



# United States Department of the Interior

## BUREAU OF INDIAN EDUCATION

Arizona Navajo South Education Line Office

P.O. Box 707

Window Rock, Arizona 86515

## VACANCY ANNOUNCEMENT

Re-Advertisement – Previous applicants need not reapply

---

**POSITION TITLE & GRADE:** Maintenance Specialist  
CE-4749-03

**SALARY RANGE:** \$18.59 per hour to \$29.55 per hour  
Year Long Contract

**LOCATION:** Department of Interior, Bureau of Indian Education  
Arizona Navajo South Education Line Office  
(Duty Station: Fort Defiance Facility Management, Ft. Defiance, Arizona)

---

**ANNOUNCEMENT NUMBER:** FD-10-561-03

**ISSUING DATE:** 08/11/2010

**CONSIDERATION AREA:** Bureau-Wide

**CLOSING DATE:** 09/10/2010

---

**INDIAN PREFERENCE POLICY:** Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification Form BIA-4432 MUST be submitted with the application if claiming Indian Preference. Indian preference eligible that are not currently employed in the Federal service will be appointed under the Excepted Service Appointment Authority (Schedule A). Consideration will be given to Non-Indian applicants (status or reinstatable) in the absence of qualified Indian Preference eligible.

**EQUAL OPPORTUNITY EMPLOYER:** Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, religion, sexual orientation, national origin or other non-merit factors.

**REASONABLE ACCOMMODATION LANGUAGE:** This agency provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision in granting reasonable accommodation will be on a case-by-case basis.

**VETERANS EMPLOYMENT OPPORTUNITIES ACT:** 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.

---

### **DESCRIPTION OF WORK:**

Plans the weekly work schedules and sequence of operations. Establishes deadline on the basis of general work schedules, methods and policies established by higher levels of supervision. Determines which assignments can be accomplished simultaneously and which must be delayed the number of employees and types of skills needed, considering skills and personnel available. Determine the availability of materials and equipment to do the work. Determines action necessary in emergency situation, which include manpower, equipment, material, time and location (area of coverage includes the dormitories, quarters, offices, and classrooms) and resources available.

Has full responsibility for fulfillment of journeyman-level trade(s) and works in one or more areas. May perform related non-journeyman level work in other areas. Works independently, occasionally with the assistance of other school facilities staff. Completed work meets accepted trade practices and safety standards

**Air conditioning / Refrigeration:** Performs maintenance and repairs to refrigeration equipment, this includes home and commercial refrigerators and freezers. Repairs air conditioning units up to 16 tons; replaces or repairs icemakers, milk dispensers, walk-in freezers, walk-in and reach-in coolers, drinking fountains, repairs consist of troubleshooting breakdown, electrical circuits, compressors, fans, thermal installation, etc. Recharges refrigeration systems with refrigerant, such as Freon. Works on leaking pressure lines and on cooling equipment, installation of cooling equipment for computer systems, telephone exchanges.

Repairs compressor motors, evaporators, coils, domestic refrigerators. Uses specialized tools to troubleshoot and replace defective parts. Ability to read schematic and blueprint designs.

**Heating:** Installs new systems, modifies and alters extensions to existing system such as water heater and gas or electrical heating systems. Repairs or replaces pipes, valves, water heaters, pipe fittings, thermocouples, thermostat, circuits, Measures, cuts, reams, threads and assembles pipe and pipe fittings.

**Boiler:** Installing, modifying and repairing low & high pressure steam and low & high hot water boilers and domestics furnaces, both gas and oil fired, provides heat and domestic hot water to all institutional buildings, housing and other related facilities.

**LEVEL OF RESPONSIBILITY:**

Works under the administrative supervision of the Facility Manager, but the incumbent is expected to work independently, relying on own journeyman level expertise. Work is assigned verbally, through shop orders, or through radio dispatch trouble calls while “on call” and make emergency work, with general instructions. Uses journeyman level judgment to determine material and equipment needs and to plan and accomplish a wide range of work sequences ranging from basic repairs to complete projects. Completed work is expected to meet accepted trade practices and codes, where applicable, and safety standards. Refers to blueprints, schematics, technical data, and engineering instructions if available. The employee must wear and use personal protective clothing and equipment in accordance with health and safety regulations and standard operating procedures common to trades involved.

**BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:**

High school or GED diploma and current state certification or licensure as a journeyman (or Department of Labor journeyman certificate) in the trade for which applying is required. Licensure must be documented and maintained to retain the position. All applicants must demonstrate the ability to follow written and oral instructions.

**CONDITION OF EMPLOYMENT:**

A valid State Driver’s license is a prerequisite, if the position requires operation of a motor vehicle in performance of work. The work requires extensive driving between work sites throughout the geographic area of the Education Line Office or school compound. A valid State Driver’s license must be maintained as a condition of employment; failure to do so may result in removal from the position.

