



United States Department of the Interior

Kenai National Wildlife Refuge
P. O. Box 2139
Soldotna, AK 99669

JOB OPPORTUNITY NOTICE R7-17-019-TR

OPENING DATE: April 5, 2017.
CLOSING DATE: April 11, 2017.

POSITION: Maintenance Worker (Lead), WG-4749-05.

SALARY: Starting at \$21.83 per hour.

LOCATION: Kenai National Wildlife Refuge, Soldotna, 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 a TEMPORARY/FULL-TIME position.

This is a temporary/full time position and is not to exceed 1,039 hours. The position is expected to begin in April 2017 and end in October 2017. (There may be some flexibility with the start date and end date, but total number of hours will not exceed 1,039 hours).

Weekend work: Weekend work MAY be required, including Sundays.

ORGANIZATION: Kenai National Wildlife Refuge, Soldotna, Alaska.

DUTIES: The incumbent will work with nonprofit and volunteer organizations to recruit volunteer trail crew projects on the Kenai National Wildlife Refuge (NWR). Lead trail crew consisting of three to five volunteers in the construction, repair and maintenance of front and backcountry and remote backcountry routes. Provide training and education about Kenai NWR and the refuge system during volunteer group projects. Provide day-to-day leadership to the crew including proper trail maintenance technique and wilderness philosophy and stewardship. Ensure that projects are achievable and within the skill level of the crew while being completed in a safe and timely manner. Operate chainsaws and a variety of hand and power tools. Position requires bending for long periods of time using picks, shovels and other tools commonly used during routine trail maintenance and new trail construction.

If you have any questions about the duties of this position, please call Matt Conner (907) 262-7021.

KNOWLEDGE/EXPERIENCE REQUIRED:

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

CONDITIONS OF EMPLOYMENT:

The use of a firearm may be authorized for bear protection. Use of firearm is optional and authorized on a case by case basis after training and demonstration of firearm proficiency. Title 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. Those that have been convicted of a misdemeanor crime of domestic violence or any other felony that prohibits you from carrying a firearm will not be authorized the use of firearms for bear protection.

This position requires frequent strenuous activity and very heavy physical effort. Exerts physical effort in doing such tasks as frequently lifting and moving objects weighing over 50 pounds and carrying heavy loads over rough terrain. Position requires repeatedly pushing, pulling, and/or carrying heavy loads. May require hikes to and from work locations of up to 15 miles a day.

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.

Government housing can only be provided if excess housing exists at time of hiring.

Selectee will be required to wear an official U.S. Fish and Wildlife Service uniform.

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.

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 by **April 10, 2017 at 4:00 pm AKST:**

1. Submit your resume, curriculum vitae, the Optional Application for Federal Employment (OF-612) 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 the OF-612, or 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.

Applications must be received no later than April 10, 2017, at 4:00 pm AKST:

By mail or fax:

Matt Conner

Visitor Services Manager

Kenai National Wildlife Refuge

P.O. Box 2139

Soldotna, AK 99669

FAX: (907) 262-3599

Or drop off application at Kenai National Wildlife Refuge Headquarters at 33398 Ski Hill Road, Soldotna, AK, 99669, **from 8:00 A.M. to 4:00 P.M. on Monday to Friday.**

For assistance in completing the questionnaire or resume for this position, questions on how to apply, contact **Toni Romero at (907) 271-3164.**

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:** _____

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, 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 **Soldotna, 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?
 - 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. What methods have you used to share this knowledge and/or experience with others?
 - 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.

Name: _____ Date: _____

6. How did you obtain your knowledge of the unique practices of the public lands for **Soldotna, Alaska**?
 - 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.
7. 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 Athabaskan and Inupiat culture and lore, to safely and efficiently travel through the remote and isolated areas on and near **Soldotna, Alaska**?
- Yes
 - No
8. Are you able to respond to questions and assist visitors with information concerning the natural and cultural resources for the public lands for **Soldotna, Alaska**?
- Yes
 - No
9. I have knowledge to teach the proper use of hand tools commonly used during trail maintenance activities, for example: pulaski, McLeod, pick-mattock, axe, adze, hand saws, lopping shears, sandvik, draw knife, log tongs, and/or rock bar.
- Yes
 - No
10. I have knowledge to maintain hand tools commonly used during trail maintenance activities. For example: pulaski, McLeod, pick-mattock, axe, adze, hand saws, lopping shears, sandvik, draw knife, log tongs, and/or rock bar.
- Yes
 - No
11. I am able to operate chainsaws safely.
- Yes
 - No
12. I have experience assisting crewmembers while planning, preparing, and packing for extended stays in the field (meals, cooking, clothing, gear, hygiene, sanitation, etc.).
- Yes
 - No
13. Are you able to provide supervision during overnight stays (3-5 days) in the field (Spike Camps)?
- Yes
 - No

Name: _____ **Date:** _____

14. Do you have experience providing leadership during multi-day canoe trips to maintain portages?
- Yes
 - No
15. I have experience assisting in overall project planning and logistics related to backcountry travel and spike camps.

- a. Yes
 - b. No
16. I have the experience to lead regular safety “tailgate” meetings related to trail construction or maintenance and ensure crewmembers wear required Personal Protective Equipment (PPE).
- a. Yes
 - b. No
17. I am willing to assume responsibility for the safety of personnel and equipment while working in remote settings and hazardous situations, where extreme caution is necessary (errors could result in serious injury or fatality).
- a. Yes
 - b. No
18. I have experience maintaining safe working conditions and crew morale while working in all extremes of weather; steep, mountainous or rough terrain; and other adverse environmental conditions.
- a. Yes
 - b. No
19. I am willing and able to carry and use a firearm for protection purposes from bears.
- a. Yes
 - b. No
20. I have not been convicted of a misdemeanor crime of domestic violence.
- a. Yes
 - b. No
21. I understand I will be required to stay in remote settings (Spike Camps) for up to 8 days and that the work is strenuous and physically challenging. I will be required to bend, twist, lift, and carry 50 to 65 lb. loads via backpack for long periods of time. I may have to hike 10 to 15 miles a day over steep rocky terrain in inclement weather with biting insects.
- 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