



United States Department of the Interior  
*NATIONAL PARK SERVICE*

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

RECRUITMENT BULLETIN: **KEFJ-13-011**

ISSUE DATE: **May 13, 2013**

CLOSING DATE: **May 24, 2013**

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

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

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**POSITION**

**Maintenance Worker Leader, WL-4749-05**

\$23.19 to \$27.06 per hour

**DUTY LOCATION**

Seward, AK

**BENEFITS:** Paid holidays, annual and sick leave.

**APPOINTMENT INFORMATION:** This is a full-time temporary position, approximately early to mid-July to mid-September. Appointments may be terminated at any time based on program needs and can be extended (up to 1039 hours) if workload and funding allow. May involve weekend work or performance of duties before or after "normal" working hours. Government housing is not available. Must be at least 18 years of age.

**DUTIES:** The position is assigned to the Maintenance branch of Kenai Fjords National Park, in Seward, Alaska. There are approximately seven miles of trails in the park which include, paved, compacted ADA accessible, to the rugged and steep Harding Icefield trail, as well as some rudimentary coastal trails in the remote areas of the park. Operations are primarily in the road accessed Exit Glacier area of the park but extend over a backcountry area of approximately 600,000 acres, most of which is accessed only by boat or float plane. The Trails program includes management and direction of up to three Student Conservation Association (SCA) crews annually, consisting of up to eight crew members each, YCCs, and other volunteer groups and individuals.

The position leads and directs a crew typically composed of two or more temporary trails laborers, two or more temporary trails Maintenance Workers, several Youth Conservation Corps (YCC) crew members, and in peak season as many as 25 volunteers (three volunteer groups) responsible for operations related specifically to the maintenance of trails.

The leader plans the daily work schedule for the crew based on the instructions from the Maintenance Supervisor, and works along with the crew to direct field trails maintenance tasks and projects. The leader demonstrates the proper work method, accepted trail work techniques, controls the flow of work, and assures compliance with goals and standards set by the Supervisor. The leader assures the appropriate tools and tool mix to accomplish tasks, assures that trail work tasks are being completed properly, directs the use of various hand tools, small power equipment, and small work vehicle equipment and insures that safe working conditions are maintained.

The leader assists the Supervisor with property management, purchase and maintenance of tools and equipment, work planning, and logistical planning in transport of the work crew to and from remote backcountry work sites. The leader consults with the Supervisor daily on problem-solving and/or progress on tasks and projects. The leader insures that daily work activity reports are completed and up to date. The work leader advises the supervisor in formal appraisals of subordinate's performance and counsels subordinates as necessary to improve the employee's performance. The leader assists the supervisor in the more technical aspects of project management, including written and photographic site documentation and mapping for NEPA/NHPA compliance planning for proposed projects and documentation of completed projects. The leader assists the supervisor in maintaining files and maps, tool and equipment inventories, preventative maintenance schedules, and all pertinent maintenance management information. The leader assures that his/her crew adheres to appropriate tool selection and utilizes light-handed maintenance techniques particularly when operating in areas of designated wilderness.

The employee personally performs routine and specialized trail maintenance, rehabilitation and construction of foot trails. Work includes building, repairing, cleaning and maintaining waterbars, checkdams, lateral drains, retaining walls, tread surface and brushing of adjoining vegetation. He/she performs trail work tasks using a variety of hand tools including but not limited to shovels, picks, fire rakes, McLeods, pulaskis, rock bars, cross-cut saws, wheelbarrows, grip-hoist and associated rigging systems, etc. and operates and maintains a variety of small power equipment such as chain saws, pole saws, weed trimmers, rock drills, generators and jack hammers. The leader also operates a variety of small equipment to maintain and construct front-country trails.

The employee may operate motorized trail work vehicles such as a rubber-tracked hauler/dumper or equivalent to transport material, may operate a power roller on special surfaces, may operate a small tractor with sidearm mower to mow vegetation on park road, and may operate Bobcat equipment with loader attachment to excavate, move and level soil and rock.

**WHO CAN APPLY:** U.S. citizen who, by reason of having either lived or worked in or near Kenai Fjords National Park (communities of Seward and Moose Pass extending north to Milepost 45 of the Seward Highway), has acquired special knowledge or expertise regarding the natural or cultural resources of the park. Short term employment or short term residence will not be considered qualifying for eligibility, as it would not be sufficient time for the applicant to have acquired special knowledge or expertise concerning the natural or cultural resources. To be eligible, applicants must have lived or worked in or near the area long enough to encounter and become familiar with the full range of typical conditions that affect the work to be accomplished.

