



BPA VACANCY ANNOUNCEMENT (#002797-05-A1-BPA*)

U.S. DEPARTMENT OF ENERGY
BONNEVILLE POWER
ADMINISTRATION

POSITION AND LOCATION: Safety and Occupational Health Manager, GS-0018-12/13*, Vancouver, WA

OPENING DATE 10/28/2004	CLOSING DATE 11/10/2004	ANNUAL PAY RATE: GS-12 \$60,670 - \$78,868
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Selections at Bonneville Power Administration (BPA) are based on merit and are accomplished without regard to political, religious, or union affiliation or non-affiliation, marital status, race, color, national origin, sex, sexual orientation, age, or non-disqualifying physical disability; nor will such action be based upon any personal relationship, patronage, or nepotism.

WHO MAY APPLY: Career and Career Conditional Employees of Bonneville Power Administration only.

POSITION LOCATION: Bonneville Power Administration, Employee and Business Resources and Safety, Vancouver, WA C-CF

NOTES:

***This announcement has been amended to add recruitment at the GS-13 level, and add the specialized experience requirements at that level. All other information remains the same.**

This position may be filled at the GS-12 or GS-13 level. **You must indicate on your application the grade level(s) for which you are applying.** Candidates hired at less than full-performance level may be promoted without further competition when assigned higher-level duties and meeting all qualification requirements.

The full performance level of this position is GS-13.

Minimum Qualifications and Time-in-Grade Requirements must be met within 60 calendar days of the closing date of this announcement.

This agency provides reasonable accommodations 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.

CONDITIONS OF EMPLOYMENT:

1-5 nights of travel may be required per month

CAREER TRANSITION ASSISTANCE PROGRAM (CTAP)/INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP): Displaced or surplus employees who may be entitled to consideration under CTAP/ICTAP must meet the OPM and BPA requirements for consideration. 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. Well qualified for merit promotion (status applicants) means an applicant who possesses the knowledge, skills, and abilities which clearly exceed the minimum qualification requirements for the position, including being evaluated at the "3" or equivalent rating level on all quality ranking factors. Well qualified for non-status applicants means an applicant who scores 85 points or higher prior to the addition of veteran's preference points, if applicable. Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a) for CTAP and 5 CFR 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 or ICTAP eligible. For additional information, please refer to <http://www.opm.gov> or to <http://www.jobs.bpa.gov>.

MAJOR DUTIES: The incumbent serves as a Safety and Occupational Health Manager within the Safety Office and reports to the BPA Safety Manager for direction in executing safety and occupational health programs within their jurisdiction. The incumbent is directly involved in risk management, identification and mitigation of employee safety and health concerns,

legislative and regulatory requirements and problem resolutions. Represents the BPA Safety Office in the administration of safety and health programs. Compiles, analyzes and interprets accident and safety data including charts, tables and reports for the purpose of developing or enhancing prevention and recommending remedial measures. Serves as a trained accident investigator and determines cause of accidents and methods of mitigation. Provides consultation and advice to other Federal agencies, state agencies, utilities and other organizations involved in the power industry, both nationally and internationally, with high-risk occupations. Counsels Regional Managers, Managers, Supervisors and their subordinates in all matters regarding occupational safety and health in order to successfully mitigate safety hazards inherent in the construction, operation, and maintenance of the electrical power system. Manages resolution of serious safety and health problems or concerns through workplace appraisals, inspections, job observations and other means. Reviews safety and health plans and site specific safety plans submitted by contractors for the safe accomplishment of projects occurring on the BPA system. As a subject matter expert, provides technical expertise in developing needed criteria where none exists within safety and health management issues, which encompass unique systems, equipment conditions and requirements. Performs workplace procedural surveys to assure there are adequate hazard controls during performance of all work activities or functions.

QUALIFICATION REQUIREMENTS: Applicants must have had a total of 1 year specialized experience that has equipped them with the particular knowledge's, skills and abilities to perform successfully the duties of the position, and that is typically related to the work of this position. **Specialized Experience:**

GS-12: Experience coordinating safety requirements (this may be in an electrical crew environment) and general knowledge of federal, state, and industry regulations as they apply to a high voltage electrical transmission system.

GS-13: Experience working under an accident prevention program and knowledge of federal, state, and industry regulations as they apply to a high voltage electrical transmission system.

Note: In order to be rated as qualified for the position, we must be able to determine that you meet the specialized experience requirement - please be sure to include this information in your application. To be creditable, specialized experience must have been equivalent to the next lower grade of the position to be filled. Applicants who have qualifying experience performed on less than a full-time basis must specify the percentage and length of time spent in performance of such duties.

TIME-IN-GRADE RESTRICTION(s): Applicants must have served 52 weeks at the next lower grade level in the Federal service.

BASIS OF RATING: No written test is required. If qualified, ratings will be based on an evaluation of the quality and extent of experience, education, and training in relation to the following knowledge's, skills, and abilities. It is **strongly recommended** that applicants provide a narrative response to the knowledge's, skills, and abilities listed below. Failure to do so may result in a lower score **and** non-referral to the selecting official.

