

**\*\*\*RE-ADVERTISEMENT\*\*\***

**MERIT PROMOTION  
VACANCY ANNOUNCEMENT**

**ABERDEEN AREA INDIAN HEALTH SERVICE  
DIVISION OF HUMAN RESOURCES  
FEDERAL BUILDING, RM. 309, 115-4TH AVENUE S.E.  
ABERDEEN, SOUTH DAKOTA 57401**

**ABERDEEN AREA IHS IS A SMOKE FREE ENVIRONMENT**

**April 1<sup>st</sup>, 2008**

**POSITION: Maintenance Worker (FY213T)**

**LOCATION: PHS Indian Hospital, Building & Grounds Dept.  
Fort Yates, North Dakota**

**SALARY: WG-4749-8 \$18.61 per/hour**

**VACANCY NUMBER: NP-08-0010-FY-MPP-R**

**OPENING DATE: December 12, 2008**

**CLOSING DATE: January 5, 2009**

Applications and related documents must be received at the above address by **5:00 p.m.** on the closing date of this announcement. For information contact **Denise J. Kester** at **(605) 226-7209**. All applications are subject to retention; no requests for copies will be honored. Applications can be **faxed to 605/226-7668, (NOT RESPONSIBLE FOR UNSUCCESSFUL TRANSMISSIONS)**. Applications by e-mail will be accepted. It is the responsibility of the applicant to submit a complete application.

**E-MAIL TO: [denise.kester@ihs.gov](mailto:denise.kester@ihs.gov)**

**APPOINTMENT:**

☐ Permanent  
**XX** Not-To-Exceed The  
applicant selected for this  
position may be appointed  
to either a one year appointment  
or an appointment in excess of  
one year, depending on the  
status of the applicant.

**WORK SCHEDULE:**

**XX** Full-Time  
☐ Part-Time  
☐ Intermittent  
☐ May include  
weekends and/or  
evenings

**AREA OF CONSIDERATION:**

**XX** IHS-Wide  
☐ DHHS-Wide

**MOVING:** Travel may be paid provided all legal and regulatory requirements and travel regulations are met.

**CONDITIONS OF EMPLOYMENT:**

ON-CALL ☐ YES **XX** NO \*call-back duty is defined as irregular or occasional work performed by an employee on a day when the work was not scheduled for the employee. This will require the employee to return to his/her place of employment within the specified timeframes.

**Employment is contingent on a cleared suitable Background Investigation for the level required for this position.**

- **Must provide AVERAGE HOURS WORKED PER WEEK on application.**
- Applicants applying for the position may be required to be immunized, for measles and rubella, if he or she provides services or has contact with patients at the service units. Persons born before 1957 are not required to take the measles vaccine or provide proof of immunity. Special consideration may be allowed to individuals who are allergic to a component of a vaccine or have a history of severe reaction to a vaccine or who are currently pregnant.

**GRADE POTENTIAL:** **XX** NO ☐ YES to grade(s) GS-

**SUPERVISORY/MANAGERIAL:** **XX** NO ☐ YES

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT (TITLE 25, U.S.C. CODE, SECTION 472 AND 473). THE INDIAN HEALTH SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER. THE INDIAN HEALTH SERVICE HAS A ZERO TOLERANCE SEXUAL HARASSMENT POLICY, IHS CIRCULAR NO. 95-11, IN PLACE WHICH IT DISSEMINATES TO ITS EMPLOYEES.

**WHO MAY APPLY FOR PERMANENT POSITIONS:** (1) Federal employees occupying a permanent position who have competitive civil service status or those who acquired comparable status as a result of serving in an IHS excepted service position on an Excepted appointment; (2) Indian Preference eligibles occupying a temporary position or unemployed; (3) Other sources, e.g., positions covered by

severely handicapped; Reinstatement eligibles, etc; (4) Current permanent employees with Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan. Applicants must indicate on their application whether they are applying under the Merit Promotion Plan, Excepted Service Examining Plan, or both. Current IHS employees and those applicants eligible for reinstatement or transfer who do not indicate which procedures they are applying under will be considered under merit promotion only. "Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply."

**WHO MAY APPLY FOR TEMPORARY POSITIONS:** Applications will be accepted from most anyone if the position is temporary and will last one year or less. Applications will also be accepted from Indian Preference applicants if the appointment will be made in excess of one year. Non-Indians may apply for term positions provided he or she has status and the appointment can be made in the competitive service.

