

**SUPPLEMENTAL EXPERIENCE STATEMENT**

**Position: Maintenance Worker WG-4749-05 Vacancy Announcement #: SLBE 10-05**

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](http://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, **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 supplemental experience statement. 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.

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**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 a loss of 10 points from my score or disqualification, or if discovered when 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 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 repairs to plumbing, lighting fixtures, facilities, grounds, picnic tables, walking surfaces, etc.  
Experience Gained Where? : \_\_\_\_\_

\_\_\_\_\_ 2. 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.  
Experience Gained Where?: \_\_\_\_\_

\_\_\_\_\_ 3. 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.  
Experience Gained Where?: \_\_\_\_\_

\_\_\_\_\_ 4. 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. Remove trees and branches. Construct and maintain trails. Install and maintain signs.  
Experience Gained Where?: \_\_\_\_\_

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KSA #1 (cont.)

\_\_\_\_\_ 5. 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.  
Experience Gained Where?: \_\_\_\_\_

\_\_\_\_\_ 6. 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.  
Experience Gained Where?: \_\_\_\_\_

\_\_\_\_\_ 7. Perform electrical helper duties: Install and repair switches, light bulbs, fluorescent tubes, light fixtures, receptacles, and fuses  
Experience Gained Where?: \_\_\_\_\_

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\_\_\_\_\_ 8. Performed water or wastewater system duties: Take water samples; check levels of stored water or septic tanks; check for and maintain appropriate levels of chlorination or other chemicals; maintain, repair, replace valves, pumps, pipes, lift stations, etc.  
Experience Gained Where?: \_\_\_\_\_

**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):**

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

\_\_\_\_\_ 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.

\_\_\_\_\_ 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 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.

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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)	
Backpack Blowers – electric, gas-powered	
Chainsaws and pole saws	
Ropes, pulleys and come-alongs.	
Chippers and stump grinders	



Finished new concrete surfaces using trowels, floats	
ELECTRICAL: Switches	
Light bulbs	
Fluorescent tubes	
Light fixtures	
Receptacles	
Fuses	
GROUNDS MAINTENANCE	
Mowing – slopes and flat areas, dry & firm, wet & soft	
Watering – by hand with pumper units	
Preparation and seeding of eroded areas	
Post installation	
Trimming grass, weeds	
Fell and remove trees and branches	
Raking gravel and dirt areas	
Removal of bees nests from grounds, trees, and buildings	
Sign installation, repair, and painting	
Move and install small aggregate, soil, sand, etc. using small tractor	

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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, CHECK EITHER THE “YES” OR “NO” BOX. If you mark “YES”, in the following column, provide a short description of where you did this.**

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