

Announcement No.: DEU-SW-2009-10Opening Date: April 24, 2009Closing Date: May 18, 2009

# Recruiting Announcement

U.S. DEPARTMENT OF ENERGY

SOUTHWESTERN POWER ADMINISTRATION

**AMENDED – CLOSING DATE EXTENDED**

**POSITION:** SYSTEM METER AND RELAY CRAFTSMAN or HELPER 1<sup>ST</sup> CLASS  
WB-2810-00

**SALARY RANGE:** Journeyman level: \$35.25 PH  
Helper 1<sup>st</sup> Class level: \$31.73 PH

**ORGANIZATION LOCATION:** Southwestern Power Administration  
Office of Corporate Facilities  
Division of Maintenance  
Jonesboro Maintenance Unit

**DUTY LOCATION:** Jonesboro, Arkansas

**PROMOTION POTENTIAL:** Journeyman

**NUMBER OF POSITIONS:** 1

**WHO MAY APPLY:** All U.S. citizens may apply. No previous Federal employment is required. All applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, or any other non-merit factor. This position is advertised under **DEU-SW-2009-10** and **SW-2009-10**. If you are a current federal employee, or you are eligible for reinstatement, or eligible under a special appointing authority, you may apply under either announcement or both. If you do not meet these conditions, you must apply under **DEU-SW-2009-10**. This is a permanent, full-time position.

**GENERAL INFORMATION ABOUT SOUTHWESTERN POWER ADMINISTRATION:** Southwestern Power Administration (Southwestern) was created in 1943 to market power produced at the U.S. Army Corps of Engineers hydroelectric power projects. Twenty-four Federal multi-purpose water resource projects (dams) generate electricity that is provided to homes and businesses in a six-state area: Arkansas, Kansas, Louisiana, Missouri, Oklahoma, and Texas. To integrate the operation of the hydroelectric generating plants, Southwestern maintains 1,380 miles of high-voltage transmission lines, 24 substations, and 46 microwave towers. Seventeen of the 24 generating plants are scheduled directly by Southwestern. Nineteen generating plants contribute to the interconnected system operations. Generation at five projects serves specific customer loads. For more information about Southwestern, visit our Internet web site at: [www.swpa.gov](http://www.swpa.gov).

**Applicant Certification:** Before appointment, applicant will be required to certify that all information contained on or attached to his/her application is complete, true, accurate, and made in good faith as well as providing other suitability information. This certification will be made with the understanding that the information may be investigated, and false or fraudulent information on your application may be grounds for not hiring you, for firing you after you begin work, or be punishable by fine or imprisonment.

## **DUTIES AND RESPONSIBILITIES:**

1. Performs complete testing, adjustment, and maintenance for electrical substation metering and protective relay systems. Maintains, repairs, and tests metering equipment, both electro-mechanical and solid state types, including watt-hour meters, power demand meters, digital demand recorders, pulse counters, and sequential event recorders. Maintains, repairs, and tests complex re-closing, timing, auxiliary, ground detection, and impedance relays of electro-mechanical, solid state, and microprocessor based types.
2. Complies with maintenance procedures, installation specifications, and design limits when testing and installing protective relaying and metering equipment. Investigates equipment interruptions and failures to determine probable causes. Solves or recommends solutions to electro-mechanical and electronic problems that involve tolerance, component failure, and operating characteristics.
3. Performs inspection and functional tests on new protective relay and metering installations prior to acceptance for operation.

Recommends or makes necessary changes and adjustments to correct deficiencies.

4. Maintains technical documents and substation drawings necessary to understand the application, and performs tests on all protective relay and meter installations. Maintains complete, up-to-date, and accurate reference files of relay settings, connections, and meter calibrations. Documents test results and revises drawings to reflect wiring changes. Sends new or revised drawings to engineers in Division of Engineering and Planning.
5. Provides technical guidance to electricians or mechanics who assist in the installation and maintenance of equipment for which the incumbent is responsible. Assists Southwestern's electronics technicians, systems electrical control craftsmen, and electricians during emergencies and critical communication equipment outages.
6. Follows a prescribed schedule in which all meters, protective relays, and relay carriers are tested and maintained within assigned area at least once each year.
7. Complies with policies and procedures of the Division of Scheduling and Power Operations for coordinating equipment outages. Performs the substation switching required by the Division of Scheduling and Power Operations for equipment outages.
8. Works closely with other Southwestern divisions and customers in solving problems with joint metering and protective relaying systems. Performs repair and maintenance on power-demand meters and watt-hour meters in accordance with Southwestern Power Sales Contracts, ANSI, and IEEE standards.
9. Maintains test equipment and support hardware for proper functional operation, calibration, efficiency, and cleanliness. Performs periodic tests to assure that test equipment is accurately calibrated.
10. Responsible for the operation, maintenance, and repair of capital equipment assigned to him/her and supervises the use, disposition, and storage of such equipment in accordance with credit cards, purchasing authority, and property management regulations.
11. Follows Southwestern's Power Systems safety procedures in performing all maintenance and construction activities.
12. Performs line switching and holds clearances as required.

