



**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ALBUQUERQUE AREA INDIAN HEALTH SERVICE**



The Albuquerque Area Indian Health Service defines its mission as a commitment to the well-being and cultural integrity of Indian people through a participatory and consultative process.

THE ALBUQUERQUE AREA INDIAN HEALTH SERVICE IS A "TOBACCO-FREE" ENVIRONMENT

VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT NO. SER-09-0243-JSU	OPENING DATE April 29, 2009	CLOSING DATE May 28, 2009
POSITION TITLE, SERIES, GRADE AND SALARY Maintenance Worker Helper/ Maintenance Worker WG-4749-05 \$14.18 per hour WG-4749-07 \$17.42 per hour		LOCATION AND DUTY STATION Jicarilla Service Unit Dulce, NM

AREA OF CONSIDERATION: Albuquerque Area-Wide

RELOCATION: Travel Expenses – Not Paid

Travel, transportation, and relocation expenses associated with reporting for duty in this position will be the responsibility of the employee.

CONDITIONS OF EMPLOYMENT:

- One permanent full-time position. The incumbent of this position is subject to call back and/or standby work.
- This position involves operation of government vehicle to perform duties. Must possess and maintain valid state driver's license.
- Position has promotional opportunity to: WG-07
- If you are a male, born after December 31, 1959, and you want to be employed by the federal government, you must (subject to certain exemptions) be registered with the Selective Service System.
- In accordance with Chapter 12, Indian Health Manual, IHS Employee Immunization Program, selected candidate will be required to submit proof of immunity to the following diseases: Rubella and Measles.
- In accordance with P.L. 101-630 Indian Child Protection Act, applicants must complete the attached addendum and submit it to the Human Resources Office with their application. (See REQUIRED DOCUMENTATION).

DUTIES AND RESPONSIBILITIES:

WG-05, This position performs a variety of maintenance worker duties. The position assists journeyman level with carpentry, masonry, painting, plumbing, electrical, heating ventilation, air conditioning, refrigeration, and with operating backhoe, front-end loader, fork lift, sweeper, hydraulic platform, and other equipment. **WG-07**, The position performs a variety of maintenance functions which include carpentry, masonry, painting, plumbing, electrical work, heating, ventilation and air conditions (HVAC). The incumbent will be constructing, installing, altering and repairing structural building components, bulletin boards, shelves, built-in furniture, doors, windows, etc. Preparing surfaces for and applying paint, varnish and similar coverings to various surfaces. Maintains, repairs, replaces or installs all plumbing fixtures, water supply lines, and waste water lines that are part of the hospital utility system. Assists Maintenance Mechanic and Biomedical Technician in repairing and installation of steam lines, hot and chilled water, medical gas, medical air, and other hospital utility systems. Assists Electrician in replacing, and installing of wiring, wall switches, electrical receptacles, light fixtures and other fixtures which are part of not over 220 volt circuits. Also assists with repairs to heating and cooling ventilation, refrigeration systems, and equipment. Operates a backhoe, front-end loader, fork lift, sweeper, hydraulic platform, and similar equipment.

QUALIFICATION REQUIREMENTS: Candidates for this position will be evaluated under the Federal Wage System (FWS) Job Grading Standards. Applicants will be rated on the knowledge, skills, and abilities to perform the duties of the position. Each of the job elements must be addressed on the attached supplemental questionnaire in order for the applicant to be rated for the position.

EVALUATION METHOD AND RANKING FACTORS: Evaluation will be made of the extent to which experience, training, self-development, performance appraisal, outside activities, and/or awards demonstrate that basically qualified candidates possess the Job Elements described below. **Applicants must address the following Job Elements on a separate sheet of paper.** The statements you describe below will be the principle basis for determining whether or not you are Best Qualified for this position.

