



United States Department of the Interior
NATIONAL PARK SERVICE

Kenai Fjords National Park
P.O. Box 1727
Seward, AK 99664

RECRUITMENT BULLETIN: **KEFJ-14-008**
ISSUE DATE: **06/04/2014**
CLOSING DATE: **06/18/2014**

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

Kenai Fjords National Park is accepting applications for a full-time term position. One position will be filled from this bulletin.

POSITION

Small Craft Operator, WG-5786-09
\$27.93-\$32.58/hr

DUTY LOCATION

Seward, AK

BENEFITS: Working for the National Park Service offers a comprehensive benefits package that may include, in part, sick and personal leave, holidays, life and health insurance, retirement benefits, and participation in the Thrift Savings Plan which includes a percentage of government matching contributions. You may even be able to work a flexible schedule.

APPOINTMENT INFORMATION: This is a full-time term seasonal position that does not confer career or career-conditional status. This term position is not-to-exceed 13 months, but can be extended for up to 4 years without further competition. As a condition of employment and (depending on workload needs and/or funding), the employee is guaranteed work for at least 6 months, but not more than 11 1/2 months each service year. When services are not required, the employee will be placed in a non-work, non-pay status. A minimum of 2 weeks in non-pay and non-duty status is required each service year. While in pay and duty status, the employee will work a full-time work schedule (40 hours per week). Salary, vacation and sick leave earnings, which are normally based on year-round employment, will be prorated according to the number of weeks actually worked each year. The waiting period of within-grade increases (step increases) may also be extended by a portion of the time spent in non-pay status.

DUTIES: This position serves as boat operator of the 53-foot, M/V Serac for Kenai Fjords National Park. Duties include navigating vessel throughout the coastline of the park in varying sea conditions for the purpose of safely transporting personnel, equipment, supplies, and materials. Responsible for operating electronic and other navigational equipment, including Nobletec Navigational software, GPS, VHF, park radios, depth sounder, satellite phone, etc. Will perform preventative maintenance and emergency repairs on vessels and equipment including but not limited to engines, starters, alternators, battery chargers, generator set, etc.

Duties also include beginning and end of season maintenance and preparation which include thorough cleaning of the vessel, vessel haul out, painting, zinc replacements, and other minor repairs. Will perform loading and unloading operations taking into consideration vessel capacity, weight distribution, and stability. Responsible for properly securing vessels, taking into consideration tides, sea and weather conditions and forecasts. Provides guidance and safety procedures to crew and passengers for duration of trips, during loading & unloading, and ship to shore assignments.

Trips on the vessel will last upwards of 14-days out in the remote areas of the park (more than 70-miles from harbor). Proper trip planning and coordination for every trip is an important function and duty of this position.

Minimum USCG license requirement is “Master of motor vessels of at least 50 gross registered tons upon inland or near coastal waters.”

ELIGIBILITY TO 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. This level of knowledge would be acquired by having lived or worked in or near the park for at least 12 months, to include all four seasons. Short seasonal residency is not qualifying as this would not provide the level of knowledge or expertise that is gained through experiencing the range of climactic conditions and associated impacts on the resources.

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 south western tip of the Kenai Peninsula as well as Seldovia Village Tribe.

QUALIFICATION REQUIREMENTS: Qualifications will be determined by evaluating experience and education as described in the application package, particularly in the Knowledge, Skills, and Abilities identified on the questionnaire. All qualification requirements must be met by the closing date of this job posting.

CONDITIONS OF EMPLOYMENT:

- A background investigation must be completed and approved **prior** to employment.
- Drug testing designated – must receive negative results on a drug test prior to employment, and will be subject to random testing.
- Federal employees are required to utilize Direct Deposit (Electronic Funds Transfer/EFT), for their Federal Salary checks.
- Wearing the NPS uniform is required.
- Driver license required.
- Current USCG Merchant Marine Office License

VETERAN'S PREFERENCE (for qualifying veterans): 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.

