

from a variety of surfaces such as rugs, walls, floors and fixture by use of chemicals and cleaning solutions; moves furniture and sets up chair arrangement in conference rooms. Employee will be exposed to vibration from heavy floor cleaning equipment and skin irritations from strong cleaning solutions used in stripping floors. Employee will adjust, clean, oil, and change brushed, rollers, buffers and other attachments on cleaning machines. In addition the employee will operate Push type and riding lawn mowers, and shovel snow off walk ways.

Working Conditions and Other Consideration:

PHYSICAL REQUIREMENTS: Work requires moderate to heavy physical effort. Required to lift and move objects weighing 40 pounds and occasionally over 50 pounds.

WORKING CONDITIONS: Work is performed indoors and occasionally outdoors in all kinds of climatic conditions. Occasionally exposed to danger of cuts and bruises, disagreeable odors, and skin irritations. Must observe safety requirements and take necessary precautions, including the use of protective clothing and gear when working with cleaning chemicals.

SUMMARY OF QUALIFICATIONS REQUIRED: (Refer to Office of Personnel Management (OPM) Qualification Standards for Wage Grade Positions for additional qualification requirements and substitutions for education <http://www.opm.gov/qualifications/sec-iii/a/num-ndx.asp>). Applicants *must meet* the qualification requirements contained in the OPM Standards.)

QUALIFICATION REQUIREMENTS:

Candidates for these positions will be evaluated under the Job Element X-118C, Job Qualification System for Trades and Labor Occupations. Applicants will be rated on the knowledge, skills, and abilities to perform the duties of the position.

EVALUATION METHOD AND RANKING FACTORS:

Evaluation will be made of the extent to which experience, training, self-development, performance appraisal, outside activities, and/or awards demonstrate that basically qualified candidates possess the Job Elements described below. **Applicants must address the following Job Elements on a separate sheet of paper.** The statements you describe below will be the principle basis for determining whether or not you are Best Qualified for this position.

SUPPLEMENTAL QUESTIONNAIRE:

1. Ability to do the work of a custodial worker without more than normal supervision. (Screen Out Element)
2. Work practices (includes keeping things neat, clean and in order).
3. Ability to follow oral and written instructions.
4. Ability to use and maintain tools and equipment.
5. Dexterity and ability to use equipment safely.

EDUCATION: Your education and experience will be evaluated against all qualification requirements (basic and any additional requirements).

BASIC REQUIREMENTS: Applicants must have experience and/or training of sufficient scope and quality to perform the duties required. Applicants will be rated in accordance with their knowledge and skill in the job elements listed in the Knowledge and Skills.

HOW TO APPLY: It is to your advantage to read the 'HOW TO APPLY' section of the OF-612, Application for Federal Employment, 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:

1. Applicants may file using an OF-612, Application for Federal Employment, a resume or any other written format of the applicant's choice. In addition to the OF-612, applications, resumes or other written formats **MUST CONTAIN:** Job Announcement Number; Education; Work Experience (Position Title, Employment Dates, Salary); and Supervisor's name and telephone number. Also include information on other job qualifications and references. Application or resume must have signature and current date. http://www.opm.gov/forms/pdf_fill/of612.pdf
2. Supplemental Questionnaire response, KSA resume, listed in announcement. Failure to respond to the KSA questions may result in loss of consideration.
3. Form BIA 4450, Supervisory Appraisal of Demonstrated Performance or Potential, included in this announcement.
4. College Transcript is required for verification/documentation that the Basic Qualification Requirements have been met.
5. Form BIA 4432, Verification of Indian Preference for Employment, is required 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.
6. Copy of most recent SF-50, Notification of Personnel Action, if current or former Federal employees.
7. Veteran's Preference: 5-POINT PREFERENCE. If you are claiming 5-point veteran preference, you must provide the DD-214, Certificate of Release or Discharge from Active Duty. 10-POINT PREFERENCE. If you are claiming 10-point veteran preference, you will need to submit an SF-15, Application for 10-point Veterans Preference, DD-214 and the proof required by that form.
8. DI-1935, Background Survey Questionnaire, listed in announcement, submission is voluntary and not a required form, available at <http://www.doi.gov/diversity/di1935.htm>
9. Applicant Screening Questionnaire, included in this announcement. .

NOTE: Persons submitting incomplete applications will be given credit only for the information they provide. It is the applicant's responsibility to submit all required documentation in support of their application in order to receive full credit for their Veteran Preference determination, Indian Preference, education, training and/or experience. **ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.**

Applications become part of the official record and will not be duplicated or returned. This office WILL fax vacancy announcements **AND WILL NOT accept telefaxed/E-mailed** applications. Applicant's qualifications will be evaluated solely on the information submitted by them in their applications.

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.

