

Job Title: Student Trainee (Survey Aid)

Department: Department Of The Interior

Agency: Bureau of Reclamation

Job Announcement Number:BR-PN-PWT-SRA-14-077

SALARY RANGE: \$25,181.00 to \$25,181.00 / Per Year

OPEN PERIOD: Friday, February 21, 2014 to Monday, March 10, 2014

SERIES & GRADE: GS-0899-03

POSITION This is a fulltime position from mid-May to Aug. Schedule may vary to fit

student's school schedule. - Temporary not to exceed 1 year. May be extended

INFORMATION: up to 1 year increments.

PROMOTION POTENTIAL:

03

DUTY LOCATIONS: 2 vacancies in the following location:

Heyburn, ID

WHO MAY APPLY: Current students meeting the eligibility requirements for the Pathways

Internship Program. See Student Definition below.

SUPERVISORY

STATUS:

JOB SUMMARY:

About the Agency

This position is being filled in the excepted service under the Pathways Program. This provides opportunities for high school, vocational and technical, undergraduate, graduate, and professional students to be exposed to the work of the Federal government. For more information on the Pathways Program, please visit: http://www.opm.gov/HiringReform/Pathways/.

Reclamation has determined that the duties of this position are suitable for telework only during an emergency or natural disaster.

Reclamation is seeking a student looking for an opportunity to capitalize on his/her expertise as a Survey Aid. You can make a difference in the West by assisting in meeting increasing water demands

while protecting the environment.

Here is a opportunity to join a great organization with excellent growth potential!

This position is located in Heyburn, ID. For more information, click on the following link: http://www.usbr.gov/pn/about/hr/area-information.html

Payment of travel and relocation expenses will be your responsibility.

Additional vacancies may be filled from this vacancy announcement.

Student Definition: Students must currently be enrolled in an accredited college (including 4-year colleges/universities, community colleges, and junior colleges); or a professional, technical, vocational, and trade school; or an advanced degree program; or other qualifying educational institution pursuing a qualification degree or certificate, and taking at least a half-time course load (as defined by the institution in which you are enrolled) throughout the duration of the appointment. You must be in good academic standing (at least a 2.0 GPA or greater on a 4.0 scale for the most recent grading period and accumulative GPA); be at least 16 years of age; a U.S. citizen or U.S. National; and meet the qualification requirements of the position. You must continue to meet these eligibility requirements throughout the duration of your appointment under the Pathways Internship Program.

Completion of this Internship will not lead to permanent or term employment with the Bureau of Reclamation.

TRAVEL REQUIRED

- 25% or Greater
- May require you to travel in neighboring states

RELOCATION AUTHORIZED

No

KEY REQUIREMENTS

- U.S. Citizenship or National
- Suitability for Federal employment determined by a background investigation
- You must submit a resume and supporting documentation See How to Apply
- You must meet specialized experience requirements See Qualifications
- You must submit transcripts to verify education requirements

• For veterans consideration, submit documents under Required Documents

DUTIES:

- -Serve as chainman, rodman, or instrument man on a survey party engaged in the performance of location, right-of-way, property, land, preconstruction, relocation, and construction surveys.
- -Clear line, set stakes for line and grade, place targets for aerial photographs, obtain measurements, etc.
- -Perform elementary instrument work, recording curves, cuts and fills for construction staking, and trigonometric and note reduction.
- -Observe and sketch cultural features as needed.
- -May require you to travel in neighboring states.
- -Prepare preliminary drawings using AutoCad.

QUALIFICATIONS REQUIRED:

The selected student will be appointed at the GS-03 (\$11.95 per hour) federal pay grade level, which is determined by meeting the following qualification requirements.

For the GS-03 level, successful completion of 1 academic year (30 semester or 45 quarter hours) of post-high school study that included at least 6 semester hours in any combination of courses such as engineering, engineering or industrial technology, construction, physics, drafting, surveying, physical science, or mathematics **OR** 6 months of general experience.

General Experience: (1) Any type of work that demonstrates the applicant's ability to perform the work of the position, or (2) experience that provided familiarity with the subject matter or processes of the broad subject area of the occupation.

Graduated students are not eligible for this position.

This position has a mandatory education requirement; you must furnish a copy of your transcript of college work completed (unofficial copy is acceptable). Transcripts must include the name of the

college or university and date the degree was conferred. Non-submission will result in you being rated not qualified for the position. Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.) Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website: http://www.ed.gov/admmins/finaid/accred/index.html. All education claimed by applicants

website: http://www.ed.gov/admmins/finaid/accred/index.html. All education claimed by applicants will be verified by the appointing agency accordingly.

Foreign Education: To receive credit for education completed outside the United States, applicants must show proof that the education has been submitted to a private organization that specializes in interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

You must meet all qualification requirements by the closing date of the announcement.

HOW YOU WILL BE EVALUATED:

Your application package (resume, transcripts, and supporting documents) will be reviewed to verify that you meet the basic eligibility and qualification requirements. You will be evaluated for this position based upon information reflected in your resume and supporting documents. Your resume must support your level of education claimed, experience, which may include volunteer experience, and/or training. Unranked rating and selection procedures will be used to evaluate applications from this announcement. Veterans' preference applies to all selections made under the Pathways authority in accordance with Part 302 of 5 CFR. Candidates who meet the minimum qualification requirements need not be further evaluated; however, qualified veterans have absolute preference.

To preview questions please click here.

