



BPA VACANCY ANNOUNCEMENT (#002814-05-BPA)

U.S. DEPARTMENT OF ENERGY
BONNEVILLE POWER
ADMINISTRATION

POSITION AND LOCATION: Equipment Specialist (Equipment Pool Services Dispatcher), GS-1670-11/12, Vancouver, WA

OPENING DATE 11/09/04	CLOSING DATE 11/23/04	ANNUAL PAY RATE: GS-11: \$50,620 - \$65,803 GS-12: \$60,670 - \$78,868
---------------------------------	---------------------------------	---

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: Transmission Business Line, Transmission Field Service, Construction Maintenance Services, Equipment Pool Services - TFHP

NOTES:

The full performance level of this position is GS-12.

This position may be filled at the GS-11 or GS-12 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.

Hourly employees who have one year of full-time specialized experience equivalent to at least the GS-9 level are encouraged to apply. All experience (both BPA and external, paid and unpaid) will be evaluated. Qualification determinations will be made based only on the written experience descriptions provided in the application. For information on the GS equivalency of BPA positions, please click on the following link: http://www.jobs.bpa.gov/How_To_Apply/GSEquivalent.cfm. If you have questions after reviewing this information, please contact Ben Stevenson, TBL Business Partner, at (360) 418-8764.

This position is also being advertised under the Career Enhancement & Development Program as announcement 002813-05-BPA for applicants that do not meet the specialized experience requirements of this announcement. Please read both announcements carefully to determine which announcement to apply for.

Minimum Qualifications and Time-in-Grade Requirements must be met within 60 calendar days of the closing date of this announcement. (Please note that time-in grade requirements do not apply to employees currently in hourly positions).

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.

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: This position is located in the Equipment Pool Services organization, Construction & Maintenance Services, Transmission Field Services, Transmission Business Line (TBL) which is responsible for the scheduling and dispatching of equipment, maintenance of equipment, management of the auto parts contract and performance of tools and equipment acquisition and purchasing (TEAP) coordination for all loan pool equipment; and providing rigging crew and heavy equipment operator support for centralized construction and maintenance. The incumbent will schedule and dispatch loan pool equipment which may involve long- and short-term equipment deliveries to customers; performing cost comparisons/analyses among available options; inspecting loan pool equipment; negotiating with customers when issues arise around equipment availability; developing and maintaining records of loan pool equipment location, availability, status, etc. and providing equipment maintenance and replacement as needed.

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 for each grade level is defined below:**

Specialized Experience GS-11:

Experience applying a comprehensive range of principles, concepts, and practices in order to analyze mobile equipment specifications and maintenance records.

Specialized Experience GS-12:

Experience applying a comprehensive range of principles, concepts, and practices in order to analyze heavy mobile equipment specifications and maintenance records.

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. (Note: time-in-grade requirements do not apply to employees currently in hourly positions).

For GS-11, 52 weeks at GS-09

For GS-12, 52 weeks at GS-11

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. Knowledge of Bonneville's design, use, and maintenance requirements for heavy mobile equipment, including stringing equipment and man-lifts. (Please describe your experience applying principles, concepts, and practices related to heavy mobile equipment, including stringing equipment and man-lifts if applicable. Include if work was unprecedented and what your responsibility was, if any, for policy and procedure development.)

2. Ability to perform equipment inspections and analyze equipment specifications and maintenance records for heavy mobile equipment. (Please describe your experience analyzing mobile equipment specifications and maintenance records and performing inspections on this equipment. Please include the types of equipment and whose equipment you analyzed.)

3. Ability to provide client oriented customer service even in controversial situations. (Please describe your experience providing customer service. Include the service or commodity you provided and give an example, if possible, of a controversial situation that you encountered.)

4. Ability to present highly technical information in written or verbal form to individuals both inside and outside of the organization on a variety of controversial or complex issues. (Please describe your experience communicating technical information or issues to individuals inside and outside of your organization. Include whether the presentation was written or verbal and to whom you were presenting the information and for what purpose.)

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 Daylight Time (PDT) 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 PDT.

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/ v/	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
