United States Department of the Interior

 NATIONAL PARK SERVICE

Lake Clark National Park and Preserve

1 Park Place

Port Alsworth, AK 99653

**RECRUITMENT BULLETIN: LACL-18-002**

**ISSUE DATE: May 01, 2018**

**CLOSING DATE: May 16, 2018**

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

**Lake Clark National Park and Preserve** is accepting applications for full-time temporary maintenance positions. More than one position may be filled from this bulletin.

**POSITION** **DUTY LOCATION**

**Maintenance Worker, WG-4749-07** Port Alsworth, AK

$29.13 to $33.99 per hour

**BENEFITS:** Paid holidays, annual and sick leave. Temporary, seasonal, and intermittent employees on appointments expected to last at least 90 days, and expected to work a schedule of 130 hours or more a calendar month, will be eligible to enroll in a Federal Employee Health Benefit (FEHB) health plan upon notification from their employing office. Eligible employees will be responsible for the employee share of the premium while on the official agency roles, which will be deducted from bi-weekly earnings. In the event of an accident while traveling in a government aircraft, the payable benefits of a private life insurance policy may be affected. Relocation expenses are not authorized.  Any travel, transportation and relocation expenses will be the responsibility of the selected employee.

**APPOINTMENT INFORMATION**: Temporary, full-time, approximately mid-May to mid-November. The appointment may be extended for an additional period (not to exceed 1039 hours total employment). Persons selected may be eligible for rehire in future years. Schedule may involve weekend work or performance of duties before or after “normal” working hours. Travel in small planes, boats, and ATV and camping in the backcountry will be required. Government housing is not available. More than one position may be filled from this posting. Must be at least 18 years of age. A valid driver’s license is required.

**DUTIES:** Maintenance Workers at this level perform carpentry work, plumbing, and painting duties involved with maintenance, repair, restoration, rehabilitation and stabilization of historical and non-historic structures. They complete carpentry, plumbing, and painting projects according to accepted trade standards, following verbal and written instructions, work orders, blueprints, building plans, sketches and building codes. Maintenance Workers use and maintain hand and power tools and other equipment associated with these trades. They transport tools, materials and employees to job sites and operate trucks, passenger vehicles and light equipment. Operation of motorized boats will be required for position. Travel up to eleven days per month will be required.

**ELIGIBILITY TO APPLY:** Any U.S. citizen who has acquired special knowledge or expertise regarding the natural or cultural resources of Lake Clark National Park and Preserve, 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 term residency is not qualifying as this would not provide the level of knowledge or expertise that is gained through experiencing the range of climatic conditions associated impacts on the resources.

Areas considered “near” Lake Clark National Park and Preserve are: IIiamna, Newhalen, Nondalton, Pedro Bay, McGrath, Tyonek, Dillingham, King Salmon, Chignik Lake, Chignik Bay, Naknek, Port Heiden, Togiak, Levelock, Koliganek, Igiugig, Ekwok, Egegik, Clark Points, Aleknagik, Perryville, Pilot Point, Manokotak, and New Stuyahok.

**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.

**KNOWLEDGE, SKILLS, AND ABILITIES (KSAs):**

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 KSAs. Describe experience (paid or unpaid), education, training, awards and self-development that show your level of experience related to each KSA.

**To be considered for a maintenance worker position you must have at least two of the following trades: carpentry, plumbing, painting, roofing, electrical or cement finishing. These trades must be clearly identified and documented in your application package.**

***Use a separate sheet of paper with corresponding numbers for answers.***

1. Abilityto do the work of a Maintenance Worker, WG-4749-07,without more than normal supervision. (Screen out factor for position)

2.Knowledge of technical practices, tools, and equipment related to at least two of the following trades: carpentry, plumbing, painting, roofing, electrical, and cement finishing.

3.Ability to operate miscellaneous small equipment such as forklift, tractor, bobcat, and light trucks.

4. Ability to perform custodial/laborer duties.

**CONDITIONS OF EMPLOYMENT:**

* A background investigation must be completed and approved prior to employment.
* Operation of motorized boats will be required for position. Selectee will receive appropriate training in motor boat operations.
* This is a drug testing designated position. You must receive negative results on a drug test prior to employment and will be subject to random testing. Drug testing will be initiated by the National Park Service after tentative hire selection has been made.
* You will be required to operate a government (or private) motor vehicle as part of your official duties; a current valid driver's license is required.
* You must satisfactorily complete a pre-employment drug test. You will be subject to random drug testing after employment.
* You will be required to wear a uniform and comply with the NPS uniform standards. A uniform allowance will be provided to help with some of the uniform costs.
* Federal employees are required to utilize Direct Deposit (Electronic Funds Transfer/EFT), for their Federal Salary checks**.**
* Must be able to safely carry up to 50 pounds and in some cases up to 75 pounds.

