



United States Department of the Interior
U.S. FISH AND WILDLIFE SERVICE
1011 E. Tudor Road
Anchorage, Alaska 99503



JOB OPPORTUNITY NOTICE
R7-24-0916143-BZ-LH

OPENING DATE: 09 Apr 24
CLOSING DATE: 25 Apr 24

POSITION: Maintenance Worker, WG-4749-08

SALARY: WG-4749-08, \$36.56 - \$42.68 per hour
The Full Performance Level (FPL) is WG-4749-08

LOCATION: Galena, Alaska

WHO MAY APPLY: Any qualified U.S. citizen who has lived or worked in or near Alaska public lands and has special knowledge or expertise concerning the natural and cultural resources of the public lands and the management thereof. This includes an applicant who was once a resident, moved away, but is intending to re-establish local residency.

WORK PERIOD: This is an excepted service, permanent, full-time career/career-conditional appointment. This position is eligible for conversion to the competitive service after two years (All Office of Personnel Management (OPM) requirements must be met prior to conversion).

ORGANIZATION: Koyukuk/Nowitna/Innoko National Wildlife Refuge

DUTIES: Operate heavy equipment within accepted parameters (e.g., narrow quarters, such as close to buildings, drop-offs or other obstructions and challenging field conditions such as marshy, unsteady or steep surfaces). Operate a tractor with attachments such as mowers, cutter bars, augers, plows, harrows, sprayers, discs, front-end scoops, and backhoes. Clean, replace, or make minor adjustment to such parts as fuel, electrical, brakes, steering, regulators, water/fuel pumps, carburetors, cooling systems or attachments to vehicles or heavy equipment. Check flow output in irrigation or water transportation systems, adjusting valves as needed to ensure proper distribution of water, quantity of water needed, delivered, or the duration of delivery. Use carpentry power and hand tools such as hammers, hand and power saws, drills, planes, routers, sanders, and nail guns, using safety rules/regulations/procedures. Use trade skills to make repairs to refuge buildings and facilities. Operate and maintain heavy motorized equipment (e.g. front-end loader, forklift, dump truck, farm agricultural tractor and implements, rubber tired backhoe/ loader, skid steer, excavator, bulldozer, road grader) and other pieces of equipment as needed for project activities. Apply shop mathematics, use measuring tools or instruments, follow oral and written instructions, use drawings, sketches, schematics, blueprints, etc. to determine work procedures and details of work layout. Lay out the installation, modification, or repair of systems for example: wiring systems in buildings, power and control circuits, and distribution panels.

For more information on the duties of this position contact David Zabriskie at (907) 656-1231 or david_zabriskie@fws.gov

KNOWLEDGE/EXPERIENCE REQUIRED:

1. Applicants must have knowledge or expertise concerning the natural or cultural resources of public lands in Alaska and the management thereof. Knowledge of refuge boundaries, wilderness areas and subsistence uses within those areas.
2. Knowledge of traditional gathering and use of fish and wildlife resources by residents living on or near a refuge or other public lands.
3. Knowledge of Koyukuk/Nowitna/Innoko culture, traditions, and lifestyle.
4. Knowledge of weather, river channels and conditions, travel routes to safely travel on or near a refuge or other public lands in a variety of conditions. The employee requires special knowledge and understanding of the following locations: Yukon River, Ruby, Nulato, Huslia and Trails on or near Koyukuk/Nowitna/Innoko National Wildlife Refuge.
5. Knowledge of facility maintenance techniques and tools appropriate for local climate conditions on or near Koyukuk/Nowitna/Innoko National Wildlife Refuge.
6. Knowledge of equipment maintenance techniques and tools appropriate for local climate conditions on or near Koyukuk/Nowitna/Innoko National Wildlife Refuge.