- 1. Ability to develop, implement, direct, and evaluate a comprehensive accident prevention program sufficient to ensure compliance with Federal, State, and industry regulations.** *(Describe your experience with the safety and occupational health field. Provide examples of experience with safety/accident prevention programs and training courses.)*
- 2. Knowledge of safety standards and techniques used in the prevention and control of accidents associated with a high voltage electrical transmission system.** *(Describe your experience working with high voltage electrical transmission systems and include your knowledge of associated safety standards and techniques.)*
- 3. Knowledge of the functions and activities of a high voltage electrical transmission system.** *(Describe your experience working with high voltage electrical transmission systems (e.g. substation operations, transmission line maintenance, substation maintenance or construction, etc.).*
- 4. Knowledge of accident investigation and reporting techniques sufficient to serve as an accident investigator.** *(Describe your experience determining the cause of accidents in the areas of electrical, mechanical, motor vehicle, and fire arenas.)*
- 5. Ability to communicate effectively both orally and in writing sufficient to develop and deliver briefings, project papers, status/staff reports, and correspondence to managers to foster understanding and acceptance of findings and recommendations.** *(Describe situations in which you communicated orally and in writing, including the purpose and result of that communication. For example, describe specific instances in which you communicated to influence, persuade, or motivate others; to plan, coordinate, or advise on work efforts; and/or to obtain, clarify, or provide facts or information.)*

APPLICATION INFORMATION:

There is no specific required application form. There is specific information that you are required to submit. For further information on completing your application, please refer to the statement below "Required Information on Resumes."

- Applicants may, at their choice, submit a resume, the Optional Application for Federal Employment (OF 612), a copy of the obsolete Application for Federal Employment (SF 171), or any other written application format.
- All applications must contain sufficient information to determine eligibility for the position.
- **Applicants will not be contacted for missing information. Material received after the closing date will not be accepted.**

HOW TO APPLY:

Submit your application with supplemental information. It must be received with the application. Your application package should include the following:

1. Your resume, or other application, that fully describes your education and experience.
2. Narrative responses to Knowledges, Skills, and Abilities.

REQUIRED INFORMATION ON RESUMES*

1. Announcement number, title, and grade of the position for which you are applying.
2. Your full name, mailing address, and day and evening telephone number.
3. Your e-mail address (please provide if available – failure to provide will not effect the processing of your application.)
4. Your Social Security Number.
5. Country of citizenship.
6. High school attended which includes name of high school, location (city/state), and date of diploma or GED.
7. Work experience (Paid and non-paid experience related to the job for which you are applying. Include job title (**YOU MUST INCLUDE SERIES AND GRADE IF FEDERAL JOB**), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (**including month and year**), hours worked per week, salary).
8. Indicate if we may contact your current supervisor.
9. A list of other job related training, skills (for example, languages, tools, machinery, typing speed, etc.), certificates and licenses, honor societies, awards, professional membership, publications, leadership activities, performance awards, etc.

***Please note that if your resume or application does not provide all the information requested in the vacancy announcement, you may lose consideration .**

FORMS AVAILABILITY: All application materials may be obtained from all Bonneville Power Administration Human Resources offices (2401 NE Minnehaha Street, Construction Services Building, Vancouver, WA 98663; or 905 NE 11th Avenue, Portland, OR 97232), or by calling 360-418-2090 or 503-230-3055. You may also download a copy of this announcement, including all forms from our website at <http://www.jobs.bpa.gov/>

If you have questions, you may call the Staffing Center at 360-418-2090 or 503-230-3055.

Applicants should retain a copy of their application as BPA does not return applications or provide copies.

WHERE TO APPLY:

If **mailing** your application, please send to the following address: Bonneville Power Administration, ATTN: Personnel Services – CHP/CSB-2, PO Box 491, Vancouver, WA 98666, (street address): 2401 NE Minnehaha Street, Vancouver, WA 98663

If applications are delivered in person, they can be delivered to the address above **OR** to: Bonneville Power Administration, Personnel Services, 905 NE 11th Avenue, Portland, OR 97232.

RECEIPT OF APPLICATION:

Your complete application must be received no later than 12 midnight Pacific Standard Time (PST) of the closing date to be accepted. Applications submitted by fax or e-mail must be time/date stamped or electronically postmarked at point of origin no later than 12 midnight PST.

Applicants will be notified of receipt of their application package.

FAX APPLICATIONS:

Faxed applications should be sent to **360-418-2063**. Applicants are responsible for ensuring that application materials transmit successfully.

EMAIL APPLICATIONS:

Applications should be sent as email attachments to: jobs@bpa.gov. The Announcement Number must be included in the subject line of the email. Required forms may be sent as email attachments, may be faxed, or sent as hard copy. Application materials provided by different means must be cross-referenced so they may be combined at BPA. Applicants who apply by email will receive an email confirmation. Applicants are responsible for ensuring that application materials are formatted in a manner that will transmit successfully.

THE BONNEVILLE POWER ADMINISTRATION IS A HARASSMENT FREE WORKPLACE.

http://www.va.gov/	http://www.jobs.bpa.gov/	http://www.usajobs.opm.gov/	http://www.opm.gov/qualifications/index.htm
Veterans Administration	Bonneville Power Administration	Office of Personnel Management Jobs	Office of Personnel Management
