



United States Department of the Interior

NATIONAL PARK SERVICE

Klondike Gold Rush National Historical Park
P.O. Box 517
Skagway, Alaska 99840



RECRUITMENT BULLETIN: **KLGO-18-001**
ISSUE DATE: **March 13, 2018**
CLOSING DATE: **April 9, 2018**

JOBS AVAILABLE THROUGH THE ALASKA LOCAL HIRE PROGRAM--PUBLIC LAW 96-487

Klondike Gold Rush National Historical Park is accepting applications for one Permanent Full Time Supervisory Facility Operations Specialist (Chief of Maintenance).

POSITION

Supervisory Facility Operations Specialist,GS-1640-12

\$41.08 - \$53.41 per hour including COLA

DUTY LOCATION

Skagway, AK

BENEFITS: Permanent positions: Insurance, Retirement, Thrift Savings Plan (similar to a 401K) with matching Government contributions; paid holidays, annual and sick leave; performance-based longevity pay increases.

APPOINTMENT INFORMATION: Permanent, full-time. Employees can convert to the competitive service after two years of satisfactory service in the same appointment, and upon meeting all regulatory requirements. Competitive service enables employees to compete for other career opportunities through announcements that are open to current permanent Federal employees.

DUTIES The Supervisory Facility Operations Specialist is responsible for facility management at Klondike Gold Rush National Historical Park, with diverse infrastructure, resources, and operational needs. As a member of the park leadership team, this position is actively involved in developing and implementing management strategies, decisions affecting overall park management and policy, and developing and implementing management documents. Represents the park in public contacts, negotiates and collaborates with representatives of the National Park Service, federal, state and local agencies, historic organizations, universities and private individuals interested in the park and the NPS. The position manages a multi-faceted organization by directing subordinate supervisory staff, overseeing multi-year/operational budgets, and incorporating new information technologies. The position exercises the full range of supervisory duties, actively supporting Equal Employment Opportunity programs. The position is responsible for a comprehensive safety and training program enforcing regulatory policies and mandates and eliminating at-risk behaviors. Responsible for the Facility Management Software System to manage assets, operations, housing and fleet. Performs and maintains condition assessments, asset inventories and manages assets at their most effective level. Maintains park facilities/assets in compliance and best management practices to meet requirements of the NPS Environmental Audit Program. Ensures that work on cultural and natural resources adheres to the National Historic Preservation Act and the National Environmental Policy Act. Complies with all Building Codes, Life Safety Codes, fire protection codes, and accessibility requirements. Coordinates project scope, goals and objectives; facilitates planning and design processes; develops spending plan and budget protocols; and manages construction processes to ensure all project documentation is complete. Responsible for developing and implementing projects. Serves as project manager and/or Contracting Officers Technical Representative. These duties provide stewardship of assets/facilities ensuring visitor use and enjoyment as well as protection of natural and cultural resources.

ELIGIBILITY TO APPLY: Any U.S. citizen who has acquired special knowledge or expertise regarding the natural or cultural resources of Klondike Gold Rush National Historical Park, by reason of having either lived or worked in or near the

park. This level of knowledge would be acquired by having lived or worked in or near the park for at least 12 consecutive months. Short seasonal residency is not qualifying as this would not provide the level of knowledge or expertise that is gained through experiencing the range of climactic conditions and associated impacts on the resources.

Areas considered "near" Klondike Gold Rush National Historical Park are the Municipality of Skagway Borough, which includes the communities of Skagway, AK and Dyea, AK; Haines, AK; Klukwan, AK; Gustavus, AK; and Juneau, AK.

QUALIFICATION REQUIREMENTS: Qualifications will be determined by evaluating experience as described in the application package, particularly in the Knowledge, Skills, and Abilities listed below. All qualification requirements must be met by the closing date of this job posting.

KNOWLEDGE, SKILLS, AND ABILITIES:

The answers to the following questions will help us to evaluate your qualifications to perform the duties of this position. Please note that only qualified applicants will be considered. It is important to provide detailed information about your experience, particularly in the following Knowledge, Skills and Abilities (KSAs). Describe experience (paid or unpaid), training, awards and self-development that show your level of experience related to each KSA.

Use a separate sheet of paper with corresponding numbers for responses.

1. Managing Human Resources: Ability to plan, distribute, coordinate and monitor work assignments of others; evaluate work performance and provide feedback to others on their performance; ensure that staff are appropriately selected, utilized, and developed; and that they are treated in a fair and equitable manner.
2. Planning and Evaluating: Ability to determine objectives and strategies; coordinate with other parts of the organization to accomplish goals; monitor and evaluate the progress and outcomes of operational plans; anticipate potential threats or opportunities.
3. Technology Application: Ability to use machines, tools, instruments, or equipment effectively; use computers and computer applications to analyze and communicate information in the appropriate format.
4. Financial Management: Ability to prepare, justify and/or administer the budget for program area; plan, administer, and monitor expenditures to ensure cost-effective support of program and policies.
5. Oral Communication: Ability to express ideas and facts to individuals or groups effectively; make clear and convincing oral presentations; listen to others and facilitate an open exchange of ideas.
6. Writing: Ability to express ideas and facts to individuals or groups effectively in writing; and make clear and convincing written presentations.