CONDITIONS OF EMPLOYMENT:

1. Moving expenses are not included in this job (no Permanent Change of Station funds authorized).
2. U.S. Fish and Wildlife has determined that this position is suitable not for telework.
3. Must have a valid State of Alaska driver's license.
4. Selectee will be required to wear an official U.S. Fish and Wildlife Service uniform.
5. May be required to work other than normal duty hours, which may include evening, weekends, and holidays.
6. Conversion to competitive service after two years or completion of qualification requirements (whichever is longer).
7. All Federal employees are required by PL 104-134 to have federal payments made by Direct Deposit.
8. Background Investigations: Employment in this position requires a background investigation which may delay your starting date. If you are selected and cannot obtain a favorable adjudication within a reasonable period of time due to disclosed or undisclosed background issues, the employment offer may be withdrawn.
9. Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
10. You will be required to provide proof of US citizenship.

HOW TO APPLY: The closing date is **25 April 2024 at 4:00 PM**. Do not include any information that contains any personally identifiable information (sex, gender, sexual orientation, national origin, color, marital status, disability, political affiliation, race, religion, age, date of birth, social security number, criminal history, photos, etc.). Applications should be based on your qualifications for the position only (education, experience, etc.)

1. Resume
 - Please ensure that your resume contains:
 - Your full name
 - Address, including zip code
 - Telephone number

- Whether or not you claim veterans' preference in employment
 - Your country of citizenship
 - College and/or graduate school name(s), dates attended, date and type of degree earned or, if no degree earned, show credits earned.
 - Work experience: for each period of employment or non-paid work, include dates of employment (month and year of starting and ending dates), number of hours worked per week and salary, job title (if the position was in the federal government, include the official job title, occupational series and grade), the employer's name and address, supervisor's complete name and telephone number and indicate whether current supervisor may be contacted and a description of the major duties performed and accomplishments.
 - Any other job related qualifications such as language skills, technical/mechanical skills, professional certificates/licenses and dates received, honors, awards, and special accomplishments related to this position.
2. Supplemental Questionnaire, attached.
 3. DD-214 member copy 4 or other documents to support veteran's preference status
 4. SF-15, Application for 10-Point Veteran's Preference and supporting documentation, if you are claiming a service-connected disability
 5. Statement of military service to meet the Veterans Opportunity to Work (VOW) Act (<https://chcoc.gov/content/vow-veterans-opportunity-work-hire-heroes-act-2011>)

The resume and supplemental questionnaire are the basis for determining eligibility and qualifications. In addition, interviews may be conducted for this position on a pass/fail basis or may be scored.

Method to submit application:

1. Email: brittany_zlotek@fws.gov (received by closing date) **PREFERRED METHOD**
2. Mail: U.S. Fish and Wildlife Service Attn: Michael Townley, 5600 American Blvd. West, Suite 990, Bloomington, MN 55437-1458 (postmarked by closing date and received within 5 business days)
3. Fax: 907-442-3124

*****If you Mail or Fax your application in, please e-mail Brittney Zlotek so I am aware of this*****

ADDITIONAL INFORMATION:

Working for the Department of Interior offers a comprehensive benefits package that may include, in part, paid vacation, sick leave, holidays, life and health insurance. In addition, you may be eligible for retirement benefits and/or participation in the Thrift Savings Plan which includes a percentage of government matching. You may even be able to work a flexible schedule. The following web address is provided for your reference to explore the major benefits offered to most Federal employees. To find out more go to: <https://www.usajobs.gov/Help/working-in-government/benefits/>

Privacy Act Information: The application you submit for this position contains information subject to the Privacy Act of 1974 (PL 93-579, 5U.S.C. 522a). We are required to provide you with information regarding the authority and purpose for collecting this data, the routine uses which will be made of it, and the effect, if any, of non-disclosure. You are entitled to the same information as it pertains to disclosure of your social security number.

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

The U.S. Department of Interior is an Equal Opportunity Employer. Selection for this position will be made solely on the basis of merit, fitness, and qualifications without regard to race, gender, color, religion, age, marital status, national origin, non-disqualifying handicap conditions, sexual orientation, political affiliation, or other non-merit factors.