BENEFITS:

You can review our benefits at:

https://jobs.mgsapps.monster.com/bor/vacancy/preview!benefits.hms?orgId=2&jnum=67247

OTHER INFORMATION:

Selective Service: If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law. Go to: http://www.sss.gov

The Bureau of Reclamation is an Equal Opportunity Employer. Selection for positions is made solely on the basis of

merit, fitness and qualifications without regard to race, gender, age, color, religion, national origin, disability, marital status, sexual orientation, or any other non-merit factors.

Physical Demands and Work Environments: Work requires frequent walking over rough, hilly, or mountainous terrain, construction sites, and structures. Strenuous physical exertion is required in the application of survey method in areas characterized by grades, slopes, concrete placements, brushy areas, etc.

Much of the work is performed outside under adverse environmental and weather conditions with frequent exposure to fluctuating temperatures, insects, snakes, underbrush, etc. Construction surveys are conducted in areas of high noise level, vibrations, dust, and moving machinery. Hard hats and safety glasses are required.

If selected, you will be required to obtain successful pre-employment physical examination by licensed physician certifying to your ability to perform the duties of this position. A physical exam may not be required if a comparable agency approved examination was performed within the last 12 months. The cost of the exam will be reimbursed by the agency.

The referral list from this public notice may be used to fill subsequent positions (similar title, series and grade, location, and KSA requirements) within 120 days of the date the referral list was issued.

HOW TO APPLY:

Applications (resume and assessment questionnaire) for this vacancy MUST be received online BEFORE midnight Eastern Time (Washington, DC time) on the closing date of this announcement. When you're ready to apply, click the blue APPLY ONLINE button at the top of the page.

This vacancy is being announced through Bureau of Reclamation's Hiring System—HireMe. For more information about the HireMe system and the registration process, visit: http://www.usbr.gov/pmts/hr/hireme.html

As part of the on-line application process, applicants may be required to submit supporting documents. Failure to submit the requested supporting documents may result in your not being considered for this position. Options for submitting supporting documentation include:

- -- Auto Requested Fax or uploading from your USAJOBS profile instructions provided during the online application process
- -- E-mail to scolson@usbr.gov
- -- Fax directly to the HR Office at (208) 378-5023
- -- Mail to the Bureau of Reclamation, ATTN: PN-1433, 1150 North Curtis Road, Suite 100, Boise, Idaho 83706-1234
- or –
- -- Hand deliver to the Bureau of Reclamation, Human Resources Room 109, 1150 North Curtis Road, Boise, Idaho.

Include your name and the vacancy number on the supporting documents.

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 us at the phone number shown at the bottom of this page. The decision on granting reasonable accommodation will be on a case-by-case basis.

REQUIRED DOCUMENTS:

To be considered for this position, applicants are required to submit a resume (with dates of employment, i.e. years and months and hours worked per week), an on-line assessment questionnaire, and the following supporting documents, **as appropriate**.

- <u>STUDENT VERIFICATION</u>: A copy of your current college transcripts and proof of enrollment (acceptance letter or course schedule). **Note**: If submitting an unofficial transcript at time of application, you must submit an official transcript, if selected, and 2.0 GPA or greater on 4.0 scale for the most recent grading period **and** accumulative GPA must be met at the time of hire, as well;
- <u>VETERAN VERIFICATION</u>: If you are claiming veteran preference, you MUST submit a copy of all DD-214's (member-4 copy), Certificate of Release or Discharge from Active Duty, official statement of service from your command if you are currently on active duty, or other official documentation (e.g. documentation of receipt of a campaign badge or expeditionary medal) that proves your military service was performed under honorable

conditions. Disabled veterans MUST submit a copy of all DD-214's, Standard Form (SF)-15, Application for 10-Point Veteran Preference, and a letter from the Veterans Administration, verifying percentage of disability; For information on veteran's eligibility visit: http://www.opm.gov/veterans/html/vetguide.asp

- <u>SPECIAL EMPLOYMENT CONSIDERATION</u>: An individual wishing to be hired under the Schedule A (5 C.F.R. 213.3102(u)) hiring authority must provide proof he or she is indeed an individual with a severe physical, intellectual, or psychiatric disability. Interested applicants MUST submit a copy of certification of disability from: their doctor, a licensed medical professional (e.g., a physician or other medical professional duly certified by a State, the District of Columbia, or a U.S. territory, to practice medicine); a licensed vocational rehabilitation specialist or counselor of the Veterans Administration.

For more information on special non-competitive appointing authorities, visit:

http://www.usajobs.gov/ei/index.asp

- Declaration of Federal Employment, OF-306: You will be required to complete an (OF-306), http://www.opm.gov/forms/pdf_fill/of0306.pdf prior to being appointed to determine your suitability for federal employment and to authorize a background investigation. Failure to answer all questions truthfully and completely or providing false statements on the application may be grounds for not hiring you or for dismissing you after you begin work, and may be punishable by fine or imprisonment (U.S. Code, Title 18, section 1001).

AGENCY CONTACT INFO:

Human Resources

Phone: 208-378-5155 Fax: 208-378-5023

Email: scolson@usbr.gov

Agency Information:

BUREAU OF RECLAMATION

1150 N. Curtis Road, Suite 100

Attn: PN-1433 Boise, ID

83706-1234

US

Fax: 208-378-5023

WHAT TO EXPECT NEXT:

Once your complete application is received we will conduct an evaluation of your qualifications and determine your eligibility. All qualified and eligible candidates will be referred to the hiring official for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of the announcement and you will be notified of the outcome. After a tentative job offer, a suitability and/or security background investigation will be conducted before entering on duty.

Applicants should monitor their status for positions with the Bureau of Reclamation by regularly checking their public status notifications in the USAJOBS profile.

Control Number: 362305700

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