An annual physical examination is required. Incumbents may be required to wear personal protective equipment as necessary.

**PHYSICAL REQUIREMENTS**

Incumbents of these positions must be able to lift over 50 pounds and be in excellent physical condition. Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required except that some positions may be suitable for persons who are blind or deaf. In most instances, and amputation of arm, hand, leg or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, incumbents must have mental and emotional stability. Occasionally, incumbents may be required to travel for training purpose or attendance at meetings from the duty station.

Performs work from platforms, ladders, and scaffolding often where parts of the installation or other work to be accomplished are in hard to reach places. There is a considerable amount of standing, stooping, bending, kneeling, climbing and working in tiring, cramped and uncomfortable positions. The employee may be required to work other than normal work hours during peak time or emergency situations. This position is subject to a favorable background investigation. This position is covered by the Fair Labor Standards Act: Nonexempt.

**HOW TO APPLY:**

It is to your advantage to request and read the OF-510 brochure (Applying for a Federal Job), which contains guidance on the information that must be included in your narrative application or resume to ensure your optimum consideration.

**THE FOLLOWING FORMS MUST BE SUBMITTED IN ORDER TO HAVE A COMPLETE APPLICATION: APPLICANTS' QUALIFICATIONS WILL BE EVALUATED SOLELY ON THE INFORMATION SUBMITTED.**

1. OF-612, Application for Employment, or Resume. In addition to the OF-612, applications, resumes or other written formats **MUST** contain Job Announcement Number, Education; Work experience to include Position Title, Dates, Salary and Current Supervisor's Telephone Number and other qualifications and references. Application or Resumes must have original signature and current date. *OF-612 may be obtained at [http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf)*

VACANCY ANNOUNCEMENT: FD-10-561-03

---

2. Form BIA-4432, Verification of Indian Preference (if claiming Indian preference). *The form must be completed by the appropriate official with the federally recognized tribe where the applicant is enrolled as a member. No other form will be accepted.*
3. Applicant Screening Questionnaire is required.
4. DD-214, if claiming Veteran's Preference for employment.
5. Copy of valid State Driver's license.

**APPLICATIONS BECOME PART OF THE OFFICIAL RECORD AND WILL NOT BE DUPLICATED OR RETURNED. THIS OFFICE WILL FAX VACANCY ANNOUNCEMENTS AND ACCEPT TELEFAXED APPLICATIONS. APPLICANT'S QUALIFICATION WILL BE EVALUATED SOLELY ON THE INFORMATION SUBMITTED BY THEM IN THEIR APPLICATION.**

**MAILING ADDRESS:**

Bureau of Indian Education  
Arizona Navajo South Education Line Office  
P.O. Box 707  
Window Rock, AZ 86515

**FAX APPLICATIONS TO: (928) 871-5967**

**FOR ADDITIONAL INFORMATION:**

CONTACT: Caroline Yazzie

**PHYSICAL ADDRESS:**

Bureau of Indian Education  
Arizona Navajo South Education Line Office  
BIA Building No. 3; Room 102  
Window Rock, AZ 86515

TELEPHONE: (928) 871-5934

Applications mailed using Government Postage and/or envelopes are in violation of OPM and Postal Regulations and will not be considered. E-mailed applications/resumes will NOT be accepted.

**Applicant Screening Questionnaire  
Indian Children Protection Requirements**

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
(please print)

Job Title: MAINTENANCE SPECIALIST Announcement No: FD-10-561-03

**Notification Requirements**

Section 231 of the Crime Control Act of 1990, Public Law 101-647 (codified in 42 United States Code § 13041), requires that employment applications for Federal child care positions have applicants sign a receipt of notice that a criminal record check will be conducted as a condition of employment. Further, it is required to ask the following:

Have you ever been arrested for or charged with a crime involving a child?

- Yes [If "yes," provide the date, explanation of the violation, disposition of the arrest(s) or charge(s), place of occurrence, and the name and address of the police department or court involved.]
- No

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630 (codified in 25 United States Code § 3207), requires a criminal history records check as a condition of employment for positions in the Department of Interior that involve regular contact with or control over Indian children. Further, it is required to ask the following:

Have you ever been arrested, found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious offense, or any of two or more misdemeanor offenses under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; or offenses committed against children?

- Yes [If "yes," provide the date, explanation of the violation, disposition of the arrest(s) or charge(s), place of occurrence, and the name and address of the police department or court involved.]
- No

I certify that my response to the above questions is made under Federal penalty of perjury, which is punishable by fine or imprisonment, and that I have received notice that a criminal history records check will be conducted and is a condition of employment. I understand my right to obtain a copy of any criminal history report made available to the Office of Indian Education Programs and my rights to challenge the accuracy and completeness of any information contained in the report.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date