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**DUTIES AND RESPONSIBILITIES:** Performs heating related duties. Removes and replaces parts and components of the assigned boiler units and makes repairs and adjustments to the boilers. This involves the replacement of hand hole and manhole gaskets, repacking valves in pumps, replacing boiler piping, boiler return pumps, safety valves, pneumatic controls, boiler feed pumps and feeder and distribution lines. Performs plumbing related duties which involve removing cleaning, replacing, packing and sealing defective parts of utility, supply and disposal systems. Performs minor electrical related duties such as wiring furnace motors and setting thermostats, hooking up electrical hot water heaters, etc. Constructs minor additions and makes repairs to buildings not involving extensive alterations or changes to the original framing of the structure. Removes and replaces damaged or decayed boards in rough floors, window sills, siding and door frames. Removes and replaces damaged asbestos board siding. Removes old or chipped paint, enamel, lacquer or varnish, and wax, rust or dirt from surfaces by sanding, scraping and/or use of removal solvents. Uses brushes and rollers to apply paint types of structures and equipment using premixed paints or other coating material. Adds thinner to prepared paints in order to achieve consistency which gives satisfactory flow and coverage characteristics. Mows lawns using hand or self propelled lawn mowers. Shovels snow from steps, sidewalks and driveways. Applies salt or other ice control materials to steps and sidewalks. Washes and cleans windows inside and/or outside of building using stepladders, extension ladders, etc. Makes simple adjustments to the cutting mechanisms and periodically oils and cleans. Trims shrubbery, hedges, etc. Washes and cleans windows inside and/or outside of building stepladders, extension ladders, etc. Loads and uploads heavy boxes, bulky supplies and materials to and from trucks, dollies, etc., moves heavy boxes, cartons, furniture, etc. May be required in the absence of regularly assigned motor vehicle operator such vehicles as pickup trucks, carryalls, automobiles, ambulances and station wagons to transport patients and/or supplies to and from designated locations. Incumbent is responsible for the comfort of the passengers and the safe conduct of the passengers or cargo to destinations.

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**QUALIFICATION REQUIREMENTS:** Candidate must meet qualification standards as specified in **OPM Operating Manual** (Qualification Standards for General Schedule Positions) and/or the Excepted Service Qualification Standard:

**Specialized Experience:** Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level.

**EXCEPTED SERVICE QUALIFICATION REQUIREMENTS:** Same as above.

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Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements. Applicants who meet the basic qualification requirements and selective factors, if any, described in this announcement will be further evaluated by determining the extent to which your work or related experience, education, training, awards, outside activities, and performance appraisal, etc., indicate you possess the knowledge, skills, and abilities described below. All applicants should provide clear, concise examples that show level of accomplishment or degree to which they possess the KSA's either on their application/resume or as a separate attachment. The information provided will be used to determine the "best qualified" candidates.

**\*NOTE: Attached supplemental questionnaire MUST be completed & submitted to be considered for this position; If not you will not be considered for this position.**

#### **SUPPLEMENTAL QUESTIONNAIRE – KNOWLEDGE, SKILLS, AND ABILITIES**

- 1. Ability to do the work of the position without more than normal supervision?**
  - 2. Knowledge of preventive maintenance.**
  - 3. Technical Practices.**
  - 4. Use of measuring instruments.**
  - 5. Ability to interpret instructions.**
  - 6. Ability to use and maintain tools and equipment.**
  - 7. Knowledge of materials.**
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**LEGAL AND REGULATORY REQUIREMENTS:** Candidates must meet time-after competitive appointment, time-in-grade, and qualification requirements by the closing date of the vacancy announcement, if applicable.

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**HOW TO APPLY:** Applicants must submit their applications to the Aberdeen Area Indian Health Service, Division of Human Resources, Federal Building, RM. 309, 115-4th Avenue, S.E., Aberdeen, South Dakota 57401. **ALL APPLICATIONS MUST INCLUDE ALL THE APPLICABLE DOCUMENTS:**

1. Applicants **MUST** submit ONE of the following: a) OF-612, Optional Application for Federal Employment; b) Resume; or c) any other written application format.
2. Current Performance Rating, if available.
3. Applicants claiming Indian Preference **MUST** submit along with their application, FORM BIA-4432, Verification of Indian Preference. **BIA FORM-4432 IS THE ONLY FORM OUR OFFICE WILL ACCEPT.** Current IHS employees of Aberdeen and Bemidji Areas need only indicate on their application that verification is on file in their Official Personnel Folder (OPF).
4. If you wish to substitute appropriate education for experience, you **MUST** submit your transcripts along with your application. If your education is appropriate for the position being filled then your education may be substituted for experience.
5. For current or former Federal employees, a copy of your latest Notification of Personnel Action (SF-50B).
6. **VETERAN'S PREFERENCE CERTIFICATION:** Form DD-214 indicating discharge and or Form SF-15, claiming 10-point preference. Veteran's Preference is not applicable to current permanent employees with the Department of Health and Human Services, Federal employees with competitive status or reinstatement eligibles unless you are eligible for Indian Preference and wish to be considered for the Excepted Service. **No preference will be allowed unless a copy of the DD-214 is attached to the application.**