If you do not know whether you have preference, [this link](http://www.dol.gov/elaws/vets/vetpref/mSERVICE.htm) can assist you. (www.dol.gov/elaws/vets/vetpref/mSERVICE.htm)

HOW TO APPLY:

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY! If your application package is incomplete, you may not be considered for this position.

Your application package must be postmarked or received in this office by the closing date of the announcement. 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.

Mail or deliver the following required forms to Park Headquarters, Kenai Fjords National Park, PO Box 1727, Seward, Alaska 99664; 411 Washington Street. Assistance and forms may be obtained from the park office or by calling 907-422-0511.

A complete application package must include:

1. Resume that provides detailed information about your work experience. Also include the dates worked (for example, June 2009 through August 2010), work schedule (for example, 40 hours per week); the position title; and employer name for each period of employment.
2. Completed KSA questionnaire.
3. Completed Local Hire Eligibility Questionnaire *
4. Veterans Preference documents, if claiming Veterans Preference (see above for documents).
5. *Optional:* Although not required, you are encouraged to submit the attached "Applicant Background Survey" (DI-1935) * with your application. Please ensure that it is the last page of your application package, as it is removed from your application before it is forwarded to the selecting official.

** Attached to this announcement, or can be obtained from the park office.*

If your application package is incomplete or illegible, you will not be considered for this position.

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 or electronic application packages, or applications mailed in postage paid government envelopes or through an internal government mail system.

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 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.

KEFJ-14-008
Small Craft Operator, WG-5786-09

KNOWLEDGE, SKILLS, AND ABILITIES:

The answers to the following questions will help us to evaluate your qualifications to perform the duties of this position. Please note that only qualified applicants will be considered. It is important to provide detailed information about your experience, particularly in the following Knowledge, Skills and Abilities (KSAs). Describe experience (paid or unpaid), education, training, awards and self-development that show your level of experience related to each KSA.

1. Please circle the response that best describes your level of experience. *(Note: If you select response A, your resume must support your claim; otherwise, you will receive a lowered or ineligible rating.)* From the descriptions below, select one response that best describes how your background meets the basic experience requirements for a Small Craft Operator, WG-5786-09 position. Read all responses before making your selection. **MARK ONLY ONE RESPONSE.** If you select more than one response, or leave this question blank you will be rated ineligible. If you do not meet these minimum qualifications, you will be considered not qualified and will not receive consideration for this position.

- A. I currently possess and maintain a current United States Coast Guard (USCG) Merchant Marine Officer License endorsed for Master of motor vessels of at least 50 gross registered tons upon inland or near coastal waters.
- B. I do not possess and maintain a current United States Coast Guard (USCG) Merchant Marine Officer License endorsed for Master of motor vessels of at least 50 gross registered tons upon inland or near coastal waters.

2. From the descriptions below, select one response that best describes how your background meets the basic experience requirements for a Small Craft Operator, WG-5786-09 position. Read all responses before making your selection. **MARK ONLY ONE RESPONSE.** If you select more than one response, or leave this question blank you will be rated ineligible. If you do not meet these minimum qualifications, you will be considered not qualified and will not receive consideration for this position.

YOUR RESUME OR APPLICATION MATERIALS YOU SUBMIT FOR THIS ANNOUNCEMENT MUST SUPPORT THE ANSWERS YOU CLAIM UNDER THIS AND OTHER QUESTIONS. IF NOT, YOU WILL BE FOUND NOT QUALIFIED OR YOUR SCORE WILL BE LOWERED.

A. I am able to perform the most difficult and complex small craft operator experience that demonstrates the ability to perform work as a small craft operator. This experience must have included: operating small craft (25 to 65 foot, single or twin screw) to transport personnel and supplies; operating on mostly protected waters, in situations of moderate small craft traffic, and limited large vessel traffic; applying basic rules of the road in operation; docking and undocking; and wind/weather conditions; explaining and enforcing safety regulations among passengers; interpreting and applying local charts; plotting compass courses; performing operator maintenance and repairs such as cleaning, changing oil, making minor adjustments, and recognizing improper operation or function to secure repair, etc.; modifying or cancelling trips due to severe weather conditions.