WG-05 level:

1. Reliable and dependable as a maintenance worker helper. (*Definition: Relates to a combination of abilities and personal characteristics. Gives any evidence to show you are a steady, reliable worker. How is your attendance record where you worked? Cite any other evidence to show you would be a reliable worker such as activities in school, community, military service, etc.*) **SCREEN OUT ELEMENT**
2. Ability to handle weights and loads. (*Definition: Ability to handle weights and do manual work requiring strenuous physical exertion, e.g., continuous walking, bending, standing, pushing, pulling, or lifting.*)
3. Ability to follow directions in a shop. (*Definition: Ability to follow oral directions which vary from task to task. Tell about kinds of instructions or directions which you had to follow in shop work, on jobs, or in military service. Show the relation of instructions to getting tools and materials, measuring stocks with scale, operating machines, and maintenance such as oiling and greasing.*)
4. Dexterity and safety. (*Definition: Ability to operate with dexterity and safety. This includes consideration of speed and quality of operation; coordination of hand, foot, and body movement; training and actual record in safety. Tell about any work you did where you had to observe safety rules to avoid injuring yourself or coworkers, e.g., lifting, climbing, handling materials or equipment, setting scaffolds, rigging, etc.*)
5. Ability to work as a member of a team. (*Definition: Ability to work with others where the work depends on mutual cooperation.*)

WG-07 level:

1. Ability to do the work of the position without more than normal supervision. (*Definition: Ability to do the work independently, make decisions, plan operations, show job responsibility, exercise initiative, etc.*) **SCREEN OUT ELEMENT**
2. Knowledge of equipment assembly, maintenance, and repair. (*Definition: Able to assemble, make, install, test repair etc.*)
3. Technical practices. (*Definition: Able to do theoretical, precise, and/or artistic work applies to a wide variety of skilled and semi-skilled occupations.*)
4. Ability to interpret instructions, specifications, etc. (*Definition: Ability to interpret instructions and specifications including blueprints.*)
5. Ability to use and maintain tools and equipment. (*Definition: Ability to use and maintain tools, instruments and related equipment as appropriate to one or more lines of work.*)
6. Knowledge of materials. (*Definition: Knowledge of all materials used where it is directly related to the work of the position.*)
7. Use of measuring instruments. (*Definition: Ability to use measuring instrument.*)

WHO MAY APPLY:

Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the competitive federal service) and from current permanent IHS employees in the Excepted Service who are entitled to Indian preference.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian preference. Current permanent IHS Excepted Service employees and competitive service employees or reinstatement eligible entitled to Indian preference may also apply under the provision of the Indian Health Service Excepted Service Examining Plan.

Candidates MUST INDICATE whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan, or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability).

Indian Preference: Indian Health Service is required by law to give absolute preference in employment to qualified Indian preference candidates.

Under the Veterans Employment Opportunities Act (VEOA) of 1998, veterans who are preference eligible or have substantially completed 3 or more years of continuous active service may apply for permanent positions as a merit promotion candidate; however, veterans' preference is not a factor in these appointments. Candidates must submit a copy of their DD-214 as proof of eligibility.

Reasonable Accommodations: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Lindsay Moore (505) 248-4786. The decision on granting reasonable accommodation will be made on a case-by-case basis.

Career Transition Assistance Program (CTAP)/Interagency Career Transition Plan (ICTAP): Surplus or displaced employees covered by the U.S. Department of Health and Human Services CTAP program or the ICTAP program for all agencies, may apply and will be given special selection priority if determined to be eligible and well qualified. Well qualified is defined as meeting all education, experience, knowledge's, skills and abilities (KSA's) with a score in the above average range of a four-level crediting plan for all KSA's. For information on how to apply and required proof of eligibility, please refer to the following hyperlinks: **CTAP** at <http://www.ihs.gov/JobCareerDevelop/JobAtIHS/doc/ctap.doc> and for **ICTAP** at <http://career.psc.gov/chpublic/ictap.html>

- Only U.S. citizens may be appointed to the competitive service.

