

SUPPLEMENTAL EXPERIENCE STATEMENT

Position: Maintenance Worker WG-4749-05 Vacancy Announcement #: SLBE 09-11

NAME OF APPLICANT: _____

ADDRESS: _____

TELEPHONE #: _____

E-MAIL: _____

GENERAL INSTRUCTIONS

You MUST submit this completed form with your detailed resume or other optional application form. SUPPLEMENTAL EXPERIENCE STATEMENTS SUBMITTED WITHOUT A RESUME OR OPTIONAL APPLICATION FORM WILL BE CONSIDERED INCOMPLETE APPLICATIONS. Please see the full vacancy announcement at www.usajobs.opm.gov Key Word Search: SLBE.

The following questions are being asked to help determine your qualifications for the above position. The information you give here will be considered along with your completed application form or resume, so be concise but complete in your answers to receive full consideration. A VALID DRIVER'S LICENSE IS A REQUIREMENT FOR THIS POSITION. You will be rated INELIGIBLE if you do not indicate you possess one. Verification of your driver's license may be made through the National Driver Register.

On most questions, you will be asked to document your level of experience by referring to your application form or resume. You may have received the knowledge, skills, or experience needed to qualify for this position from a job, volunteer work, school, hobby, community or family activity, etc. The experience need not have been paid experience. However, in order to receive full consideration for your qualifications, you must document all experience, whether paid or unpaid, on your application form or resume, that you claim as experience on the Supplementary Experience Statement. Please sign and date your application. In some of the elements, you will be asked to rate your own abilities and experience. Be honest and accurate. Your work performance, if you are selected, will be expected to be comparable to your claimed abilities.

CERTIFICATION STATEMENT

I certify that the statements made on this application are true, correct, and complete to the best of my knowledge and belief. I understand that false statements are ground for disqualification and once hired, are grounds for dismissal.

Signature of Applicant

Date Signed

I possess a valid state motor vehicle driver's license for the state of: _____.

Signature

Date Signed

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KSA #1. Ability to Perform the Work of a Maintenance Worker without More than Normal Supervision (Screen Out Element)

For each task indicated below, please indicate the letter equivalent to your experience level. For answers B,C,D, E, or F, please use the space after the task to indicate on which job this task was performed. These jobs should also be identified on your resume. Unpaid experience and/or vocational training is also considered for this position. Please identify this in your resume and refer to it in this questionnaire as necessary.

Experience Levels

A=I know little or nothing about this.

B= I have had study or training in this.

C= I have used my knowledge or skill, but have been closely supervised.

D= I have used my knowledge or ability on my own, under normal supervision.

E= I am consulted by journeymen in difficult situations, or I am called on to do unusually difficult jobs

F= I have led or supervised others in performing this work.

Exp Level

_____ 1. Perform routine road and parking lot maintenance, patch potholes, clean culverts, sweep intersections, install and maintain signs, set up and take down road work signs, pick up litter on roads, operate wood chippers and various road work type equipment, paint a variety of surfaces.

_____ 2. Operate motor vehicles (up to 10,000 GVW) such as sedans, pick up trucks, crew cab trucks, and 4-wheel drive vehicles for the purpose of picking up supplies, and transporting personnel equipment and materials. Load, secure, and unload various materials such as power equipment, hand tools, lumber, and road related material.

_____ 3. Perform general lawn and landscape maintenance on grounds and roadsides. Use weed-eaters, power blowers, push mowers, pruners, and chainsaws. Operate riding lawn mowers, small tractors with attachments, all terrain vehicles with dump box. Perform minor maintenance on equipment and tools used. Plant and water trees, shrubs, and grasses. Seeding and mulching with straw and mat covers.

_____ 4. Perform custodial and housekeeping in buildings and shops. Sweep and mop floors, empty trash, clean windows, walls and other surfaces, dust a variety of surfaces, cleans bathrooms and insures they are properly stocked, make minor repairs to plumbing, lighting fixtures, facilities, grounds, picnic tables, walking surfaces, etc.

_____ 5. Construct or make repairs to trail surfaces, clearing trails of downed trees and brush, cleaning culverts, constructing boardwalks, benches, hand railings, fences, natural bridges. Install and maintain proper tread slope, water bars, dips, run-outs, catch basins, retainers, and check dams.

