



United States Department of the Interior
NATIONAL PARK SERVICE
 Kenai Fjords National Park
 P.O. Box 1727
 411 Washington Street
 Seward, AK 99664



RECRUITMENT BULLETIN: **KEFJ-24-026**
 ISSUE DATE: March 11, 2024

CLOSING DATE: Eligible applications will be forward to the hiring official beginning **March 25, 2024**, and every **two weeks** until after the closing date of **July 9, 2024**, or until the positions are filled.

JOBS AVAILABLE THROUGH THE ALASKA LOCAL HIRE PROGRAM—PUBLIC LAW 96-487

Kenai Fjords National Park is accepting applications for two full-time, temporary (not-to-exceed 1,039 hours) Maintenance Laborer (Motor Vehicle Operator), WG-3502-04 positions. More than one position may be filled via this announcement.

POSITION

Laborer (Motor Vehicle Operator), WG-3502-04

\$24.11-\$28.11 per hour

DUTY LOCATION

Seward, AK

APPOINTMENT INFORMATION: Temporary, full-time, approximately mid-April through September. The appointment may be extended for an additional period (not to exceed 1,039 hours total employment). Persons selected may be eligible for rehire in future years. Schedule may involve weekend work or performance of duties before or after “normal” working hours. Government housing may be available for these positions.

BENEFITS: Temporary, seasonal, and intermittent employees on appointments expected to last at least 90 days and expected to work a schedule of 130 hours or more per calendar month, will be eligible, to enroll in a Federal Employee Health Benefit (FEHB) health plan upon notification from their employing office. Eligible employees will be responsible for the employee share of the premium while on the official agency rolls; this will be deducted from bi-weekly earnings.

DUTIES: You will work as a Maintenance Laborer (Motor Vehicle Operator), WG-3502-04 at Kenai Fjords National Park. Duties include but are not limited to the following:

This position works under the building, utilities, and grounds leader or other higher graded position.

- The positions perform non-supervisory work, primarily engaged in custodial work and grounds maintenance of park facilities such as public and employee restrooms, offices, visitor centers, picnic areas, campground, and parking areas.
- Position will be required to complete other duties as required in and around park facilities to include performing janitorial duties when required.
- Operate various types of hand and light power tools and heavy power equipment required to maintain buildings, grounds, roads, and/or trails as needed, such as: chain saws, brush cutters, brush chippers, portable snow blowers.
- Ground maintenance which includes use of weed whackers, lawn mowers and litter pick-up.
- Operate motor vehicles safely and independently to accomplish duties which are driven on basis of either specific trip assignments and/or regularly established schedules and to transport personnel, supplies, materials, and/or equipment and tools.

- Performs minor operator maintenance on light duty motor vehicles used for accomplishing duties, such as: pickup trucks, panel trucks, flatbed trucks, carryalls, sedans, crew cab pickup trucks with approximate gross vehicle weight of up to 10,000 pounds.
- Occasionally digs ditches and trenches with pick and shovel; breaks up pavement, soil, or concrete; mixes and pours concrete, asphalt, and hot/cold mix; fills and levels holes in damaged roads.
- Occasionally performs duties requiring great physical effort such as cutting trees and other heavy vegetation; stack heavy logs, lumber, and sacks of cement, etc., or other duties requiring similar judgment and comparable physical effort.
- Must have the ability to mix and apply cleaning products following manufactures requirements and safety data sheets.

For more information about the duties of this position, please contact Travis Coles, Title: Maintenance Supervisor, at 907-422-0564 or email: travis_coles@nps.gov.

PHYSICAL EFFORT: The work performed requires the exertion of moderate to very heavy physical effort. The work involves lifting and moving objects over 50 pounds, and in some cases, carrying 80 to 100 pounds (or more) with assistance.

