



United States Department of the Interior

NATIONAL PARK SERVICE

Wrangell-St. Elias National Park/Preserve

P.O. Box 439

Mile 106.8 Richardson Hwy.

Copper Center, AK 99573

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: WRST-09-006

ISSUING DATE: May 4, 2009

CLOSING DATE: May 15, 2009

Wrangell-St. Elias National Park and Preserve is accepting applications for a Permanent Subject-to-Furlough position. This announcement tells you how many job openings we have at this time, what they pay and how to apply. Application forms and assistance are available at Park Headquarters at P.O. Box 439, Mile 106.8 Richardson Hwy, Copper Center, Alaska 99573 (907)822-5234, at our website at www.nps.gov/wrst and at the Glennallen Job Service.

POSITION TITLE, SERIES, & GRADE

Maintenance Worker

WG-4749-07 \$24.19 per hour

DUTY LOCATION

Wrangell-St. Elias NP/P

Nabesna, AK

Appointment is Permanent Subject-to-Furlough with up to 13 pay periods in non-pay, non-duty status.

Includes: Participation in the Federal Health and Life Benefits programs and the Thrift-Savings Plan. Paid holidays, and annual and sick leave. Must be 18 years of age. Driver's license is required. May involve weekend work or performance of duties before or after "normal" working hours. Government housing is not available. One position available.

WHO CAN APPLY: This vacancy is being recruited through federal excepted service hiring authorities applicable to Wrangell-St. Elias National Park and Preserve at this duty station. All US Citizens can apply. Applicants must be qualified to perform the duties to receive consideration.

VETERAN'S PREFERENCE SHALL APPLY: All applicants claiming VETERANS PREFERENCE **MUST** submit a clear copy of their DD-214, Military Discharge. In addition, those claiming a 10-point Veterans preference **MUST** submit a copy of an SF-15, and if claiming a compensable disability preference, applicants must include a copy of their latest Veterans Administration certification (dated within the past 12 months). Anyone who previously served on active duty during the Gulf War from 8/2/90-1/2/92 or for service in Bosnia (Operation Joint Endeavor) 11/20/95-12/20/96 may be entitled to Veterans Preference. To obtain further information about veteran's preference, refer to www.opm.gov/veterans/html/vetguide

BRIEF STATEMENT OF DUTIES: The incumbent performs a variety of duties under minimal supervision. Duties include but are not limited to: minor repairs to plumbing fixtures and electrical equipment; painting; Custodial duties and grounds maintenance; road and trail maintenance; and other general duties. Individual is responsible for the care and safe operation of various hand and power tools to perform maintenance services in and around buildings, offices; placement of signs and repairs in visitation areas. Repair buildings including some historic structures and facilities; patch and repair roofs; perform brush and roller painting of interior and external wall surfaces. Drive and operate pickup trucks up to 1 ton; small tractor with attachments; boats; and all- terrain vehicles. Maintain logs on maintenance of gas and diesel vehicles.

Hauls refuse and lumber, picks up litter, clears walkways and trails. Position requires custodial duties be performed in a variety of areas including high visitation areas and back country facilities. Assignments may be remote, requiring transportation by small aircraft, helicopter snow machine or ATV, walking on uneven, rough terrain and living in a work camp setting for extended periods. Employee may lead a small crew, providing for daily accountability of employees and maintaining a safe work place environment in accordance with Park safety plan.

CONDITIONS OF EMPLOYMENT: Applicants must meet all of the following pre-employment requirements. Failure to meet said requirements could result in a withdrawal of a job offer and or termination from your position.

- In accordance with HSPD-12, all new employees will be required to submit an SF85 (Non-Sensitive Investigation form) and be fingerprinted. Results of the investigation must be adjudicated by the Office of Personnel Management **prior** to employment.
- Federal employees hired after July 26, 1996 are required to utilize Direct Deposit (EFT), for their Federal Salary checks.
- Prior to appointment applicants must meet the minimum age of 18 years old.
- Must be a US citizen.