B. I am able to perform the full range of small craft operator duties with limited assistance from a supervisor. Examples of duties include: operating small craft (25 to 65 foot, single or twin screw) to transport personnel and supplies; operating on mostly protected waters, in situations of minimal small craft traffic, and no large vessel traffic; applying basic rules of the road in operation; docking and undocking; minor wind/weather conditions; explaining and enforcing safety regulations among passengers; interpreting and applying local charts; plotting compass courses; performing operator maintenance and repairs such as cleaning, changing oil, making minor adjustments, and recognizing improper operation or function to secure repair, etc.; modifying or cancelling trips due to severe weather conditions.

C. I am able to perform the full range of small craft operator duties without more than normal supervision. Examples of duties include: operating small craft (25 to 65 foot, single or twin screw) to transport personnel or supplies; operating on protected waters, in situations of minimal small craft traffic, and no large vessel traffic; applying basic rules of the road in operation; docking and undocking; no wind/weather conditions; explaining and enforcing safety regulations among passengers; performing operator maintenance and repairs such as cleaning, changing oil, making minor adjustments, and recognizing improper operation or function to secure repair, etc.; modifying or cancelling trips due to severe weather conditions.

D. I do not possess the experience described above.

For each of the following, circle the letter (A, B, C, D, or E) which best describes your level of skill. Skill levels are defined as:

A – I have not had education, training, or experience in this task.

B – I have had education or training in performing this task, but I have not yet performed it on the job.

C – I have performed this task on the job, with close supervision from supervisor or senior employee.

D – I have performed this task as a regular part of a job, independently and usually without supervision from senior employee.

E – I am regarded as expert in performing this task, and/or have trained others (or am consulted by others) on how to do it.

Be sure to describe your experience that supports your responses to the task statements below, in your resume or application materials. It is important that your application package submitted clearly shows how you possess the experience and skills levels you claim in this questionnaire. Each of your responses must be clearly supported by your education, training, and/or specific work experience you describe in your application packet submitted for this position (resume, transcripts, list and description of training completed, and/or other items you submit). If not, your score will be lowered or you will be found not qualified. The information you provide will be verified. Any exaggeration of your experience, false statements, or attempts to conceal information may be grounds for rating you ineligible, not hiring you, or for terminating you after you begin work.

ABILITY TO OPERATE SMALL CRAFT

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|---|-----------|
| 3. Operating small craft 35 feet or greater in open seas, in a wide variety of weather and sea conditions to include high winds, high seas, strong tidal and wind driven currents, reduced to zero visibility, numerous floating obstacles such as icebergs, logs, etc. | A B C D E |
| 4. Operating small craft 35 feet or greater in areas of high traffic volume under complicating tidal, wind, and sea conditions. | A B C D E |
| 5. Operating vessels 35 feet or greater under all sea and weather conditions in accordance with the International Regulations for Avoiding Collisions at Sea (Rules of the Road). | A B C D E |
| 6. Apply best industry practices regarding vessel stability, emergency procedures, fire prevention and control. radio communications, search and rescue, emergency medical care, and pollution prevention. | A B C D E |
| 7. Operate a small craft taking into account propeller effect at low speeds, tendency to carry headway, and the pivoting effect of rudder movement during turns. | A B C D E |

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| 8. Select departure times, routes, and transfer locations based on ship schedule, currents, weather, sea state, and the ship's maneuvering situation. | A B C D E |
| 9. Mooring twin screw vessels, 35 feet or greater, at a variety of piers, docks, or other vessels in a variety of weather, sea, and tidal conditions. | A B C D E |
| 10. Operate boats with precision when maneuvering alongside ships, recovering objects, mooring, and towing. | A B C D E |
| 11. Selecting anchoring locations and setting anchors for vessels of 35 feet or more in consideration of significant weather, wind, and tides. | A B C D E |
| 12. Conducting safe transfers alongside other vessels in a variety of conditions including rough seas, strong winds, and low visibility. | A B C D E |
| 13. Operating vessels 35 feet or greater in shallow waters, close to shore, and in narrow channels under conditions of wind, significant tides and currents, and reduced visibility. | A B C D E |