We may use this announcement to fill additional vacancies within 90 days of closing date of this announcement.

ALASKA LOCAL HIRE PROGRAM SUPPLEMENTAL QUESTIONNAIRE
Maintenance Worker, WG-4749-08
R7-24-0916143-BZ-LH

NAME: _____ DATE: _____

E-MAIL ADDRESS and/or PHONE: _____

Please respond to the following questions so we can determine your level of knowledge and skills for this position.

LOCAL KNOWLEDGE AND EXPERIENCE

1. Do you now, or have you ever, lived or worked in or near the public lands in Alaska? (**Screen-Out**)
 - a. Yes (This answer needs to be supported on your application/resume)
 - b. No

2. Have you lived in the vicinity of Koyukuk/Nowitna/Innoko National Wildlife Refuge, Alaska? If so, for how long?
 - a. Less than one (1) year
 - b. One (1) to five (5) years
 - c. Over five (5) years
 - d. I have not lived in the vicinity

3. While working or living in or near the public lands of Koyukuk/Nowitna/Innoko National Wildlife Refuge, have you held a job with duties involving natural or cultural resources?
 - a. Yes
 - b. No

4. How would you describe the type of natural/ cultural resources knowledge and experience you have obtained? (circle the letter for all that apply)
 - a. Community history such as: specific dates, important events, seasonal observations, customs, etc.
 - b. Geographic features and/or unique land markers such as: mountain or river names/locations, types of landscapes, or other geographic information
 - c. Wildlife (including identification of): mammals, birds, insects, big game, fish, or other animals specific to the area
 - d. General knowledge of safety precautions, weather conditions, recreation options, and important information knowledgeable to the local community
 - e. Other unique information not listed above (you may be asked to elaborate at a later time).
 - f. I do not have knowledge or experience as listed above.

5. How did you obtain your knowledge of the unique practices of the public lands for Koyukuk/Nowitna/Innoko National Wildlife Refuge? (circle the letter for all that apply)
 - a. Personal knowledge such as: fishing, hunting, camping, hiking, etc.
 - b. Professional: obtained through a position held
 - c. Official training: high school class, college course, on-line training
 - d. Other resource used to obtain knowledge that is not listed above (you may be asked to elaborate at a later time).
 - e. I do not have the knowledge listed above.

6. Do you have knowledge of the local area, resources, habitats, wildlife, weather patterns, geography, and travel conditions and have used it, in combination with knowledge of local culture and lore, to safely and efficiently travel through the remote and isolated areas on and near Koyukuk/Nowitna/Innoko National Wildlife Refuge?
 - a. Yes
 - b. No

7. What methods have you used to share this knowledge and/or experience with others? Please circle all that apply.
 - a. Materials such as brochures, pamphlets, books, or written documents
 - b. Media such as websites, Twitter, Facebook, podcasts, etc.
 - c. Formal and/or informal presentations
 - d. Hands-on activities and/or games
 - e. Other methods not listed above (you may be asked to elaborate at a later time).
 - f. I do not have skill or experience with the methods listed above

8. Do you have a valid state driver's license?
 - a. Yes
 - b. No

9. Are you willing to wear the official Fish and Wildlife Uniform in accordance with agency policies and standards?
 - a. Yes.
 - b. No.

10. What types of tools have you used for personal or professional use? (Please circle all that apply)
 - a. Hand tools: hammer, tape measure, screwdriver, wrench, pliers, etc.
 - b. Grounds Maintenance: shovel, wheelbarrow, hacksaw, cutters/shears, etc.
 - c. Safety Equipment: goggles, gloves, safety belt, dolly, etc.
 - d. Power tools: drill, grinder, nail gun, air compressor, chainsaw, sander, etc.
 - e. Light Equipment: trucks, ATV, boats, snowmachines, lawn mowers, etc.

