



# United States Department of the Interior



FISH AND WILDLIFE SERVICE  
Kenai National Wildlife Refuge  
33398 Ski Hill Road  
P.O. Box 2139  
Soldotna, Alaska 99669

## JOB OPPORTUNITY NOTICE R7-15-045 -AV

**OPENING DATE:** September 24, 2015

**CLOSING DATE:** October 7, 2015

**POSITION:** Laborer WG-3502-04

**SALARY:** \$19.76 per hour (WG-04)

**LOCATION:** 1 Ski Hill Road; Soldotna, AK 99669

**WORK PERIOD:** This is a **TERM /Full Time** position. This term position that will last 13 months. The position may be extended for additional periods, not to exceed a total of 4 years of employment. Extensions are dependent on funding and workload and are not guaranteed.

**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.

**ORGANIZATION:** Kenai National Wildlife Refuge, Soldotna, Alaska

**DUTIES:** The employee will serve as the Refuge Laborer for the U.S. Fish and Wildlife Service, Kenai National Wildlife Refuge, and other location in the field. Duties and responsibilities include janitorial and custodial duties relative to Refuge buildings to include cleaning and polishing of floors, vacuuming and cleaning of carpets, washing walls and fixtures, cleaning and disinfecting of toilet and restroom facilities to include replenishing of restroom supplies. Moves furniture, supplies and equipment as required to accomplish duties in offices, Visitor Center, shops, living quarters, and employee commons kitchen and restroom facilities. Sweeps sidewalks and parking areas. May assist maintenance staff in the construction, installation, repairing, and modifying of wood structures; may assist public use and biological staff in performing miscellaneous duties not requiring any specialized skills, training or experience. Cleans and maintains campground outhouses and camping facilities. Operates Refuge vehicles for transportation of materials and equipment for clearing of snow.

**For more information on the duties of this position contact Clifton Peterson at (907) 260-2832.**

**KNOWLEDGE/EXPERIENCE REQUIRED:**

**Applicants must have knowledge or expertise concerning the natural or cultural resources of public lands in Alaska and the management thereof.**

1. Must have knowledge of the local area including natural and cultural resources, fish and wildlife populations and recreational opportunities and facilities.
2. Must have knowledge of local geography, weather, history and native cultures.

**CONDITIONS OF EMPLOYMENT:**

Must be eligible and willing to carry and use a firearm for bear protection. 18 U.S.C. 922 (g)(9) makes it a felony for anyone who has been convicted under federal or state law of a misdemeanor crime of domestic violence to possess any firearm so those that have been convicted of a misdemeanor crime of domestic violence or any other felony that prohibits you from carrying a firearm should not apply.

Travel, transportation, and relocation expenses will not be paid by the Department. Any travel, transportation and relocation expenses associated with reporting for duty in this position will be the responsibility of the selected employee.

All Federal employees are required by PL 104-134 to have federal payments made by Direct Deposit.

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.

Must have a valid State Driver's license.

Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.

You will be required to provide proof of US citizenship.

**HOW TO APPLY:** The following must be filled out and (received/turned in or faxed) by...

**October 7, 2015 at 4:00 PM:**

1. Submit your resume, curriculum vitae, or any other written format you choose, to describe your job-related qualifications.  
Please ensure that your resume contains:
  - Your full name
  - Address, including zip code
  - Telephone number
  - The last four digits of your social security number
  - Whether or not you claim veterans' preference in employment
  - Your country of citizenship
  - Educational information, such as high school name and date of diploma or GED
  - 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.
  - Please note: the information in your resume will be used to confirm that you meet the qualification requirements of the position.
2. Supplemental Questionnaire, attached.
  3. DD-214, if you are a veteran or if you are claiming 5 point veteran's preference.
  4. SF-15, Application for 10-Point Veteran's Preference and supporting documentation, if you are claiming a service-connected disability

**EACH APPLICANT MUST COMPLETE THE SUPPLEMENTAL QUESTIONNAIRE ADDRESSING EACH OF THE REQUIREMENTS.**

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

**Submit application to:**

Clifton Peterson  
Kenai National Wildlife Refuge  
P.O. Box 2139  
Soldotna, Alaska 99669  
OR

Drop off application at Kenai National Wildlife Refuge Headquarters at 33398 Ski Hill Road from 9:00 am to 4:00 pm Monday through Friday.

**Applications are must be received by October 7, 2015 at 4:00 PM AKST**

**ADDITIONAL INFORMATION:**

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.

NAME \_\_\_\_\_ Date: \_\_\_\_\_

**ALASKA LOCAL HIRE PROGRAM SUPPLEMENTAL QUESTIONNAIRE**

*Laborer, WG-3502-04*

*R7-15-045-AV*

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?
  - a. Yes (This answer needs to be supported on your application/resume)
  - b. No
  
2. Have you lived in the vicinity of Kenai *National Wildlife Refuge, Soldotna, AK*? 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 in Alaska, 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 Kenai NWR? (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 to safely and efficiently travel through the remote and isolated areas on and near the Kenai NWR?
  - a. Yes
  - b. No

7. What types of tools have you used for personal or professional use? (Please circle all that apply.)
  - a. Hand tools: Hammer, tape measure, screw driver, wrench, pliers, etc.
  - b. Grounds Maintenance: shovel, wheel barrow, hacksaw, cutters/shears, etc.
  - c. Safety equipment: goggles, gloves, safety belt, dolly, etc.
  - d. Power tools: drill, grinder, nail gun, air compressor, etc.
  - e. Custodial/Janitorial equipment: vacuum, carpet shampoo machine, buffers, etc.
  
8. What is your ability to perform carpentry, plumbing, minor electrical repairs, and painting duties? (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.
  
9. What is your ability to perform custodial duties such as stripping and waxing floors, buffing floors, vacuuming and shampooing carpeted floors, sanitizing kitchen and restroom facilities, washing windows, and determining the appropriate chemicals or supplies required to accomplish each task? (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.
  
10. What is your experience operating heavy powered equipment such as riding lawn mowers, weed eaters, portable snow blowers, chain saws, wood splitters and hand tools such as shovels and rakes to maintain buildings, grounds, roads and trails? (Circle only one response.)
  - a. I do not have experience in this area.
  - b. I have have less than one (1) year experience in this area.
  - c. I have one (1) year to five (5) years experience in this area .
  - d. I have more than five (5) years experience in this area
  - e. I have more than five (5) years experience in this area as well as train others in this area.

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

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Applicant signature

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Date

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Applicant Printed Name