ABILITY TO TROUBLESHOOT AND MAINTAIN SMALL CRAFT AND OPERATING SYSTEMS

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|---|-----------|
| 14. Repairing and maintaining inboard engines and associated drives, steering, linkage, etc. on marine vessels of 35 feet or more. | A B C D E |
| 15. Performing preventative maintenance of inboard vessel systems to include: propulsion (diesel engines and auxiliary systems), fuel, control, electrical, hydraulic, etc. | A B C D E |
| 16. Perform troubleshooting and repair of problems with marine engine systems and other boat equipment that occur at sea. | A B C D E |
| 17. Maintaining, troubleshooting, and performing emergency and minor repairs to <u>outboard</u> engines and associated drives, steering, and linkages. | A B C D E |
| 18. Maintaining inflatable and fiberglass hulled vessels. | A B C D E |
| 19. Maintaining and repairing hydraulic winch systems. | A B C D E |
| 20. Maintaining and deploying emergency equipment such as life boats/rafts, EPIRBs, etc. | A B C D E |

ABILITY TO IMPLEMENT NAUTICAL SAFETY PRACTICES

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| 21. Determine and implement necessary precautions to insure safety of passengers, crew, cargo, tows, and the vessel under a wide variety of sea conditions and within close proximity to shore and other hazards. | A B C D E |
| 22. Utilizing weather, currents, and tidal indicators and forecasts to insure safe vessel operations. | A B C D E |
| 23. Use multiple information sources and judgment to determine when to postpone or cancel a trip due to unsafe or the potential for unsafe conditions. | A B C D E |

24. Applying best industry practices regarding vessel operation and stability, emergency procedures, fire prevention and control, radio communications, search and rescue, emergency medical care, and pollution prevention. A B C D E
25. Explaining and enforcing safety regulations among passengers. A B C D E
26. Developing emergency procedures and conducting drills for practicing them. A B C D E
27. Using safety equipment such as life jackets, fire extinguishers, emergency signals, etc. A B C D E
28. Using marine safety and survival equipment including immersion suits, float coats, PFD lights, and man overboard devices. A B C D E
29. Teaching/demonstrating safety procedures in vessel operations, and ensuring that safety practices and considerations are paramount in completing all tasks. A B C D E
30. Teaching an Alaska Marine Safety Education Association (AMSEA) or equivalent safety course. A B C D E
31. Responding to nautical emergency callouts. A B C D E

ABILITY TO PLOT ROUTES AND NAVIGATE

32. Selecting departure times, routes, and transfer locations based upon ship schedule, currents, weather, sea state, and ship's maneuvering situation. A B C D E
33. Laying out approximate compass courses for reduced visibility travel between navigational aids or when no landmarks or navigational aids are available. A B C D E
34. Steering a straight course between navigational aids or other points in circumstances of reduced visibility taking into account the affects of set and drift. A B C D E
35. Operating all the following electronic and other navigational equipment: chart plotters, depth recorders, global positioning systems (GPS), Loran, and radio systems. A B C D E
36. Navigating in seriously adverse conditions taking into account the effect that significant winds, tides, and currents will play. A B C D E
37. Using charts and soundings (taking into account tide stage) to determine shallows, channels, and shoreline conformations to check position and to navigate in reduced visibility and other situations. A B C D E
38. Using radar to navigate small vessels in high traffic and extreme weather conditions. A B C D E

