

Announcement No.: SW-2009-12

# MERIT PROMOTION

## Vacancy Announcement

Opening Date: May 7, 2009

Closing Date: May 21, 2009

U.S. DEPARTMENT OF ENERGY  
SOUTHWESTERN POWER ADMINISTRATION

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### OVERVIEW

**POSITION:** ELECTRICIAN (SUBSTATION) or HELPER 1<sup>st</sup> CLASS,  
HELPER 2<sup>nd</sup> CLASS, OR HELPER 3<sup>rd</sup> CLASS, WB-2810-00

**SALARY RANGE:** Journeyman Electrician: \$30.92 per hour  
Electrician Helper 1<sup>st</sup> Class: \$27.83 per hour  
Electrician Helper 2<sup>nd</sup> Class: \$24.74 per hour  
Electrician Helper 3<sup>rd</sup> Class: \$21.64 per hour

**ORGANIZATION LOCATION:** Office of Corporate Facilities  
Division of Maintenance  
Gore Maintenance Unit

**DUTY LOCATION:** Gore, Oklahoma

**PROMOTION POTENTIAL:** None

**NUMBER OF POSITIONS:** 1 Temporary position, not to exceed one year

This position is being advertised at four levels, indicate on your application the position for which you are applying (see Specialized Experience in this announcement for qualifications requirements) and submit the appropriate Supplemental Qualifications Statement.

### **WHO MAY APPLY:**

**Nation-wide Federal status candidates.** (Status candidates are current career or career-conditional employees of the Federal Government.) If you are a current Federal employee, are eligible for reinstatement, or if you are entitled to preference under a career transition assistance program or are a preference-eligible veteran, you may apply for this position. All applicants will receive consideration without regard to race, religion, color, national origin, sex, political affiliation, age, or any other non-merit factor.

### **GENERAL INFORMATION ABOUT SOUTHWESTERN POWER ADMINISTRATION**

Southwestern Power Administration (Southwestern) was created in 1943 to market power and energy produced at the U.S. Army Corps of Engineers hydroelectric power projects. Twenty-four Federal multi-purpose water resource projects (dams) generate electricity that is provided to homes and businesses in a six-state area: Arkansas, Kansas, Louisiana, Missouri, Oklahoma, and Texas. To integrate the operation of the hydroelectric generating plants, Southwestern maintains 1,380 miles of high-voltage transmission lines, 24 substations, and 46 microwave towers. Seventeen of the 24 generating plants are scheduled directly by Southwestern. Nineteen generating plants contribute to the interconnected system operations. Generation at five projects serves specific customer loads. For more information about Southwestern, visit our Internet web site at: [www.swpa.gov](http://www.swpa.gov).

### **APPLICANT CERTIFICATION**

Before appointment, applicant will be required to certify that all information contained on or attached to his/her application is complete, true, accurate, and made in good faith as well as providing other suitability information. This certification will be made with the understanding that the information may be investigated, and false or fraudulent information on your application may be grounds for not hiring you, for firing you after you begin work, or be punishable by fine or imprisonment.

## **DUTIES**

1. The employee serves as an electrician of an electrical substation crew for the continuous maintenance, operation, and construction of high-voltage substations and radio stations within a designated area.
2. Complies with the technical requirements, specifications, and design limits for all substation equipment through which power flows, such as power circuit breakers, transformers, bus and cable, grounding systems, trench and conduit systems, building and yard lighting systems, station service, station batteries, metal-clad switchgear, circuit interrupters, and motor-operated and manual disconnect and grounding switches.
3. Provides investigations of substation equipment failures and interruptions to ascertain cause of failure and/or interruptions.
4. Uses technical documents and substation drawings, such as equipment drawings, control board drawings, instruction books, test records, equipment records, etc., to ascertain proper connection, operation, and maintenance of substation electrical equipment.
5. Provides inspection of new installations and conducts performance tests of new equipment prior to acceptance for operations.
6. Executes a comprehensive program of preventative maintenance for electrical systems within the substations in accordance with standard procedures.
7. Complies with policies and procedures, prepares work schedules, and coordinates equipment outages with the Division of Scheduling and Operations.
8. Provides management support, operations, and maintenance by force account and materials forecast. Initiates material and equipment transportation to various work sites.
9. Responsible for capital property assigned to him/her and the use, disposition, maintenance, and storage of such equipment in accordance with property management procedures.
10. Responsible for the operation, maintenance, and repair of vehicles assigned to him/her and the use, disposition, and storage of such equipment in accordance with credit cards, purchasing authority, and property management regulations.

