



**United States Department of the Interior**  
**KENAI NATIONAL WILDLIFE REFUGE**

P.O. Box 2139  
Soldotna, Alaska 99669-2139  
(907) 262-7021



**JOB OPPORTUNITY NOTICE**  
**R7-14-004-JE**

**OPENING DATE:** January 15, 2014

**CLOSING DATE:** January 29, 2014

**POSITION:** POSITION TITLE: Maintenance Worker (Cabin Crew), WG-4749-05  
WORK SCHEDULE: Full time  
POSITION TENURE: Permanent

**SALARY:** Starting at \$21.09 per hour

**LOCATION:** DUTY LOCATION: 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 Permanent position.

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

**DUTIES:** This position performs construction work at remote sites within the 1.97 million acre Kenai National Wildlife Refuge, performs routine maintenance of 24 historic and public use cabins and repairs historic log cabins. This position also moves heavy materials to and around the job site. It works outside in all extremes of weather, rough terrain and other hazardous conditions. It operates tools such as chainsaws, axes, adzes, drawknives and a variety of hand and power tools.

If you have any questions about the duties of this position, please call Steve Miller at (907) 260-2805.

**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:**

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.

Must have a valid State of Alaska driver's license.

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

Conversion to competitive service after two years or completion of qualification requirements (whichever is longer). To qualify, the following elements will need to be met:

- The ability to perform the duties of Maintenance Worker (Cabin Crew) without more than normal supervision.
- Work Practices
- Use of Measuring Instruments
- Ability to Interpret Instructions
- Ability to Use and Maintain Tools and Equipment
- Knowledge of Materials
- Dexterity and Safety

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 January 29, 2014 at 4:30:

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.

**Submit application to:**

Joy Edge, Human Resources Specialist  
USFS/BLM – Alaska Combined Service Center  
222 W 7th Ave #13  
Anchorage, AK 99513

Or drop off application at Bureau of Land Management, Human Resources 4th Floor of the Federal Building at 222 W 7th Ave in Anchorage from 7:30 a.m. to 4:00 p.m. Monday through Friday.

Any questions on the application process call Joy Edge at (907) 271-3338 or toll free at (888) 859-4183.

**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: \_\_\_\_\_

**ALASKA LOCAL HIRE PROGRAM SUPPLEMENTAL QUESTIONNAIRE  
MAINTENANCE WORKER WG-4749-05  
R7-14-004-JE**

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 or on the Kenai Peninsula? 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 Kenai 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?
  - 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.
  
6. How did you obtain your knowledge of the unique practices of the public lands for Kenai National Wildlife Refuge?
  - 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 culture and lore, to safely and efficiently travel through the remote and isolated areas on and near Soldotna, Alaska? Circle all the locations that you have significant knowledge:
- a. Tustumena Lake
  - b. Skilak Lake
  - c. Trapper Joe Lake
  - d. Vogel Lake
  - e. Emma Lake
  - f. Dolly Varden Lake
  - g. Kasilof River
  - h. Kenai River
  - i. I do not have knowledge of any of the above.
8. 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, draw knives, log slicks, bottle jacks, axes, adzes, etc.
  - b. Grounds Maintenance: shovel, wheel barrow, hacksaw, cutters/shears, etc.
  - c. Safety equipment: goggles, gloves, safety belt, dolly, chainsaw chaps, helmet, etc.
  - d. Power tools: drill, grinder, nail gun, chain saw, table saw, etc.
  - e. Heavy equipment: trailer, trucks, boats, snowmobile, etc.
9. What experience do you have restoring and rebuilding historic cabins? Please circle all that apply.
- a. Have repaired logs by safely jacking up the cabin.
  - b. Removed damaged logs or portions of logs.
  - c. Replaced damaged logs or portions of logs.
  - d. Interpret history of historic cabins
  - e. None of the above.
10. Mark the  in front of each of the statements you have done pertaining the use of measuring instruments.
- Use tape measure, square, or ruler to calculate the amount of product to purchase.
  - Read temperature and pressure gauges on boilers, solar water heaters and water filtration systems to diagnose problems, discuss with vendors, report malfunctions to supervisor, and implement maintenance action.
  - Use volt-ohm meters to test voltages, resistance, and continuity in electrical circuits and equipment to diagnose problems, discuss with vendors, report malfunctions to supervisor, and implement maintenance action.
  - Check fire extinguishers for correct pressure, making notations as needed.
  - Read and interpret instructions and measure quantities for mixing paints, fuels (e.g. oil to gas ratio), etc.
  - Observe gauge readings for operation of solar electric to monitor performance, diagnose problems, discuss with vendors, and report malfunctions to supervisor.

None of the above

11. What is your ability to interpret and use blueprints, drawings, and specifications?
- 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.

12. Mark the  in front of each statement you have experience in to show your ability to interpret instructions.

- Research available printed or Internet sources to obtain information necessary for maintenance and repair of equipment or building items.
- Read manuals and troubleshooting guides to diagnose maintenance problems
- Interpret MSDS (Material Safety Data Sheets) and maintain proper files.
- Respond to frequent changes in instructions with respect to the team, project and/or task.
- None of the above

13. Mark all of the following statements which show you have dexterity and are safe.

- I can lift and carry tools, equipment and parts, unassisted and for long distances, weighing up to 50 pounds and exert similar effort in pushing pulling and positions parts, assemblies and equipment.
- I can be transported on small aircraft, snowmobile, and boats.
- I can and have safely operated snowmobiles and boats.
- I have good eye/hand coordination for operating equipment.
- I understand basic OSHA safety standards.
- I can identify safety issues and correct them.
- I can wear safety equipment such as goggles, helmets, flight suits, etc.
- I can work in conditions that require frequent standing, bending, climbing, reaching, kneeling and uncomfortable conditions.
- I can work on ladders, scaffolds, platforms and in hard to reach or cramped spaces.
- I can work indoors, outdoors in dirty, dusty, greasy, or noisy places, on intermittently slippery or uneven surfaces, in hot and humid conditions, extreme temperatures to -70 degrees, subject to exhaust fumes, in water or sewage, or inadequately heated or lighted spaces.
- None of the above

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