11. What is your ability to perform general building maintenance such as unclogging drains and/or repairing leaks, lay flooring, shingles, and siding, constructing small buildings, painting walls, replacing outlets, switches, light fixtures, or breakers? (Circle only one Response)
 - a. I do not have experience in this area.
 - b. I have some knowledge and/or skill in this area.
 - c. I have knowledge and/or skill in this area and perform these duties on a daily basis.
 - d. I have knowledge, skill, and experience in this area and have trained others in this area.

12. What is your ability to maintain an inventory list of property and materials in a warehouse? (Circle only one response)
 - a. I do not have experience in this area.
 - b. I have some knowledge and/or skill in this area.
 - c. I have knowledge and/or skill in this area and complete these duties on a daily basis.

- d. I have knowledge, skill, and experience in this area as well as train others in this area.
13. What is your ability to perform preventative maintenance on facilities such as offices and residences? (Circle only one response)
- a. I do not have experience in this area.
 - b. I have some knowledge and/or skill in this area.
 - c. I have knowledge and/or skill in this area and complete these duties on a daily basis.
 - d. I have knowledge, skill, and experience in this area as well as train others in this area.
14. What is your ability to perform preventative maintenance on equipment and vehicles such as trucks, boats, outboard motors, and snowmachines, etc.? (Circle only one response)
- a. I do not have experience in this area.
 - b. I have some knowledge and/or skill in this area.
 - c. I have knowledge and/or skill in this area and complete these duties on a daily basis.
 - d. I have knowledge, skill, and experience in this area as well as train others in this area.
15. What is your ability to perform preventive maintenance and repairs on climate control systems, water softening and iron extraction systems, pneumatic, hydraulic, and electrical (solar, AC & DC) generation systems, water pressure and pumping systems, fire alarm, carbon monoxide and smoke detector systems? (Circle only one response)
- a. I do not have experience in this area.
 - b. I have some knowledge and/or skill in this area.
 - c. I have knowledge and/or skill in this area and complete these duties on a daily basis.
 - d. I have knowledge, skill, and experience in this area as well as train others in this area.
16. What is your ability to maintain an organized filing system for important maintenance documents? (Circle only one response)
- a. I do not have experience in this area.
 - b. I have some knowledge and/or skill in this area.
 - c. I have knowledge and/or skill in this area and complete these duties on a daily basis.
 - d. I have knowledge, skill, and experience in this area as well as train others in this area.
17. What is your ability to perform janitorial duties to include regular cleaning of outhouses, toilets, trash receptacles, boat ramps, and parking areas? (Circle only one response)
- a. I do not have experience in this area.
 - b. I have some knowledge and/or skill in this area.
 - c. I have knowledge and/or skill in this area and complete these duties on a daily basis.
 - d. I have knowledge, skill, and experience in this area as well as train others in this area.
18. What is your ability to perform snow removal? (Circle only one response)
- a. I do not have experience in this area.
 - b. I have some knowledge and/or skill in this area.
 - c. I have knowledge and/or skill in this area and complete these duties on a daily basis.
 - d. I have knowledge, skill, and experience in this area as well as train others in this area.
19. What is your ability to coordinate a safety management program including OSHA, CPR/First Aid, and environmental compliance? (Circle only one response)
- a. I do not have experience in this area
 - b. I have some knowledge and/or skill in this area
 - c. I have knowledge and/or skill and complete these duties on a daily basis
 - d. I have knowledge, skill, and experience in this area as well as train others in this area.

20. What is your ability to operate a computer and basic software systems? (Circle only one response)
- a. I do not have experience in this area
 - b. I have some knowledge and/or skill in this area
 - c. I have knowledge and/or skill and complete these duties on a daily basis
 - d. I have knowledge, skill, and experience in this area as well as train others in this area.
21. Are you able to lift at least 50 lbs?
- a. Yes
 - b. No
22. Is a Resume included with your application?
- a. Yes
 - b. No

I certify that the statements made on this application are true, correct and complete to the best of my knowledge.

Applicant Signature

Date

Applicant Printed Name