WHERE TO APPLY:

Applications MUST be received by close of business (5:00 p.m. MST) on the closing date to the following address:

Albuquerque Area Indian Health Service
Division of Human Resources
5300 Homestead Road NE
Albuquerque, NM 87110

For copies of vacancy announcements, download from the IHS website at www.ihs.gov or the Office of Personnel Management (OPM) website at www.usajobs.opm.gov. **FAXED APPLICATIONS WILL NOT BE ACCEPTED.** We do not FAX vacancy announcements. For inquiries, contact Lindsay Moore, Human Resources Specialist, 505-248-4786.

REQUIRED DOCUMENTATION:

- **Verification of Indian Preference:** Applicants who wish to receive Indian Preference **MUST** submit the **BIA Form 4432**, Verification of Indian Preference for Employment in BIA and IHS only. This certifies the applicant as an Indian as defined by the Indian Health Manual, Chapter 3, Indian Preference, dated March 14, 2001. **Indian preference will not be given unless the BIA Form 4432 is attached to the application/Résumé.**
- OF-306, Declaration for Federal Employment: Must be fully completed and submitted with current dated signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. **If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.** Form may be downloaded from: the IHS Human Resources Website at: <http://www.ihs.gov/NonMedicalPrograms/DHR/index.cfm?module=applicants>
- The attached form, Addendum to Declaration for Federal Employment IHS Child Care & Indian Child Care Worker Positions must be fully completed and submitted with current dated signature. The OMB Approved form No. 0917-0028 is available at nearest IHS Facility OR form may also be downloaded from the IHS HR Website at: <http://www.ihs.gov/NonMedicalPrograms/DHR/Documents/ApplicantInfo/PL101-630.pdf> .
- Copy of valid state driver's license.
- Supplemental statement addressing the Job Elements.
- See **'HOW TO APPLY'** on last page, for additional information.

OTHER IMPORTANT INFORMATION:

- Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.
- All material submitted for consideration under this announcement becomes the property of Division of Human Resources and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for federal employment.

- Additional or alternate selections may be made within 90 calendar days of the date the Candidate Referral Roster was issued. The positions to be filled must have the same title, series, grade, geographic location and qualification requirements as stated in the original vacancy announcement.
- EQUAL EMPLOYMENT OPPORTUNITY: Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

DIVISION OF HUMAN RESOURCES CLEARANCE:

Lindsay Moore

Human Resources Specialist

04/28/2009

Date

Addendum to Declaration for Federal Employment (OF 306)
Indian Health Service
Child Care & Indian Child Care Worker Positions

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Item 15a. Agency Specific Questions

Name: _____ **Social Security Number:** _____
(Please print)

Job Title in Announcement: Maintenance Mechanic **Announcement Number:** SER-09-0243-JSU

Section 231 of the Crime Control Act 1990, Public Law 101-647, requires that employment applications for Federal child care positions contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge.

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630, contains a related requirement for positions in the Department of Health and Human Services that involve regular contact with or control over Indian children. The agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere or guilty to certain crimes.

To assure compliance with the above laws, the following questions are added to the Declaration for Federal Employment:

- 1) Have you ever been arrested for or charged with a crime involving a child? YES_____ NO_____

[If YES, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]

- 2) Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious or misdemeanor offense under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; or crimes against persons; or offenses committed against children?
YES_____ NO_____

[If YES, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name address of the police department or court involved.]

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fines of up to \$2,000 or 5 years imprisonment, or both; and (2) I have received notice that a criminal check will be conducted. I understand my right to obtain a copy of any criminal history report made available to the Indian Health Service and my right to challenge the accuracy and completeness of any information contained in the report.