## **Physical Demands**

The work requires some physical exertion, such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurrent bending, crouching, stooping, stretching, reaching, or similar activities; and recurrent lifting of moderately heavy items, such as test instruments, compression tools, and various winch lines. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

## **Work Environment**

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress, such as working with high-voltage electrical equipment (.001 volts to 161,000 volts as general criteria), extreme outdoor weather conditions and/or emergency situations at all hours of the day and any day, and foreign electrical systems. The employee must apply a wide range of safety and other precautions. Travels to, and lodges at, remote locations frequently. The current work schedule is four 10-hour days weekly, Monday through Thursday.

## **QUALIFICATIONS**

In your application material, you must indicate that you possess sufficient **specialized experience, knowledge and skills** to satisfactorily perform the duties of an Electrician (Substation) or Electrician Helper 1<sup>st</sup> Class, 2<sup>nd</sup> Class or 3<sup>rd</sup> Class. **The ability to do the work of a journeyman substation electrician (or Electrician Helper 1<sup>st</sup> or 2<sup>nd</sup> Class) in the performance of complex electrical work will be used as a screen-out element, and any applicant not indicating an adequate level of this ability will be eliminated from further consideration.** **The aptitude and interest for learning trade theory and practice will be used as a screen-out element for the**

**Electrician Helper 3<sup>rd</sup> Class, and any applicant not indicating an adequate level of this ability will be eliminated from further consideration.** Applicants will be evaluated according to the procedural guidelines in OPM Handbook X-118C, which can be found on the Internet at: <http://www.opm.gov/qualifications/x-118C/index.htm>

**Specialized experience for Journeyman level Electrician (Substation):** is demonstrated experience, training, and self-study of the basic principles, concepts, and methodology of an Electrical Substation occupation and the ability to apply this knowledge with skill in carrying out assignments, operations, or procedures in the electrical utility field. Demonstrated experience would indicate the ability to work independently, make decisions, plan operations, show job responsibility, and exercise initiative in the maintenance, operation, and construction of **high-voltage substations (161kV or higher)** and radio stations.

**Specialized experience for Electrician Helper 1<sup>st</sup> Class (Substation):** is demonstrated experience, training and self-study of basic principles, concepts and methodology of an Electrician (Substation) occupation and the ability to apply this knowledge with skill in carrying out assignments, operations, or procedures in the **electrical utility field (161kV or higher)** with direction and guidance from the Working Foreman Electrician. Applicant's training and experience must reflect that he/she has the background that would have been acquired in the 3<sup>rd</sup> and 2<sup>nd</sup> Class training levels.

**Specialized experience for Electrician Helper 2<sup>nd</sup> Class (Substation):** is demonstrated experience, training and self-study of the basic principles, concepts, and methodology of an Electrical Substation occupation and the ability to apply this knowledge with skill in carrying out assignments, operations, or procedures in the **electrical utility field (161kV or higher)** with direction and guidance from the Working Foreman Electrician or other Journeyman Electricians. Applicant's training and experience must reflect that he/she has the background that would have been acquired in the Helper 3<sup>rd</sup> Class training level.

**Specialized experience for Electrician Helper 3<sup>rd</sup> Class (Substation):** To qualify as a Helper 3<sup>rd</sup> Class, an applicant must demonstrate, at a minimum, good knowledge of basic principles of shop math and an aptitude for learning Electric Utility Trade theory; The ability to follow directions; and a proven record of reliability and dependability.