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KSA #1 (cont.)

_____ 6. Perform carpentry helper duties: install, repair, replace windows and doors, install and repair paneling and drywall, build pallets, bins, concrete forms, stairways, trusses, rafters, scaffolding, siding, roofing, and furniture. _____

_____ 7. Perform plumbing helper duties: repair or replace faucets, washers, faucet stems, seats, traps, tail pieces, drain traps, leaks, drain pipes, unclog drain pipes, clear clogged drain lines, install valves, sinks, commodes. _____

_____ 8. Perform painting duties: Prepare white wash, mix different colors of paint, paint interior and exterior trim, use paint thinner, solvents, and conditioners, paint walls and ceilings, prepare surfaces for priming and painting. _____

_____ 9. Perform masonry duties: mix and pour concrete for steps, slabs, footings, repair ceramic tile walls and floors, patch cracks in concrete walls and floors, finish new concrete surfaces using trowels and floats. _____

_____ 10. Perform electrical helper duties: Install and repair switches, light bulbs, fluorescent tubes, light fixtures, receptacles, and fuses. _____

KSA #2: Ability to Interpret Instructions and Work Orders

Mark one item listed below that most closely describes your ability to follow directions, written instructions, blueprints, shop manuals, etc. (MARK ONLY ONE):

_____ Follow oral and written instructions/directions; read blueprints, layouts, schematics, shop manuals; able to interpret and make minor changes as needed to simple blueprints, layouts, schematics. Work using own initiative to accomplish maintenance tasks. Experience using judgment in adjusting to changing instructions, specifications, etc.

_____ Follow oral and written directions, including simple blueprints, layouts, schematics, shop manuals regularly to carry out maintenance assignments. Changes and interpretations are made by others.

_____ Follow immediate, detailed oral instructions on tasks assigned and occasionally follow written directions with some assistance. May have training in reading blueprints or schematics but has not done so on the job.

_____ Following detailed oral directions, able to carry out unskilled tasks.

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KSA #3: Ability to handle weights and loads

For each type of task listed below, select the SKILL LEVEL which most nearly describes your skill level in any of the jobs or non-job related activities you listed on your resume. Place the Skill Level letter opposite the question in the Skill Level column

SKILL LEVEL

- A.** NEVER DID
- B.** DID VERY LITTLE
- C.** DID OCCASIONALLY
- D.** DID FREQUENTLY

TASK DESCRIPTION	SKILL LEVEL
1. Regularly lifted and carried medium heavy objects (20-40 lbs.)	
2. Regularly lifted and carried heavy objects (over 50 lbs.)	
3. Regularly lifted and carried very heavy objects (over 100 lbs.)	
4. Regularly used wheelbarrows to move loads over 40 pounds.	
5. Regularly walked or hiked for sustained periods of time while carrying loads over 40 pounds.	
6. Regularly worked with tools overhead.	
7. Regularly lifted and manipulated heavy, yet fragile objects, such as plate glass, sheet rock, etc.	
8. Currently, regularly play very strenuous sport such as football, soccer, wrestling, etc.	
9. Regularly shovel heavy loads such as dirt, snow, etc. for sustained periods of time.	

Conduit benders (rigid and thinwall)	
Crimping tools	
Grounds Work and Rehab of Sites with Disturbed Lands	
All terrain vehicles with dump box	
Small tractors with attachments	
Riding Mowers	
Push mowers, weed whips, brush saws	
Common hand tools (shovels,rakes,hoes,pulaski,loppers,tree saws,post hole diggers, pry-bars, ratchet straps, etc.)	
Trailers (loading, securing, backing)	
Water pumpers, generators, straw bale spreader, stump grinder	
Tree Work	
Chain and pole saws	
Ropes (climbing and pulling), pulleys, come-alongs	
Brush chippers	
Bucket truck	

Finished new concrete surfaces using trowels, floats	
ELECTRICAL: Switches	
Light bulbs	
Fluorescent tubes	
Light fixtures	
Receptacles	
Fuses	
GROUNDS AND REHABILITATION OF SITES WITH DISTURBED LANDS	
Mowing – slopes and flat areas, dry & firm, wet & soft	
Transplanting trees, shrubs (native vegetation)	
Seeding, mulching, straw and mat covers	
Watering – by hand with pumper units	
Final rehabilitation with natural vegetation	
Post installation	
TREE WORK:	
Climbing, knots, techniques	
Limbing, felling, cutting	
Chipping, splitting, grinding	
TRAIL WORK:	
Boardwalks and benches (construct and repair)	
Hand railings and fences (construct and repair)	
Drainages: Maintain and install, proper tread slope, water bars, dips, Run-outs, catch basins, retainers, check dams	

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KSA #6: Ability to work safely.