QUALIFICATION REQUIREMENTS:

Applicants must have experience and/or training of sufficient scope and quality to perform the duties required. Applicants will be rated in accordance with their knowledge and skill in the job elements listed below.

The answers to the following questions will help us to evaluate your qualifications to perform the duties of the job for which the Park is recruiting. You must provide a narrative statement for each element of the knowledge, skills and abilities (KSA's). Describe experience (paid or unpaid), education, training, awards and self-development as related to the KSA's. Your work experience or background which will show the level of knowledge, skill and ability you have. Fully describe your qualifications and give examples in each of the following KSA's.

Use a separate sheet of paper with corresponding number for answers.

1. Describe your knowledge and ability to set-up, analyze performance, maintain and repair hybrid electrical generation system involving photovoltaic with diesel generator. Include your experience and reference the specific equipment and control you have serviced.
2. Describe your knowledge and skill in construction of small structures involving carpentry and welding, such as picnic tables, signs, roadside toilets, shelters etc. Be specific as to methods and materials used.
3. Describe your knowledge and ability to operate and maintain trucks (up to 1 ton), and tractors with backhoe, rotary mower and front-end loader. Be specific and provide details.
4. Describe your knowledge and skill in performing firearm cleaning, adjusting and repair maintenance of shotguns and handguns. Be specific.

5. Describe your ability to safely conduct manual labor such as handling heavy items, use of digging tools, snow removal (shovel), and repetitive movements such as hand trenching. Describe your experience where use of safe methods resulted in accomplishing work while avoiding risks that were potentially injurious.
6. Describe your ability to conduct inspections on buildings grounds and utility systems, recommend corrective actions, and develop basic cost estimates. Be specific on methods used documenting corrective actions taken.

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY! Incomplete applications may result in non-referral of your application.

HOW TO APPLY: Mail in, or deliver to Park Headquarters, Wrangell-St. Elias National Park and Preserve, Mile 106.8 Richardson Highway, Box 439, Copper Center Alaska 99573, the **following required forms**.

- **Application:** An OF-612 (Application for Federal Employment). OF-612s are available on the web at www.opm.gov/forms/html/of.htm **Or**
- **Resume'** or other written application that includes your full name, mailing address, day/evening phone numbers, social security number, announcement number, job title and grades of the position you are applying for, country of citizenship. If you were or are currently employed by the Federal Government, please show the highest grade you held, the job series and the dates of employment in that grade, and note your veterans' preference status. All other work history: Include job title, duties, employer name and address, dates of employment, hours worked per week, and indicate if we may contact your current supervisor.

Your signature will be required on your resume PRIOR to any job offers.

- **Written responses to the KSA's listed above under qualification requirements.**
- **Written responses to the Supplemental Questionnaire attached to this announcement.**
- **OF306 (Declaration for Federal Employment) this form must be submitted prior to job offer.**
- **Proof of Military Discharge: See information on front of announcement**

NOTE: You are encouraged to submit an "Applicant Background Survey" (DI-1935) with your application.

All applications must meet qualification requirements by the closing date of the announcement in order to be considered. It is the applicant's responsibility to provide documentation/proof of claimed status veterans preference, qualifications, and education. Failure to submit the necessary proof may result in no further consideration, and applicants will not be solicited for further data if that provided is found to be inadequate or incomplete. Your 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.

All applications must be postmarked or received in this office by the closing date of the announcement. Applications postmarked after the closing date will not be considered. If your application package is postmarked on the closing date it must be received in this office no later than 7 calendar days after the closing date. Hand delivered applications must be received by close of business on the closing date. *Applications mailed in postage paid government envelopes or through the internal government mail system will be rejected and returned without further action.* We do not accept faxed or electronic resumes or applications. 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.

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 servicing personnel 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.

Dear Applicant:

This letter is to provide you the opportunity to voluntarily contribute to the efforts in the Department of the Interior to assure that personnel practices continue to meet Federal law and policy requirements. As a part of this effort, the Department has implemented an Applicant Flow Data System to assess the Department's recruitment efforts in attracting the largest and most diverse pools of candidates for filling vacant positions.