**PHYSICAL EFFORT** is heavy to moderate, and requires occasional lifting or handling of objects or materials up to 50 pounds, unassisted, following proper lifting procedures to avoid injury. Frequently required to stand while working, climb ladders or scaffolding, and bend, stoop, climb, and work in awkward positions.

**WORKING CONDITIONS:** Exposure to a variety of seasonal weather conditions while working outdoors (temperatures -40 to 90+ degrees). Subject to danger of falling from ladders or scaffolding. Exposure to dust, dirt, wind, and rain. May work with dangerous chemicals and around moving equipment; paints, solvents, etc. May be exposed to electrical shocks and biting insects. Work may require the use of personal protective equipment (PPE). PPE is equipment used to protect the health of the employee, such as rubber gloves, mask, protective glasses, long sleeve shirt and long pants.

**HOW TO APPLY:**

***PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY!*** If your application package is incomplete, you will 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*.*

**A complete application package must include:**

1. Resume that provides detailed information about your work experience. Also include the dates worked (for example, June 1, 2009 through August 15, 2010), the position title; and employer name for each period of employment.

2. Answers to the KSAs listed above, on a separate piece of paper.

3. Completed Eligibility Questionnaire (attached to the announcement or can be obtained from Park office)

4. Veterans Preference documents, if claiming Veterans Preference (see below 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.

Mail or deliver the following required forms to **Ms. Brittany Benson, Lake Clark National Park and Preserve, 240 W 5th Avenue, Suite 236, Anchorage AK 99501**. Please note that the application submission address is different from the duty station. Assistance and forms may be obtained from the park office at the address below or by calling 907-644-3634.

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.

Do not submit extra materials such as letters of recommendation, photographs, or award certificates. If your resume includes a photograph or other inappropriate material or content, you will not be considered for this vacancy.

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.

**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](http://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 can assist you:

[www.dol.gov/elaws/vets/vetpref/mservice.htm](http://www.dol.gov/elaws/vets/vetpref/mservice.htm)

**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.

**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.

**Privacy Act Statement**: This Privacy Act Statement is provided pursuant to 5 U.S.C. 552a (commonly known as the Privacy Act of 1974). The authority for this form is 5 U.S.C. 7201, which provides that the Office of Personnel Management shall implement a minority recruitment program, by the Uniform Guidelines on Employee Selection Procedures, 29 C.F.R. Part 1607.4, which requires collection of demographic data to determine if a selection procedure has an unlawful disparate impact, and by Section 501 of the Rehabilitation Act of 1973, which requires federal agencies to prepare affirmative action plans for the hiring and advancement of people with disabilities. Data relating to an individual applicant are not provided to selecting officials. This form will be seen by Human Resource personnel in the Office of Personnel Management (who are not involved in considering an applicant for a particular job) and by Equal Employment Opportunity Commission officials who will receive aggregate, non-identifiable data from the Office of Personnel Management derived from this form.

**Purpose and Routine Uses:** The aggregate, non-identifiable information summarizing all applicants for a position will be used by the Office of Personnel Management and by the Equal Employment Opportunity Commission to determine if the executive branch of the Federal Government is effectively recruiting and selecting individuals from all segments of the population. **Effects of Nondisclosure:** Providing this information is voluntary. No individual personnel selections are made based on this information**.** There will be no impact on your application if you choose not to answer any of these questions.

**Paperwork Reduction Act Statement:** The Paperwork Reduction Act of 1995 (44 U.S.C. 3501 et. seq,) requires us to inform you that this information is being collected for planning and assessing affirmative employment program initiatives. Response to this request is voluntary. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB Control Number. The estimated burden of completing this form is five (5) minutes per response, including the time for reviewing instructions. Direct comments regarding the burden estimate or any other aspect of this form to the Office of Management Budget, Office of Information and Regulatory Affairs, Washington, DC 20503.

# DEMOGRAPHIC INFORMATION ON APPLICANTS OMB No.: 3046-0046

**Vacancy Announcement No.: LACL-18-002**

**Position Title: Maintenance Worker, WG-4749-07**

**YOUR PRIVACY IS PROTECTED**

This information is used to determine if our equal employment opportunity efforts are reaching all segments of the population, consistent with Federal equal employment opportunity laws. Responses to these questions are voluntary. Your responses will not be shown to the panel rating the applications, to the official selecting an applicant for a position, or to anyone else who can affect your application. This form will not be placed in your Personnel file nor will it be provided to your supervisors in your employing office should you be hired. The aggregate information collected through this form will be kept private to the extent permitted by law. See the Privacy Act Statement below for more information.

Completion of this form is voluntary. No individual personnel selections are made based on this information**.** There will be no impact on your application if you choose not to answer any of these questions.

Thank you for helping us to provide better service.