NOTE: Status applicants (current Federal employees) must meet qualification and time-after-competitive-appointment requirements within 30 days of the closing date of this announcement.

#### **BASIS OF EVALUATION**

Applicants who meet the qualification requirements will be rated on the basis of relevant experience, education, related volunteer experience, training, job-related awards, and the ranking factors listed below. **To receive consideration, ALL applicants MUST address the set of ranking factors listed below by completing a Supplemental Qualifications Statement and include this as a part of their application package. Applications that do not include this Supplemental Qualifications Statement will be considered incomplete and ineligible for consideration.** TO OBTAIN THE SUPPLEMENTAL QUALIFICATIONS STATEMENT, contact: Beverly Yenter, 918-595-6639, [bev.yenter@swpa.gov](mailto:bev.yenter@swpa.gov) or go to Southwestern's website at: [www.swpa.gov/jobopenings.aspx](http://www.swpa.gov/jobopenings.aspx)

#### **Ranking Factors**

1. Ability to do the work of an Electrician (substation) or Electrician Helper 1<sup>st</sup> Class or Helper 2<sup>nd</sup> Class without more than normal supervision. **(This is a screen-out\* element.)**
2. Ability to work with high-voltage electrical equipment.
3. Knowledge of electrical theory and instruments used in high-voltage electrical practices, and ability to do electrical power system troubleshooting.
4. Ability to use electrical drawings, schematics and diagrams.
5. Ability to work safely.
6. Ability to use and maintain tools and instruments of the trade.

#### **Ranking Factors for Electrician Helper 3<sup>rd</sup> Class**

1. Aptitude and interest for learning trade theory and practice. **(This is a screen-out\* element.)**
2. Ability to follow directions.
3. Proven record of reliability and dependability.

**\*Screen-Out Element: Critical knowledge, skills, and abilities which are essential for satisfactory job performance. Applicants must score two points out of a possible four points on the screen-out element to be deemed eligible for consideration.**

#### **SPECIFIC REQUIREMENTS/CONDITIONS OF EMPLOYMENT:**

1. Applicants must be **citizens of the United States** (or owe allegiance to the United States).
2. Applicants must be at least **16 years of age** to apply for this vacancy.
3. Public Law 103-356 requires **direct deposit** of Federal wage, salary, travel reimbursement, and retirement payments by electronic funds transfer from recipients who begin receiving such payments on or after January 1, 1995.
4. Incumbent is subject to **frequent travel**.
5. **Background Investigation:** This is a position that requires a brief background investigation prior to entering on duty. This brief background investigation may take up to three weeks to successfully adjudicate before selectee may begin employment. A comprehensive background investigation will commence upon effective date of hire and may take up to 9 months to adjudicate. Unsuccessful adjudication will result in the termination of employment.
6. Applicant must possess and maintain a **“class A” Commercial Driver’s License (CDL) prior to appointment**.
7. **Pre-employment Physical:** Upon tentative selection, applicant will be required to complete a physical examination. Unsatisfactory results from the physical will result in non-appointment.
8. **Drug/Alcohol Testing:** Upon tentative selection, applicant will be tested for drug/alcohol consumption. A determination of the use of illegal drugs may lead to non-appointment. The incumbent will be subject to future random, unannounced drug/alcohol testing.
9. **Male applicants** born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so under the Selective Service Law.

## **BENEFITS**

No health insurance or life insurance is authorized for temporary positions not exceeding one year.

Relocation benefits are NOT authorized in connection with this position.