**QUALIFICATION REQUIREMENTS:** Qualifications will be determined by evaluating experience and education as described in the resume, particularly in the Knowledge, Skills, and Abilities listed below. All qualification requirements must be met by the closing date of this job posting.

**CONDITIONS OF EMPLOYMENT:**

- Favorable suitability background investigation. Results of the investigation must be adjudicated **prior** to employment.
- Federal employees are required to utilize Direct Deposit (EFT), for their Federal Salary checks.
- Wearing of the NPS uniform is required.
- Driver's license is required.

**VETERAN'S PREFERENCE:** All applicants claiming Veterans Preference **MUST** submit a copy of their DD-214, Military Discharge". In addition, those claiming 10-point veterans preference **MUST** submit a copy of an SF-15, "Claim for 10 Points Veterans Preference", and the verifying documentation listed on the back of the SF-15 such as a copy of the latest Veterans Administration disability certification. To obtain further information about veteran's preference, refer to [www.opm.gov/veterans/html/vetguide](http://www.opm.gov/veterans/html/vetguide). You will not receive veteran's preference if you do not provide this documentation.

## **HOW TO APPLY:**

**PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY! Incomplete applications may result in non-referral of your application.** Assistance and forms may be obtained from the park office at the address below or by calling 907-422-0511. **The SF-15 may be obtained through the Internet at [www.opm.gov/forms](http://www.opm.gov/forms).**

**All applications 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, P.O. Box 1727, Seward, AK 99664; 500 Adams St, Suite 103:

- 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.
- Answers to the KSAs listed below.
- Completed Eligibility Questionnaire (attached to the announcement or can be obtained from the park office)
- DD-214 if claiming points Veteran's Preference; if claiming 10 points Veteran's Preference, also include the SF-15 and verification documents described on the back of the SF-15.
- 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.

It is the applicant's responsibility to provide documentation/proof of claimed status 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.

We do not accept faxed or electronic resumes or applications, 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.

## **Maintenance Worker Leader, WL-4749-05**

### **KEFJ-13-011**

#### **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 referred. It is important to provide detailed information about your experience, particularly in the following Knowledge, Skills and Abilities (KSAs). The resume or application materials you submit for this announcement must support the answers you claim under these questions. If not, you will be found not qualified or your score will be lowered.

**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 Maintenance Worker, WL-4749-05 position. Read all responses carefully 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 have extensive experience and training which demonstrates full responsibility for leading a trail program. I have led two or more crews in the same season, on trail projects such as construction and repair of trail tread and drainage structures, retaining walls, turnpiking, cribbing, foot bridges, removal of windfalls, felling trees, and utilizing block, tackle, and winches for moving and placing heavy objects. I have experience in leading trail employees by working with them and setting the work pace, keeping time and attendance records, documenting daily trail work tasks accomplished, referring personnel problems to higher level supervisors, and motivating subordinates. I have experience in two of the following work trades: **carpentry** (such as building or repairing bridges, benches, retaining walls, picnic tables, water bars, etc.), **masonry** (building or repairing rock trail structures such as retaining walls, water bars, drainages, etc. and/or concrete work such as building forms, steps, sign installations, abutments, etc.), or **equipment operation** (skid steer loader, plate compactor, roller compactor, chainsaws, rock drills, back hoe, fork lift, weed whacker, etc.).
- B. I have some experience performing work as a leader for a trail program similar to that described above. I have led a crew in routine trail maintenance functions such as water bar cleaning, clearing trails of windfalls, leveling tread, and brushing. I have used a chainsaw in cutting, bucking, and limbing trees. I have experience in leading employees by working with them and setting the work pace; assist in keeping time and attendance records; refer personnel problems to higher level supervisors; and practice safe working habits by setting an example for subordinates and co-workers. I have led a youth group on trail projects. I have experience in two of the following work trades: **carpentry** (such as building or repairing bridges, benches, retaining walls, picnic tables, water bars, etc.), **masonry** (building or repairing rock trail structures such as retaining walls, water bars, drainages, etc. and/or concrete work such as building forms, steps, sign installations, abutments, etc.), or **equipment operation** (skid steer loader, plate compactor, roller compactor, chainsaws, rock drills, back hoe, fork lift, weed whacker, etc.).
- C. I have experience performing maintenance worker tasks as a member of a trail crew or group responsible for carrying out work on trails. I have used chainsaws to cut wood or limb trees. I have used a jackhammer. I have a satisfactory record of working with others and some experience as an acting supervisor or work leader. I have worked with a youth group on trail projects. I have experience in two of the following work trades: **carpentry** (such as building or repairing bridges, benches, retaining walls, picnic tables, water bars, etc.), **masonry** (building or repairing rock trail structures such as retaining walls, water bars, drainages, etc. and/or concrete work such as building forms, steps, sign installations, abutments, etc.), or

**equipment operation** (skid steer loader, plate compactor, roller compactor, chainsaws, rock drills, back hoe, fork lift, weed whacker, etc.).

