DD-214, if applying for special appointment authority for veterans.
 - c. Most recent SF-50 Notification of Personnel Action, if you are a current or former Federal employee.
 - d. Most recent performance appraisal.
2. Application materials must be received by the closing date of the announcement. Failure to provide complete information may 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.

After 30 days your application will be removed from consideration. To receive further consideration after this 30-day Period, you **MUST** re-apply to this vacancy announcement by following the **How to Apply** instructions on Page 4.

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 including one year time-in-grade at the next lower grade level for merit placement, 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.
- 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 may contact a counselor within 45 calendar days 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.