39. Using navigational aids to navigate small vessels in high traffic and extreme weather conditions. A B C D E
40. Using combinations of radar, charts, GPS, Loran, and navigational aids to navigate small vessels in a wide variety of high and complex traffic and rough weather conditions. A B C D E

ABILITY TO COMPLETE ADMINISTRATIVE FUNCTIONS

41. Complete time sheets, vessel logs, and trip reports in a professional and timely manner. A B C D E
42. Preparing and presenting training and training materials on various aspects of vessel operations (e.g., man overboard procedures, proper procedures for individual and cargo transfer from the vessel to a skiff, etc.). A B C D E
43. Ensuring comfort and care of a wide variety of vessel passengers including staff at many levels, researchers, invited guests, volunteers, visiting dignitaries, etc. A B C D E
44. Assisting as an active participant with marine research projects. A B C D E
45. Effectively dealing with a wide variety of personalities over a significant period of time in an isolated situation in a remote setting such as on a small vessel or at a backcountry camp. A B C D E
46. Working as an "onboard" leader of a group of employees, volunteers, and/or others and promoting "getting along" among them. A B C D E
47. Demonstrating understanding, courtesy, tact, empathy, and concern in relating to people from varied backgrounds and situations. A B C D E
48. Communicating and dealing with individuals in situations which are dangerous or otherwise stressful in nature. A B C D E

ALASKA LOCAL HIRE APPLICANT ELIGIBILITY QUESTIONNAIRE
Small Craft Operator, WG-5786-09
KEFJ-14-008

This eligibility questionnaire must be submitted with your application package. Please print your name and answer the following:

Your Name: _____

Eligibility Questions

1. How long have you lived or worked in the vicinity of Kenai Fjords National Park?
 - a. Less than 12 months
 - b. 12 months or more
 - c. I have not lived or worked in or near the park

2. What time of year have you lived or worked in or near Kenai Fjords National Park? (check all that apply)
 - a. during all or part of December through February
 - b. during all or part of March through May
 - c. during all or part of June through August
 - d. during all or part of September through November
 - e. I live (or have lived) in or near the park on a year around basis.

3. List your physical address(es) while living in the vicinity of Kenai Fjords National Park, and approximately when you lived there (month & year, for example October 2001 to September 2005)

4. Do you have knowledge, by virtue of living in this area, of one or more of the items listed below (circle all that apply)?
 - a. Community history such as: specific dates, important events, seasonal observations, customs, etc.
 - b. Geographic features and/or unique land markers such as: mountain or river locations, types of landscapes, or other
 - c. Wildlife (including identification of): mammals, birds, big game, fish, or other animals specific to the area.
 - d. General knowledge of safety precautions, weather conditions, recreation options, and important information knowledgeable to the local community.
 - e. Supplies and logistics needed for field camping including area-specific needs or that incorporate challenges or safety aspects specific to the area.
 - f. Other unique information not listed above that shows familiarity with the full range of typical conditions that affect the work to be accomplished. Describe here (use additional paper if needed):

 - g. I do not have knowledge or experience as listed above.

5. How did you obtain your knowledge of the Kenai Fjords National Park (circle all that apply)?
 - a. Personal knowledge such as: fishing, hunting, camping, hiking, etc.
 - b. Professional: obtained through work (this work, and the date and year worked, must be cited in your resume)
 - c. Official training: high school class, college course
 - d. Other resource used to obtain knowledge that is not listed above (you may be asked to elaborate later).
 - e. I do not have the knowledge listed above.

Applicant Certification:

I certify that the statements made on this application are true, correct, and complete to the best of my knowledge. I understand that the information I provide may be verified and that I will not be considered if it is found to be inaccurate.

Applicant signature Date

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. Read each item thoroughly before completing the appropriate code number in the blank.

VACANCY ANNOUNCEMENT NUMBER	TODAY'S DATE: (MM/DD/YY)
POSITION TITLE	SERIES/GRADE
1.NAME: (Last, First, MI)	
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	
<p>PRIVACY ACT INFORMATION</p> <p>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.</p>	