The enclosed Form DI-1935, Applicant Background Survey, is a part of each vacancy announcement issued in the Department and is the instrument used for gathering information to assess recruitment activities. It is removed from the application when received in the human resources office. All human resources offices are prohibited from

maintaining any records from which applicants may be identified individually by race, ethnic origin and/or disability. The form is never shown to any official or panel member involved in the selection process. The form is maintained in the Alaska Field Equal Opportunity office.

The information that you voluntarily provide is maintained in a strictly confidential manner and will not be individually identified in any reports. The information is used for statistical purposes only. Your decision to complete the Applicant Background Survey Form will not affect your consideration or selection for employment. We appreciate your interest in the Department of the Interior.

APPLICANT BACKGROUND SURVEY DI-1935

GENERAL INSTRUCTIONS: The information from this survey is used to help ensure that agency personnel practices meet the requirements of Federal law. Your responses are voluntary. Please answer each of the questions to the best of your ability. Please print entries in pencil or pen. use only capital letters. Read each item thoroughly before completing the appropriate code number in the blank.

VACANCY ANNOUNCEMENT NUMBER LHWRST-09-006		TODAY'S DATE: (MM/DD/YY)	
POSITION TITLE Maintenance Worker		SERIES/GRADE WG-4749-07	
1.NAME: (Last, First, MI)		2.SOCIAL SECURITY #	3.YEAR OF BIRTH
4. How did you learn about the position or exam you are applying for? Please circle your choice(s).			
01 Private Information Service 02 Magazine 03 Newspaper 04 Radio 05 Television 06 Poster 07 Private Employment Agency 08 State Employment Office		09 Agency Personnel Office 10 Federal Government recruitment at school/college 11 Federal/State/local job information 12 Religious Organization 13 School/college counselor or official 14 Friend/Relative working in agency 15 Friend/Relative not working in agency 16 Other(specify)_____	
5. Please categorize yourself in terms of race and sex using the definitions below. Indicate in space number 6 the RACE/ETHNIC CODE which indicates the group you identify yourself. Check the appropriate space in number 7 to show your sex.			
A - American Indian or Alaskan Native B - Asian or Pacific Islander C - Black, not of Hispanic Origin D - Hispanic E - White, not of Hispanic Origin		6. RACE/ETHNIC CODE: _____ 7. Check to indicate your sex. Female: _____ Male: _____	
8. Do you have any disabilities? Yes No			
PRIVACY ACT INFORMATION This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information. AUTHORITY: Sections 1302, 3301, 3304, and 7201 of Title 5 of the U.S. Code. PURPOSE AND ROUTINE USES: The information from this survey is used for research and for a Federal Equal Opportunity recruitment program to help ensure that agency personnel practices meet the requirements of Federal law. EFFECT OF NONDISCLOSURE: Providing this information is voluntary. No individual personnel selections are made based on this information. INFORMATION REGARDING DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER UNDER PUBLIC LAW 93-579, SECTION 7 (b): Solicitation of Social Security Number by the Office of Personnel Management is authorized under provisions of Executive Order 9397, dated November 22, 1943, and is used to relate this form with other records that you file with Federal agencies.			

FOR BUREAU USE ONLY

Date Received: _____ PATCO Code: _____ Bureau Code: _____

Supplemental Questionnaire
Vacancy Announcement #: WRST-09-006

Name:
Residency Information:
Do you now or have you ever, lived or worked in or near Wrangell-St. Elias National Park and Preserve . If so, where, and for how long? (Please provide physical address):
How many miles do you live from the park/preserve?
Local Knowledge and Expertise:
Describe the special knowledge or expertise of the natural or cultural resources of Wrangell-St. Elias National Park and Preserve that you possess as a result of having lived or worked in or near the Preserve. For example: Special knowledge of the Park geography, facilities, and operations and issues involving natural and cultural resource management.
Describe how you came to obtain the special knowledge or expertise above.
CERTIFICATION STATEMENT
I CERTIFY THAT THE STATEMENTS MADE ON THIS APPLICATION ARE TRUE, CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.
Signature _____ Date _____