### **Placement Assistance Programs**

Individuals entitled to priority consideration under the Interagency Career Transition Assistance Program (ICTAP) and/or Department of Energy’s Career Transition Assistance Program MUST submit the documentation listed below with their application package:

- A. RIF separation notice; a letter from OPM or your agency documenting your priority consideration status;
- B. Current (last) performance appraisal rating of record (must be successful or equivalent—or better);
- C. Narrative statement (GS positions), or Supplemental Qualifications Statement (WB positions), addressing the knowledge, skills, and ability factors listed under Qualification Requirements in this announcement; and
- D. Documentation showing the promotion potential of the position from which you may be or have been separated. (Applicants are eligible for consideration only for vacancies that have no higher promotion potential.)
- E. Eligible employees must be determined to be well qualified for this position. Well-qualified means an eligible employee possesses the knowledge, skills, and abilities that clearly exceed the minimum qualification requirements for the position.

**VETERANS EMPLOYMENT OPPORTUNITIES ACT (VEOA) OF 1998:** The Veterans Employment Opportunities Act of 1998, as amended by Section 511 of the Veterans Millennium Health Care Act (Pub. Law 106-117), of November 30, 1999, provides that agencies must allow eligible veterans to apply for positions announced under merit promotion procedures when the agency is recruiting from outside its own workforce. A VEOA eligible who competes under merit promotion procedures and is selected will be given a career or career-conditional appointment. Veterans’ preference is not a factor in these appointments. *This announcement is recruiting outside the Department of Energy workforce, thus allowing eligible veterans to make application for this position, which is open to current Federal employees. Eligible veterans may apply and receive consideration as if they were current Federal employees, but such veterans will not receive preference in the form of extra points added to their rating. Additional information is available in OPM’s Vet Guide, found at: <http://www.opm.gov/veterans/ref.asp>.*

**REASONABLE ACCOMMODATION:** 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 this agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

**CONTACT:** For further information, you may contact Beverly Yenter at (918) 595-6639 or at [bev.yenter@swpa.gov](mailto:bev.yenter@swpa.gov)

## **HOW TO APPLY**

Candidates may submit a resume, or other documents such as an optional Federal employment application or a general

employment application form.

- A. **Your application must contain at a minimum the following information:** Announcement number (SW-2009-12), title (Electrician – Substation or Electrician Helper 1<sup>st</sup> Class, Electrician 2<sup>nd</sup> Class or Electrician Helper 3<sup>rd</sup> Class), and grade of position applying for (WB-2810-00) on the front page of the application or resume; your full name, mailing address, telephone numbers; your social security number; country of citizenship; your work experience and education background.
- B. Additional information/completed forms should be submitted if applicable:
1. Most recent copy of your SF-50, Notification of Personnel Action. (Applies to current or previous Federal employees)
  2. **Supplemental Qualifications Statement (mandatory for consideration).**
  3. Appropriate documentation when requesting Veterans' Preference.
  4. Ethnicity and Race Identification form (SF-181) optional.

Failure to submit requested information/documents may result in non-consideration or a lower rating in the evaluation process. **Applications that do not include the Supplemental Qualifications Statement will be considered incomplete and ineligible for consideration.**

Submit complete application package to:  
**Southwestern Power Administration**  
Attn: Beverly Yenter  
One West Third Street  
Tulsa, OK 74103-3519  
Email [bev.yenter@swpa.gov](mailto:bev.yenter@swpa.gov)

**Phone: (918) 595-6639**  
**FAX: (918) 595-6656**

**IMPORTANT:** Applications must be RECEIVED in Southwestern's Human Resources Management Office *on or before the closing date*. Hand-delivered or mailed application packages must be received by 5:00 p.m. on the closing date. Application packages which are e-mailed or faxed must be received by midnight on the closing date. Do not send original documents; applications will not be returned. **Applications mailed in Government-franked envelopes, faxed using government fax machines, or emailed using Government email accounts will NOT be accepted.**

**This job announcement is only one source of candidates the selecting official can use to fill positions. Management reserves the right to fill multiple positions from this announcement within six months of the closing date.**

*THE U.S. DEPARTMENT OF ENERGY IS AN EQUAL OPPORTUNITY EMPLOYER.  
A HARASSMENT-FREE WORK ENVIRONMENT IS SOUTHWESTERN'S POLICY.*