WORKING CONDITIONS: Outside work is usually performed under all kinds of weather conditions. Indoor work is often accomplished in office buildings or in well-lighted, heated, and ventilated areas such as warehouses, loading docks, or trade shops. Frequently exposed to weather and temperature extremes, drafts, noise, dust, and dirt and the possibility of bruises, muscle strains, cuts, and scrapes. Work requires the employee to follow proper safety procedures and use standard safety equipment such as gloves, ear protectors, safety glasses, and steel-toe shoes to avoid possible hazards in the work area. The equipment, tools, and tasks involved frequently require extreme care and use of personal protective equipment (PPE) for safety to avoid severe injuries.

WHO MAY APPLY: Any U.S. citizen who has acquired special knowledge or expertise regarding the natural or cultural resources of Kenai Fjords National Park, by reason of having either lived or worked in or near the park. To be eligible, applicants must have lived or worked in or near the area long enough to encounter and become familiar with a full range of typical conditions that affect the work to be accomplished. Applicants' resumes should reflect periods of time having lived or worked in or near the area of consideration.

Areas considered "near" Kenai Fjords National Park are the communities of Seward and Moose Pass extending north to Milepost 45 of the Seward Highway, as well as to the tribal villages with documented ties. These tribal villages include the Native Village of Nanwalek and the Native Village of Port Graham on the southwestern tip of the Kenai Peninsula as well as Seldovia Village Tribe. Also included is the Community of Homer, extending north on the Sterling Highway to mile post 165 and East End Road's end.

POSITION REQUIREMENTS: Position requirements will be determined by evaluating experience in your resume and/or the interview and selection process. **All requirements must be met by the closing date of this job posting.**

Knowledge or expertise concerning the park's or preserve's natural and/or cultural resources and the management thereof is required. Local knowledge of the resources and the typical conditions that affect the work to be accomplished will be applied in the performance of the duties. In determining eligibility, applicants' resume must indicate periods of time of having lived and/or worked in or near the above listed areas of consideration. Failure to do so may result in non-referral of your application.

Following are three competencies identified for this position. Applicants are not required to address these competencies in a separate document but are encouraged to include in their resume's information related to these competencies.

1. Ability to perform the work of a Laborer (Motor Vehicle Operating) without more than normal supervision.
2. Knowledge of Maintenance practices.
3. Ability to use common cleaning tools, and common hand and power tools.

CONDITIONS OF EMPLOYMENT:

- Must be a U.S. citizen.
- Appointment subject to background investigation with favorable adjudication before starting work.
 - Selectee will be required to participate in the Direct Deposit Electronic Funds Transfer Program.
 - You will be required to wear a uniform and comply with the National Park Service uniform standards. A uniform allowance will be provided.

- You will be required to operate a government motor vehicle as part of your official duties; a valid driver's license is required. You will be required to submit a Motor Vehicle Operator's License and Driving Record.
- You may be required to work on-call, evenings, weekends, holidays, overtime and shift work.
- Government housing may be available for this position.
- Must have the ability to lift and carry over 50 lbs on a regular basis and in some cases carrying 80 to 100 pounds (or more) with assistance.
- Males must meet the Selective Service Registration Act Requirement. Verify registration at sss.gov.
- Must be 18-years of age or older.

HOW TO APPLY:

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY! Incomplete applications may result in non-referral of your application. Please note: An application consists of your resume and any other required forms or documents outlined below. There is no application form to complete.

Assistance may be obtained by calling (907) 422-0514 or e-mailing: KEFJ_Local_Hire_Announcements@nps.gov.

All applications must be postmarked, hand delivered or received via email by the closing date of the announcement.

If mailed via USPS, your application must be addressed to: Park Headquarters, ATTN: HR, Kenai Fjords National Park, P.O. 1727, Seward, AK 99664. If mailed via UPS or FedEx send to 411 Washington, Seward, AK 99664.

Email application to: KEFJ_Local_Hire_Announcements@nps.gov. **Must be received by, 11:59 p.m. AKST on the closing date of the job posting.**

Hand delivered applications will be accepted during business hours (8AM-4:30 PM local AKST) at 411 Washington. The office is closed to the public, please ring the bell. If you have any issues at the door, call Sarah at (907) 422-0514.