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**EMPLOYMENT OF PEOPLE WITH DISABILITIES:**

IHS provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Alice LaFontaine, Staffing Officer, at (605) 226-7213. The decision on granting reasonable accommodation will be on a case-by-case basis.

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**APPLICATION INSTRUCTIONS FOR PUBLIC HEALTH SERVICE COMMISSIONED CORPS CANDIDATES:** Applicants should submit the following: 1. Copy of resume or curriculum vitae showing work experience, dates of employment, names and addresses of supervisors, include any education and other information reflecting individual qualifications for consideration. Commissioned Corp Applicants claiming Indian Preference MUST submit BIA form 4432 and will be evaluated against existing applicable standards.

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**INFORMATION REQUIRED ON RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the Personnel Office to make a determination that you have the required qualifications for the position. **Failure to include any of the information listed below may result in loss of consideration for this position. This office will not solicit additional information.**

- a. Announcement Number, Title, and Grade of the job for which you are applying.
- b. Full name, mailing address (with zip code) and day/evening telephone numbers (with area codes).
- c. Social Security Number
- d. Country of citizenship
- e. Veteran's preference
- f. Highest Federal Civilian Grade held (give job series and dates held).
- g. High School - Name, City, State (with zip code), and date of diploma or GED.
- h. Colleges and Universities - Name, City, State (with zip code), majors, type and year of any degrees received (if no degree show total semester/quarter hours earned) (Attached transcripts).
- i. Work experience (paid/non-paid)-Job title (include series and if Federal job), duties, responsibilities and accomplishments (*if you describe more than one type of work, i.e., carpentry and painting, or personnel and budget, write the approximate amount of time your spent doing each*), employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), **AVERAGE HOURS WORKED PER WEEK**, and salary (beginning/ending).
- j. Indicate if we may contact your current and/or former supervisor.
- k. Job-related training courses, skills, certificates, registrations, and licenses (current only), honors, awards, and special accomplishments.

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**DO NOT SUBMIT POSITION DESCRIPTIONS.** All applications must be signed and dated. All material submitted for consideration under this announcement becomes the property of the Division of Personnel Management and is subject to verification. Careful consideration should be given to the information provided; fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and or determination of unsuitability for Federal employment. If position is **RE-ANNOUNCED**, please call the Division of Personnel Management as to status of application.

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**INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) FOR SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.**

If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation (CES) you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a CES and, the date of the RIF separation has not passed and you are still on the rolls of the DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.

3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by the DHHS in the same commuting area (or nationwide for IHS employees GS-09 and above) of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date & meet all the application criteria (e.g., submit all required documentation etc.).
6. Meet the basic qualifications for the position, any documented selective factor, physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position without undue interruption.

**INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).**

If you are a displaced federal employee you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as a RIF separation notice, a letter from the Office of Personnel Management (OPM) or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
  - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
    1. Received a specific RIF separation notice; or
    2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
    3. Retired with a disability and shows disability annuity has been or is being terminated; or
    4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates Retirement in lieu of RIF; or
    5. Retired under the discontinued service retirement option; or
    6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
  - OR**
  - B. Former Military Reserve or National Guard Technicians who are receiving a Special OPM disability retirement annuity under section 8337 (h) or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date & meet all the application criteria (e.g., submit all required documentation, etc.)
6. Eligible applicants will be considered "well qualified" if their documented experience, knowledge, skill and abilities are comparable to or exceed that described at the acceptable level on the crediting plan for the position to be filled.