Applicants Signature (sign in ink)

Date

Public Burden Statement: In accordance with Paperwork Reduction Act (5 CFR 1320.8 (b)(3)), a Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Respondents must be informed (on the reporting instrument, in instructions, or in a cover letter) the reasons for which the information will be collected; the way the information will be used to further the proper performance of the functions of the agency; whether responses to the collection of the information are voluntary, required to obtain a benefit (citing authority), or mandatory (citing authority); and the nature and extent of confidentiality to be provided, if any (citing authority). Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the necessary data, and completing and reviewing the collection information. Send comments regarding the burden estimate or any other aspect of this collection of information to the IHS PRA Information Collection Clearance Staff, 12300 Twinbrook Parkway, Suite 450, Rockville, MD 20852.
Please do not send completed data collection instruments to this address.

HOW TO APPLY

The federal government does not require a standard application form for most jobs, but certain information is needed to evaluate your qualifications and determine if you meet legal requirements for federal employment.

Optional Application for Federal Employment – Form Number OF-612 http://www.opm.gov/forms/pdf_fill/of612.pdf	Résumé or Other written application format with information requested below.
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If your résumé or application does not provide all the information we request, you may lose consideration for a job. Applicants who submit incomplete applications will be given credit ONLY for the information they provide and may not receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.

Procedure for using résumé or other written application: Format MUST contain the following information. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.

- **JOB INFORMATION**
Announcement number, title and grade of the job for which you are applying.
- **PERSONAL INFORMATION**
Full name, mailing address (with ZIP codes), day and evening telephone numbers (with Area codes).
Social Security Number.
Country of citizenship.
- **EDUCATION**
High School (name, city, state, ZIP code if known), and date of diploma or GED.
College and/or universities (name, city, state ZIP code if known), majors, type and year of any degrees received (if no degree show total semester or quarter hours earned).
To obtain educational credit, applicants must submit a copy of all college transcripts.
- **WORK EXPERIENCE**
Copy of latest Notification of Personnel Action (SF-50B) if current or former federal employee.
Highest federal civilian grade held (give job series and dates held)
Work experience (paid and unpaid)
Job title (include series and grade if federal job)
Duties and accomplishments
Employer's name and address
Supervisor's name and telephone number
Starting and ending dates (month and year)
Hours per week
Salary
Indicate if we may contact your current supervisor.
- **OTHER QUALIFICATIONS**
Give dates but do not send documents unless requested
Job related training courses
Job related skills, i.e., computer software/hardware, tools, typing speed
Job related certificates and licenses (if you are a licensed medical professional, submit copy of license to practice)
Honors, awards, special accomplishments, i.e., publications, memberships, in professional or honor societies, leadership activities, public speaking, and performance awards.
- **KSA**

Submit a copy of applicable documents with your application if you are in the following categories:

COMMISSIONED OFFICER	INDIAN PREFERENCE	VETERAN PREFERENCE	FEDERAL EMPLOYEE
<ul style="list-style-type: none"> ➤ Current Billet description ➤ Most recent "Commissioned Officers Effectiveness Report". ➤ Child Care Statement Form ➤ Applicable Licensure 	<ul style="list-style-type: none"> ➤ Verification of Indian Preference for employment, Bureau of Indian Affairs (BIA) Form 4432. ➤ Preference will not be given unless a copy of the BIA Form 4432 is attached to the application. 	<ul style="list-style-type: none"> ➤ Certificates of Release or discharge from Active Duty, VA form DD-214, and/or ➤ Application for 10-point Veterans Preference, Form SF-15 and supporting documents. ➤ To receive preference if your service began October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service connect disability. ➤ Preference will not be given unless a copy of the DD-214 (with appropriate dates) is attached to the application. 	<ul style="list-style-type: none"> ➤ Latest Notification of Personnel Action, SF-50B verifying civil service status, grade, etc. ➤ Current performance appraisal. ➤ Priority consideration will not be given to DISPLACED FEDERAL EMPLOYEES, unless a copy of the appropriate documentation such as a RIF separation letter, a letter from OPM or your agency documentation showing your priority consideration status, is attached to the application.