If your application is postmarked on the closing date, it must be received in a sealed envelope at Kenai Fjords National Park and Preserve no later than seven calendar days after the closing date. **Emailed applications must be received by the close of business, 11:59 p.m. AKST on the closing date of the job posting.**

It is the applicant's responsibility to verify their application has been received via email by the deadline specified above.

You may email your application to: KEFJ_Local_Hire_Announcements@nps.gov.

If you email your application, include the bulletin number in the subject line. If you apply for more than one position, send a separate email with application for each position.

Note: Information provided in the body of the email will not be considered part of your application. Include all information you want to share in your resume or include a cover letter.

Be sure to not include any photographs of yourself or any PII (Personally Identifiable Information), such as your Social Security Number, driver's license number, or passport number.

REQUIRED FORMS:

- **Resume** that provides detailed information about your work experience. Also include: *the recruitment bulletin number of the position for which you are applying*; and for each period of employment: the dates worked (for example, June 2009 through August 2010), the position title, employer's name, phone number and address.
 - Emailed resumes and cover letters need to be sent as **attachments**.
- **DD-214** if claiming points of Veterans' Preference; if claiming 10 points of Veterans' Preference, also include the SF-15 and verification documents described on the back of the SF-15. The SF-15 may be obtained through the Internet at www.opm.gov/forms.

It is the applicant's responsibility to provide documentation/proof of claimed status for veterans' preference, qualifications, and education. Applicants will not be solicited for further data if that provided is found to be inadequate, illegible, or incomplete.

Application materials will not be returned; therefore, do not submit original documents that you may need in the future, or extra materials such as letters of recommendation, photographs, or award certificates.

If you make a false statement in any part of your application, you may not be hired or you may be fired after you begin work, or you may be subject to fines, imprisonment, or other disciplinary action.

Do not submit original documents that you may need in the future, or extra materials such as letters of recommendation, photographs, or award certificates.

We do not accept faxed applications or applications mailed in postage paid government envelopes or through an internal government mail system.

This is an open continuous announcement. Initial application packages will be reviewed for eligibility beginning **March 25, 2024**, the initial cut-off date. Additional application packages will be reviewed and issued to management on an as needed basis. This announcement will remain open for up to **4 months or** until the vacancy is filled, whichever comes first. Once selections are made, this announcement will be closed without notice. Applications received after the initial cut-off date of **March 25, 2024**, will be considered, if needed, by cut-off dates. Cut-off dates will occur as follows:

- March 25, 2024 (initial cut-off date);
- April 8, 2024;
- April 22, 2024;
- May 6, 2024;
- May 20, 2024;
- June 3, 2024;
- June 17, 2024;
- July 1, 2024;
- July 9, 2024.

VETERAN'S PREFERENCE: To receive Veteran's Preference, your application package must include a copy of the DD-214, Military Discharge, that shows the type of discharge from service (usually the Member 4 copy), or Report of Separation from Active duty if separation was prior to July 1, 1979. If claiming 10-point veteran's preference, you must also provide a completed SF15 (www.opm.gov/forms) and verification documents listed on the SF15. If you are separated and do not have a DD214 yet you may use an official statement of service from your command that you have completed active service and are being discharged under honorable conditions, or provide other official documentation (e.g., documentation of receipt of a campaign badge or expeditionary medal) that proves your military service was performed under honorable conditions. You will not receive veteran's preference if you do not provide this documentation.

Reasonable Accommodations: The agency provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the park office listed on this announcement. Determinations on requests for reasonable accommodations will be made on a case-by-case basis.

Privacy Act Information The application you submit for this position contains information subject to the privacy act of 1974 (PL-93-579, 4 USC 552a). We are required to provide you with information regarding our authority and purpose for collecting this data, the routine uses which will be made of it and the effects, if any, of non-disclosure. You are entitled to the same information as it pertains to disclosure of your social security number. Any questions you may have regarding the Privacy Act regulations and the rights it extends can be answered by contacting the park office.

Equal Employment Opportunity Appointments are made without regard to race, color, age, sex, sexual orientation, religion, political affiliation, national origin, marital status, non-disqualifying handicap condition or any non-merit factor.