MAILING AND PHYSICAL ADDRESS:

Southwest Indian Polytechnic Institute (SIPI)
Attention: Human Resources Office
9169 Coors Blvd NW
Albuquerque, NM 87120

FOR ADDITIONAL INFORMATION:

CONTACT: Stella Lucero

TELEPHONE: (505) 346-2339

OTHER:

- This position is subject to **Furlough**. Furlough is the placement of an employee in a temporary nonpay and nonduty status (or absence from duty) because of lack of work or funds.
- Applicant is subject to a favorable background investigation. Upon selection, selectee will be required to complete a Declaration for Federal Employment, OF-306. This is a Non-Critical, Moderate Risk Position subject to a favorable adjudicated background investigation.

OTHER (Cont'd):

- All applicants MUST submit a current GSA Form 3607, Motor Vehicle Operator's License and Driving Record in order to receive consideration. Incumbent must possess a valid State Driver's License.
- All male applicants born after December 31, 1959, will be required to complete the certification document to confirm their selective service status.
- The employee is often working in other than normal hours as necessary to handle emergency situations of peak workloads. Incumbent may also be required to report to work in early morning hours to assist with cleanup potential accidents, leaks, spills, or to shovel snow, or de-ice in cases of extreme weather conditions. In rare situations reporting to work in inclement weather may be required. Incumbent may be subject to rotating shifts, weekend hours and extended hour days.
- Upon appointment to this position, incumbent must possess certifications or ability to get proper training and certifications in First Aid, Cardiopulmonary Resuscitation (CPR), and Automated External Defibrillation) (AED) within a reasonable time period. Thereafter, incumbent must maintain active current certifications in these areas.
- The incumbent is subject to background investigations.
- This position is non-exempt from coverage under the Fair Labor Standards Act, therefore, designated Non-exempt.

SPECIAL REFERENCE:

- Government Housing IS NOT available.
- Relocation Expenses WILL NOT BE paid in accordance with Federal Travel Regulations.

CTAP/ICTAP: Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection.

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Well-Qualified Definition: The Office of Personnel Management (OPM) has defined well-qualified to be generally those applicants whose knowledge, skills, and abilities clearly exceed the minimum qualification requirements but who would not necessarily meet the definition of highly or best qualified. An eligible CTAP applicant is determined to be well-qualified if he/she meets the following:

- a) OPM qualification standards for the position;
- b) All selective factors, where applicable;
- c) Special qualifying conditions that OPM has approved for the position;
- d) Is physically qualified with reasonable accommodation, where appropriate, to satisfactorily perform the duties of the position upon entry; and
- e) Is rated by the organization at least the "good" or equivalent rating level on all quality ranking factors.

Federal employees Seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5CFR 330.605(a) for CTAP and 5CFR 330/704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP and ICTAP eligible.

**Applicant Screening Questionnaire
Indian Children Protection Requirements**

Name: _____ Social Security Number: _____
(please print)

Job Title: Custodial Worker Announcement No: SIPI 08/11

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

SUPERVISORY APPRAISAL OF DEMONSTRATED
PERFORMANCE OF POTENTIAL

Announcement No. **SIPI 08/11**

PLEASE HAVE THIS APPRAISAL COMPLETED BY YOUR SUPERVISOR AND SUBMIT WITH YOUR APPLICATION, (If the appraisal is submitted directly by the Supervisor, the Applicant will be permitted to review and/or obtain a copy of the appraisal upon request.)

Name of Applicant: _____ Position: **Custodial Worker**

Basis of Appraisal				Ranking Factors (Knowledge, Skills Abilities and Personal Characteristics)	Level of Performance			
Check One					Please Check as appropriate:			
Outside Activities	On-the-Job Performance	Formal Training	Unable to Appraise		4-Exceptional	3-Above Average	2-Average/ Satisfactory	1-Rarely Satisfactory
					4	3	2	1
				<ol style="list-style-type: none"> 1. Ability to do the work of a custodial worker without more than normal supervision. 2. Work practices (includes), keeping things neat, clean, and in order). 3. Ability to follow oral and written instructions. 4. Ability to use and maintain tools and equipment. 5. Dexterity and ability to use equipment safely. 				

SUPERVISORY APPRAISAL OF DEMONSTRATED
PERFORMANCE OF POTENTIAL

Announcement No.: **SIPI 08/11**

NARRATIVE: Briefly evaluate the candidate's overall ability to perform the duties and responsibilities of the position. Narrative comments are required for all evaluations.

In what capacity are you making this appraisal? (please check as appropriate)

Present Immediate
Supervisor

Present 2nd Level
Supervisor

Other (Specify)

Former Immediate
Supervisor

Former 2nd Level
Supervisor

Period During Which You
Supervised the Applicant:

From:

To:

Appraiser:

Signature

Date

Phone No.