**PHYSICAL DEMANDS:** The work requires some physical exertion, such as, long periods of standing; walking over rough, uneven or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as test instruments and various tools. The work may require work within the restricted space of equipment enclosures, eye strain from working on miniature components, and travel fatigue due to driving to remote substations.

**WORK ENVIRONMENT:** Travels and lodges at remote locations frequently. The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress such as working with high-voltage electrical equipment (.001 volts to 161,000 volts as general criteria); extreme outdoor weather conditions; and with foreign electrical systems. Normal working hours are expected; however, employee is subject to emergency calls at all times day and night. The employee must apply a wide range of safety and other precautions in performing his/her duties. The current work schedule is four 10-hour days weekly, Monday through Thursday.

**QUALIFICATION REQUIREMENTS:**

**At the Journeyman level:** Applicants must indicate in their application material that they possess sufficient experience, knowledge and skills to perform testing and maintenance on Watthour meters, protective relays, and other related electrical and electronic equipment used in electrical substations, switching stations, power plants, and other related high-voltage transmission systems.

**At the Helper, 1<sup>st</sup> Class level:** Applicants must indicate in their application material that they possess sufficient experience, knowledge and skills to perform testing and maintenance procedures for protective relays and meters with limited supervision; possess and apply general knowledge of protective relay test equipment; and possess some knowledge of functional testing of relay carrier blocking and transfer trip.

**IN ADDITION, applicants must demonstrate the ability to perform the duties of System Meter and Relay Craftsman, or Helper 1<sup>st</sup> Class, without more than normal supervision. This will be used as a screen-out element, and any applicant not indicating an adequate level of this ability will be eliminated from further consideration.**

**“Without more than normal supervision” is defined at the Journeyman level as the ability to work independently, make decisions, plan operations, show job responsibility, exhibit independence, exercise judgment and initiative; as well as the ability to work from schematics and/or wiring diagrams with minimal supervision in the performance of complex electrical work.**

**“Without more than normal supervision” is defined at the Helper, 1<sup>st</sup> Class level as the ability to perform testing and maintenance on**

Wattour meters or protective relays, and other related electrical and electronic equipment used in electrical substations, switching stations, power plants, and other related high voltage transmission systems with some inspection or supervision.

**BASIS OF EVALUATION:** Applicants will be evaluated according to the procedural guidelines in OPM Handbook X-118C, which can be found on the Internet at: <http://www.opm.gov/qualifications/x-118C/index.htm>. Applicants who meet the qualification requirements will be rated on the basis of relevant experience, education, training, and the six (6) ranking factors listed below. **To receive consideration, ALL applicants MUST address the set of ranking factors by completing the Supplemental Qualifications Statement and include this as a part of their application package. Applications that do not include this Supplemental Qualifications Statement will be considered incomplete and ineligible for consideration.**

TO OBTAIN THE SUPPLEMENTAL QUALIFICATIONS STATEMENT, contact: Beverly Yenter, 918-595-6639, [bev.yenter@swpa.gov](mailto:bev.yenter@swpa.gov) or go to Southwestern's website at: <http://www.swpa.gov/jobopenings.aspx>

**RANKING FACTORS:** Applicants must have had experience and training that indicate sufficient knowledge, skill, and ability to meet the requirements of the job elements (ranking factors) listed below:

1. Ability to perform the duties of a System Meter and Relay Craftsman or Helper, 1<sup>st</sup> Class, without more than normal supervision. **(This is a screen-out\* element.)**
2. Knowledge of electrical/electronic equipment and its installation and maintenance.
3. Knowledge of the theory and instruments (electrical/electronic) used in shop and trade practices.
4. Ability to use electrical drawings, both in electronic form and hard copy.
5. Ability to use and maintain automated test equipment, computers, and hand tools.
6. Ability to troubleshoot problems in meter and protective relay equipment.

**\*Screen-Out Element: Critical knowledge, skills, and abilities which are essential for satisfactory job performance. Applicants must score two points out of a possible four points on the screen-out element to be deemed eligible for consideration.**

**SPECIFIC REQUIREMENTS/CONDITIONS OF EMPLOYMENT:**

1. Applicants must be citizens of the United States (or owe allegiance to the United States).
2. Applicants must be at least 16 years of age to apply for this vacancy.
3. Public Law 103-356 requires direct deposit of Federal wage, salary, and retirement payments by electronic funds transfer.
4. Incumbent is subject to **frequent travel**.
5. **Background Investigation:** This position requires a brief background investigation prior to entering on duty. This brief background investigation may take up to three weeks to successfully adjudicate before selectee may begin employment. A comprehensive background investigation will commence upon effective date of hire and may take up to 9 months to adjudicate. Unsuccessful adjudication will result in the termination of employment.
6. **Pre-employment Physical:** Upon tentative selection, applicant will be required to complete a physical examination. Unsatisfactory results from the physical will result in non-appointment.
7. **Drug Testing:** This position is subject to drug testing. The selectee must test negative prior to being appointed to this position and will be subject to random testing thereafter. Failure to pass subsequent tests could result in disciplinary action, up to and including removal from the Federal service.
8. **Probationary Period:** If the applicant chosen for this position is hired from an external search, that individual must serve a probationary period of the first 12 months of employment. Probationary periods are utilized to determine the employee's fitness (work performance and conduct) for continued employment. A less than fully successful probationary period may result in termination of employment.
9. Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so under the Selective Service Law.