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**THE INDIAN HEALTH SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER.**

**SUPPLEMENTAL EXPERIENCE STATEMENT**  
(To accompany application)

**MAINTENANCE WORKER, WG-4749-7/8**

**NAME:** (Mr.)(Mrs.)(Miss) \_\_\_\_\_  
(FIRST, MIDDLE, MAIDEN {if any}, LAST)

**SSN:** \_\_\_\_\_

**\*\*NOTE TO APPLICANTS:** Use columns II and III to answer the questions in column I. Use additional sheets of plain paper, if needed. \*\*

<p style="text-align: center;"><b>Column I</b> Questions to Competitors</p>	<p style="text-align: center;"><b>Column II</b> Indicate job number or experience block on SF-171 to which this refers</p>	<p style="text-align: center;"><b>Column III</b> In this column, write your answers to the questions in Column I. For schooling, include formal school, trade school, military classes, etc.; state subjects and grades. Tell about experience applicable to the position, paid or unpaid, part-time or full-time and hobbies appropriate to the job.</p>
<p><b><u>ELEMENT A. ABILITY TO DO THE WORK OF THE POSITION WITHOUT MORE THAN NORMAL SUPERVISION.</u></b></p> <p>Tell about experience you have had that shows you can work on the basis of your own judgment. Show the kinds of work you can do by yourself, without the help of a boss or supervisor. What responsibilities have you been given on jobs, in the Armed Forces, in your community, etc? Give examples of the kinds of instructions your supervisor gives you. Does he tell you what to do and expect you to know how to do it on your own? Give some examples.</p>		
<p><b><u>ELEMENT B. KNOWLEDGE OF PREVENTIVE MAINTENANCE.</u></b></p> <p>List the types of equipment, buildings, utilities, instructions, etc., which you have maintained or kept on good order. For each type, NOTE job numbers on application, or other information to show where you did it. Given examples of the maintenance work you did. Describe the type of preventive maintenance schedules you followed. Tell about any jobs where you have written up the preventive maintenance jobs you have done where prescribed instructions were available.</p>		
<p><b><u>ELEMENT C. TECHNICAL PRACTICES.</u></b></p> <p>Tell how you gained your knowledge of shop practices, using correct materials, handling different maintenance situations and "tricks of the trade". If you do planning, layouts or set up, tell the kinds of work you can do this for. Tell about work you have done that required inventing new methods to do tasks that cannot be done in regular ways. Give examples of your requiring use of trade math in making computations such as angles, tapers and tolerances. Give examples of work you have done (not described before) requiring precise timing, accurate dimensions, precision fit, etc.</p>		
<p><b><u>ELEMENT D. USE OF MEASURING</u></b></p>		

**INSTRUMENTS.**

What mechanical and electrical measuring instruments have you used? What test instruments have you used? For each measuring instrument and testing instrument you have used, give examples of what you used it for and tolerances to which you had to test or measure. You should include any experience with instruments of carpentry, electrical, plumbing, boiler testing, heating and air conditioning testing, etc., and tell your degree of proficiency with the instruments used. Describe any experiences you have had in which you taught others how to use testing and measuring instruments.

**ELEMENT E. ABILITY TO INTERPRET INSTRUCTIONS, SPECIFICATIONS, ETC.**

Tell of what extent and for what purpose you have used blueprints, drawings or sketches. Tell about your experience in preparing drawings, plans or sketches and for what purpose these were prepared. Tell how you use manuals, specifications, etc., to determine the proper material used for each job. Give examples. Tell about your experience in using operating manuals, maintenance manuals, hand books, work orders and following preventive maintenance schedules. Give examples of any jobs you have had where you had to interpret prints, sketches, technical manuals, etc., for other employees.

**ELEMENT F. ABILITY TO USE AND MAINTAIN TOOLS AND EQUIPMENT.**

List the tools and equipment (not described before) that you can use and tell where you have used them. Give examples of the more difficult work you have done with hand and power tools. To what extent have you adjusted, repaired and maintained tools and equipment? Tell about any jobs where you have instructed others in the use of tools and equipment involved.

**ELEMENT G. KNOWLEDGE OF MATERIALS.**

List the kinds of materials which you have had to know about and use such as hardware, plastic, chemicals, lumber, paint, glass, leather, conductors, wiring, tubing, etc. Tell on what jobs you used these. Give some examples to show how you select materials for jobs according to purpose, trade standards, etc. How do you determine working properties, durability and other characteristics of materials?

After completing the application and this form, look them over carefully to make sure that both have been signed and that you have answered every question. Be sure that you have given complete information about your experience. You cannot be given credit for work you do not tell us about.

**STATEMENTS CONCERNING QUALIFICATIONS WILL BE VERIFIED BY THE OFFICE OF PERSONNEL MANAGEMENT. EXAGGERATION OR MISSTATEMENTS MAY BE CAUSE FOR YOUR DISQUALIFICATION OR LATER REMOVAL FROM THE SERVICE.**

**CERTIFICATION**

**I certify that all of the statements made in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.**

\_\_\_\_\_  
**Signature of Applicant (SIGN IN INK)**

\_\_\_\_\_  
**Date**