# **How did you learn about this position? (Check One):**

* + Agency Internet Site recruitment
	+ Private Employment Web Site
	+ Other Internet Site
	+ Job Fair
	+ Newspaper or magazine
	+ Agency or other Federal government on campus
	+ School or college counselor or other official
	+ Friend or relative working for this agency .
	+ Private Employment Office
	+ Agency Human Resources Department (bulletin board or other announcement)
	+ Federal, State, or Local Job Information Center
	+ Other

# **Sex (Check One):**

* + Male
	+ Female
1. **Ethnicity (Check One):**
	* **Hispanic or Latino** - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

# **Not Hispanic or Latino**

1. **Race (Check all that apply):**
	* **American Indian or Alaska Native** - a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.
	* **Asian** - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
	* **Black or African American** - a person having origins in any of the black racial groups of Africa.
	* **Native Hawaiian or Other Pacific Islander** - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.
	* **White** - a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

# **Disability/Serious Health Condition**

The next questions address disability and serious health conditions. Your responses will ensure that our outreach and recruitment policies are reaching a wide range of individuals with physical or mental conditions. Consider your answers without the use of medication and aids (except eyeglasses) or the help of another person.

1. **Do you have any of the following? Check all boxes that apply to you:**
	* **Deaf or serious difficulty hearing**
	* **Blind or serious difficulty seeing even when wearing glasses**
	* **Missing an arm, leg, hand, or foot**
	* **Paralysis: Partial or complete paralysis (any cause)**
	* **Significant Disfigurement: for example, severe disfigurements caused by burns, wounds, accidents, or congenital disorders**
	* **Significant Mobility Impairment: for example, uses a wheelchair, scooter, walker or uses a leg brace to walk**
	* **Significant Psychiatric Disorder: for example, bipolar disorder, schizophrenia, PTSD, or major depression**
	* **Intellectual Disability (formerly described as mental retardation)**
	* **Developmental Disability: for example, cerebral palsy or autism spectrum disorder**
	* **Traumatic Brain Injury**
	* **Dwarfism**
	* **Epilepsy or other seizure disorder**
	* **Other disability or serious health condition: for example, diabetes, cancer, cardiovascular disease, anxiety disorder, or HIV infection; a learning disability, a speech impairment, or a hearing impairment**

**If you did not select one of the options above, please indicate whether.**

* + **None of the conditions listed above apply to me.**
	+ **I do not wish to answer questions regarding disability/health conditions.**

If you have indicated that you have one of the above conditions, you may be eligible to apply under Schedule A Hiring Authority. For more information, please see [http://www.opm.gov/policy-data-](http://www.opm.gov/policy-data-oversight/disability-employment/hiring/#url%3DSchedule-A-Hiring-Authority) oversight/disability-employment/hiring/#url=Schedule-A-Hiring-Authority

**If an applicant checks the box for “other disability or serious health condition,” the applicant will be taken to Section A.1.**

1. **1. Other Disability or Serious Health Condition (Optional)**

**You indicated that you have a disability or a serious health condition. If you are willing, please select any of the conditions listed below that apply to you. As explained above, your responses will not be shown to the panel rating the applications, to the selecting official, or to anyone else who can affect your application. All responses will remain private to the extent permitted by law.** See the Privacy Act Statement below for more information.

**Please check all that apply:**

* + **I do not wish to specify any condition.**
	+ **Alcoholism**
	+ **Cancer**
	+ **Cardiovascular or heart disease**
	+ **Crohn’s disease, irritable bowel syndrome, or other gastrointestinal impairment**
	+ **Depression, anxiety disorder, or other psychological disorder**
	+ **Diabetes or other metabolic disease**
	+ **Difficulty seeing even when wearing glasses**
	+ **Hearing impairment**
	+ **History of drug addiction (but not currently using illegal drugs)**
	+ **HIV Infection/AIDS or other immune disorder**
	+ **Kidney dysfunction: for example, requires dialysis**
	+ **Learning disabilities or ADHD**
	+ **Liver disease: for example, hepatitis or cirrhosis**
	+ **Lupus, fibromyalgia, rheumatoid arthritis, or other autoimmune disorder**
	+ **Morbid obesity**
	+ **Nervous system disorder: for example, migraine headaches, Parkinson’s disease, or multiple sclerosis**
	+ **Non-paralytic orthopedic impairments: for example, chronic pain, stiffness, weakness in bones or joints, or some loss of ability to use parts of the body**
	+ **Orthopedic impairments or osteo-arthritis**
	+ **Pulmonary or respiratory impairment: for example, asthma, chronic bronchitis, or TB**
	+ **Sickle cell anemia, hemophilia, or other blood disease**
	+ **Speech impairment**
	+ **Spinal abnormalities: for example, spina bifida or scoliosis**
	+ **Thyroid dysfunction or other endocrine disorder**
	+ **Other. Please identify the disability/health condition, if willing:**