**HOW TO APPLY:** Candidates may submit a resume, or other documents such as an optional Federal employment application or a general employment application form. **Your application must include:**

- A. At a minimum: **Announcement number** (DEU-SW-2009-10) **title** (System Meter and Relay Craftsman or Helper 1<sup>st</sup> Class), and grade of position applying for (WB-2810-00) on the front page of application or resume; your full name, mailing address, telephone numbers; your social security number; country of citizenship; your work and education background. **Identify the level for which you are applying: Journeyman or Helper 1<sup>st</sup> Class.**
- B. Additional information/completed forms should be submitted if applicable:
  1. Most recent copy of your SF-50, Notification of Personnel Action, if applicable.

2. Supplemental Qualifications Statement (mandatory for consideration).
3. Appropriate documentation when requesting Veterans' preference.
4. Ethnicity and Race Identification form (SF-181) (optional)

Failure to submit requested information/documents may result in non-consideration or a lower rating in the evaluation process. **Applications that do not include the Supplemental Qualifications Statement will be considered incomplete and ineligible for consideration.**

Submit complete application package to:

**Southwestern Power Administration**  
**Attn: Beverly Yenter, S-6200**  
**One West Third Street**  
**Tulsa, OK 74103**

Email [bev.yenter@swpa.gov](mailto:bev.yenter@swpa.gov)

FAX (918) 595-6656

**IMPORTANT:** Applications must be RECEIVED in Southwestern's Human Resources Management Office (address above) **on or before the closing date.** Hand-delivered or mailed application packages must be received by 5:00 p.m. on the closing date. Application packages which are e-mailed or faxed must be received by midnight on the closing date. Do not send original documents; applications will not be returned. **Applications mailed in Government-franked envelopes, faxed using government fax machines, or emailed using Government email accounts will NOT be accepted.**

**This job announcement is only one source of candidates the selecting official can use to fill positions. Management reserves the right to fill more than one position from this announcement.**

Submission of the form, *Ethnicity and Race Identification form* is voluntary and can be found at Southwestern Power Administration's website at: <http://www.swpa.gov/jobopenings.aspx>

## **OTHER INFORMATION**

**RELOCATION EXPENSES:** Payment or reimbursement of relocation expenses will not be authorized.

**Placement Assistance Programs:** Individuals entitled to priority consideration under the Interagency Career Transition Assistance Program (ICTAP) and/or Department of Energy's Career Transition Assistance Program **MUST** submit the documentation listed below with their application package:

- A. RIF separation notice; a letter from OPM or your agency documenting your priority consideration status;
- B. Current (last) performance appraisal rating of record (must be successful or equivalent);
- C. Supplemental Qualifications Statement (WB positions) addressing the knowledge, skills, and ability factors listed under Qualification Requirements in this announcement; and
- D. Documentation showing the promotion potential of the position from which you may be or have been separated. (Applicants are eligible for consideration only for vacancies which have no higher promotion potential.)
- E. Eligible employees must be determined to be well qualified for this position. Well-qualified means an eligible employee possesses the knowledge, skills, and abilities which clearly exceed the minimum qualification requirements for the position.

**REASONABLE ACCOMMODATION:** This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

**Veterans' Preference:** The Veterans' Preference Act of 1944, as amended, provides veterans who are disabled or who served on active duty in the Armed Forces during certain specified time periods or in military campaigns preference over others in hiring from competitive lists of eligibles. A veteran must have been separated from active duty in the Armed Forces with an honorable or general discharge. As defined by 5 U.S.C. 2101(2), *Armed Forces* means the Army, Navy, Air Force, Marine Corps, and Coast Guard. When applying for Federal jobs, eligible veterans should claim preference on their application or resume and include a copy of their DD-214. For more information about this and other veterans' issues, refer to the VetGuide, published by the Office of Personnel Management, at <http://www.opm.gov/veterans>.

**NOTE:** The Defense Authorization Act of November 18, 1997, extended veterans' preference to persons who served on active duty during the Gulf War from August 2, 1990, through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during the period, regardless of where the person served or for how long. The law also authorized the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the period November 20, 1995, to a date to be determined. The award of the Medal is qualifying for veterans' preference. More information on veterans' preference is available in the VetGuide that may be found on the U.S. Office of Personnel Management web site at <http://www.opm.gov/veterans>.

**CONTACT:** For further information, you may contact Beverly Yenter at (918) 595-6639, or email at [bev.yenter@swpa.gov](mailto:bev.yenter@swpa.gov)

*U.S. DEPARTMENT OF ENERGY IS AN EQUAL OPPORTUNITY EMPLOYER.*

*A HARASSMENT-FREE WORK ENVIRONMENT IS SOUTHWESTERN'S POLICY.*