A. CHECK OR PUT AN "X" ON THE LINE IN FRONT OF THE ONE ITEM BELOW WHICH MOST CLOSELY DESCRIBES YOUR DRIVING RECORD.

- _____ I have not been stopped or cited for a moving traffic violation in the past five (5) years.
- _____ I have not been stopped or cited for a moving traffic violation in the past two (2) years.
- _____ I have not been stopped or cited for a moving traffic violation in the past year.
- _____ I have not been stopped or cited for a moving traffic violation in the past six (6) months.
- _____ I have been stopped or cited for a moving traffic violation in the past six (6) months.

B. CHECK OR PUT AN "X" ON THE LINE IN FRONT OF THE ONE ITEM BELOW WHICH MOST CLOSELY DESCRIBES YOUR DRIVING RECORD.

- _____ I have not been the driver of a vehicle that has been involved in an accident in the past five (5) years.
- _____ I have not been the driver of a vehicle that has been involved in an accident in the past two (2) years.
- _____ I have not been the driver of a vehicle that has been involved in an accident in the past year.
- _____ I have not been the driver of a vehicle that has been involved in an accident in the past six (6) months.
- _____ I have been the driver of a vehicle that has been involved in an accident in the past six (6) months.

C. CHECK OR PUT AN "X" ON THE LINE IN FRONT OF THE ONE ITEM BELOW WHICH MOST CLOSELY DESCRIBES YOUR ON-THE-JOB SAFETY RECORD.

- _____ I have not had or caused an on-the-job accident causing injury or property damage in the past five (5) years.
- _____ I have not had or caused an on-the-job accident causing injury or property damage in the past two (2) years.
- _____ I have not had or caused an on-the-job accident causing injury or property damage in the past year.
- _____ I have not had or caused an on-the-job accident causing injury or property damage in the past six (6) months.
- _____ I have had or caused an on-the-job accident causing injury or property damage in the past six (6) months.

D. CHECK OR PUT AN "X" ON THE LINE IN FRONT OF THE ONE ITEM BELOW WHICH MOST CLOSELY DESCRIBES YOUR ON-THE-JOB SAFETY RECORD.

- _____ I have had or caused an on-the-job "near miss" which could have resulted in injury or property damage in the last six (6) months.
- _____ I have not had or caused an on-the-job "near miss" which could have resulted in injury or property damage in the six (6) months.

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E. FOR EACH ITEM, DARKEN EITHER THE “YES” OR “NO” BOX. If you mark “YES”, on the line following write the number or letter from experience blocks in your resume or application where the item applies:

- YES** _____ **NO** Performing work in a hazardous occupation where you constantly had to observe safety rules, procedures, etc., to avoid seriously injuring yourself or others.
- YES** _____ **NO** Performing maintenance work where you had to observe safety rules, procedures, etc., to avoid injuring yourself.
- YES** _____ **NO** Performing maintenance work where you had to observe safety rules, procedures, etc., to avoid injuring coworkers.
- YES** _____ **NO** Performing maintenance work where you had to observe safety rules, procedures, etc., that affected the public.
- YES** _____ **NO** Using personal protective equipment in maintenance work.
- YES** _____ **NO** Knowledge of OSHA safety regulations as they relate to maintenance work.
- YES** _____ **NO** Safety related equipment and/or tool use training
- YES** _____ **NO** Have you received any safety awards?
- YES** _____ **NO** Have you given safety presentations?
- YES** _____ **NO** Have you developed job safety analyses or policies?
- YES** _____ **NO** Have you served as your unit safety officer?
- YES** _____ **NO** Have you identified unsafe practices at your worksite?
- YES** _____ **NO** Do you participate/attend regular safety presentations?
- YES** _____ **NO** Have you assisted in worksite safety assessments?