- D. I am able to perform simple laborer tasks, but I know little to nothing about maintenance work. I do not have on the job training or experience in this area.

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 know little or nothing about this.
- B – I have had study or training in this.
- C – I have used my knowledge or ability, but I have been closely supervised.
- D – I have used my knowledge or ability on my own, under normal supervision.
- E – I am consulted by other journey persons in difficult situations, or I am called on to do unusually difficult jobs.

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.

**TECHNICAL PRACTICES (THEORETICAL, PRECISE, ARTISTIC)**

- |  |           |
|--|-----------|
| 2. Recognize trail deficiencies, delegate and/or lead employees to mitigate them.  | A B C D E |
| 3. Plan, schedule, and document daily work tasks for field crew work.  | A B C D E |
| 4. Provide field training to employees in trail maintenance and construction, safety, standards, practices, and techniques.  | A B C D E |
| 5. Direct work crews of two to six persons to perform field tasks.   | A B C D E |
| 6. Work in backcountry with diverse groups and individuals to accomplish field tasks in trail construction and maintenance.  | A B C D E |
| 7. Adapt planned work to coincide with employee skill and experience level.  | A B C D E |
| 8. Coordinate logistics for more than one volunteer trail crew per season.   | A B C D E |
| 9. Recognize and correct unsafe trail work practices.  | A B C D E |
| 10. Read and understand verbal instructions and interpret those instructions for others.   | A B C D E |
| 11. Experience camping, working, and hiking safely around environmental hazards found in Kenai Fjords National Park (e.g. bears, moose, devil’s club, falling ice, etc.) | A B C D E |

### **USE OF MEASURING INSTRUMENTS**

- 12. Utilize clinometers to measure percent grade of slope for new trail lay out. A B C D E
- 13. Use tape measures to determine appropriate rise and run when constructing or repairing rock steps. A B C D E
- 14. Use clinometers to find deficiencies in existing trail or during other trail repairs. A B C D E
- 15. Utilize level measuring devices during trail bridge construction. A B C D E

### **ABILITY TO USE AND MAINTAIN TOOLS AND EQUIPMENT**

- 16. Operate and perform basic maintenance on power tools and equipment including chainsaw, pionjar (rock drill), weed trimmer, all-terrain vehicles, and Bobcat loader. A B C D E
- 17. Use and perform basic maintenance on hand tools including Pulaskis, pick-mattocks, McLeods, swing blades (grass whips), crosscut saws, and grip hoists. A B C D E
- 18. Provide field training to volunteers and/or other employees in use of trail work hand and power tools. A B C D E
- 19. Operate motor vehicles to tow small equipment and trailers of 8 feet to 20 feet in length to haul equipment and materials. A B C D E
- 20. Clean, maintain, adjustment, and make minor repairs to motorized equipment and motor vehicles. A B C D E

**ALASKA LOCAL HIRE APPLICANT ELIGIBILITY QUESTIONNAIRE**  
**Maintenance Worker Leader**  
**KEFJ-13-011**

Applicant Name: \_\_\_\_\_

This eligibility questionnaire **must** be submitted with your application package. Please answer the following questions.

**LOCAL KNOWLEDGE AND EXPERIENCE**

1. How long have you lived or worked in the vicinity of Kenai Fjords National Park?
  - a. Less than one (1) year
  - b. More than (1) year
  - c. I have not lived or worked in the vicinity
  
2. 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 Oct 2001 to September 2005) :  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. 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 geographic information.
  - 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, sea 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 show 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.

4. How did you obtain your knowledge of the unique practices of the public lands for Kenai Fjords National Park (circle all that apply)?
  - a. Personal knowledge such as: fishing, boating, hunting, camping, hiking, etc.
  - b. Professional: obtained through a position held (position must be cited in your resume).
  - c. Official training: high school class, college course, on-line training.
  - 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.

\_\_\_\_\_  
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><b>PRIVACY ACT INFORMATION</b></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. <b>AUTHORITY:</b> Sections 1302, 3301, 3304, and 7201 of Title 5 of the U.S. Code. <b>PURPOSE AND ROUTINE USES:</b> 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. <b>EFFECT OF NONDISCLOSURE:</b> Providing this information is voluntary. No individual personnel selections are made based on this information. <b>INFORMATION REGARDING DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER UNDER PUBLIC LAW 93-579, SECTION 7 (b):</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>	