CONDITIONS OF EMPLOYMENT:

- A background investigation must be completed and approved prior to employment.
- Federal employees are required to use Direct Deposit (Electronic Funds Transfer/EFT), for their Federal Salary checks.
- Wearing the NPS uniform is required.
- You must have a current valid driver's license.
- Will complete a two year trial period.
- OGE-450 You will be required to complete a Confidential Financial Disclosure Report, OGE-450 on an annual basis.
- Supervisory probationary period. If you are a new employee or supervisor in the Federal government, you will be required to complete a one-year probationary period.

HOW TO APPLY:

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY! If your application package is incomplete, you may not be considered for this position.

Your application package must be postmarked or received in this office by the closing date of the announcement. If your application package is postmarked on the closing date it must be received in this office no later than 7 calendar days after the closing date. Hand delivered applications must be received by close of business on the closing date.

A complete application package must include:

1. Resume that provides detailed information about your work experience. Also include the dates worked (for example, June 2009 through August 2010); the position title; and employer name for each period of employment.
2. Answers to the KSAs listed above, on a separate piece of paper.
3. Completed Local Hire Eligibility Questionnaire *
4. Veterans Preference documents, if claiming Veterans Preference (see below for documents)

* Attached to this announcement, or can be obtained from the park office.

Mail or deliver the following required forms to Park Headquarters. For mail please use: Klondike Gold Rush National Historical Park, PO Box 517, Skagway, AK 99840. For delivery please return to Park Administrative Office, 2nd Ave and Broadway, Skagway AK; yellow building with green trim on the second floor. Assistance and forms may be obtained from the park office or by calling Tegan Baldwin at 907-983-9200.

If your application package is incomplete or illegible, you will not be considered for this position.

Do not submit original documents that you may need in the future, or extra materials such as letters of recommendation, photographs, or award certificates.

We do not accept faxed or electronic application packages, or applications mailed in postage paid government envelopes or through an internal government mail system.

If you make a false statement in any part of your application you may not be hired or you may be fired after you begin work; or you may be subject to fines, imprisonment or other disciplinary action.

VETERAN'S PREFERENCE (for qualifying veterans): To receive Veteran's Preference, your application package must include a copy of the DD-214, Military Discharge, that shows the type of discharge from service (usually the Member 4 copy), or Report of Separation from Active duty if separation was prior to July 1, 1979. If claiming 10-point veteran's preference, you must also provide a completed SF15 (www.opm.gov/forms) and verification documents listed on the SF15. If you are separated and do not have a DD214 yet you may use an official statement of service from your command that you have completed active service and are being discharged under honorable conditions, or provide 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. You will not receive veteran's preference if you do not provide this documentation.

If you do not know whether you have preference, [this link](http://www.dol.gov/elaws/vets/vetpref/mservice.htm) can assist you. (www.dol.gov/elaws/vets/vetpref/mservice.htm)

Reasonable Accommodations: The agency provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the park office listed on this announcement. Determinations on requests for reasonable accommodations will be made on a case-by-case basis.

Privacy Act Information The application you submit for this position contains information subject to the privacy act of 1974 (PL-93-579, 4 USC 552a). We are required to provide you with information regarding our authority and purpose for collecting this data, the routine uses which will be made of it and the effects, if any, of non-disclosure. You are entitled to the same information as it pertains to disclosure of your social security number. Any questions you may have regarding the Privacy Act regulations and the rights it extends can be answered by contacting the park office.

Equal Employment Opportunity Appointments are made without regard to race, color, age, sex, sexual orientation, religion, political affiliation, national origin, marital status, non-disqualifying handicap condition or any non-merit factor.

**ALASKA LOCAL HIRE
APPLICANT ELIGIBILITY QUESTIONNAIRE
*Supervisory Facility Operations Specialist, GS-1640-12
KLG0-18-001***

This questionnaire provides information that is used to determine whether you meet the eligibility requirements for Local Hire. The completed eligibility questionnaire must be submitted with your application package for your application to be considered. The questions may be answered on a separate piece of paper but must clear and specifically answer the questions.

Please print your name and answer the following:

Your Name: _____

Email: _____

Eligibility Questions

1. Have you lived or worked in or near Klondike Gold Rush National Historical Park for at least 12 consecutive months (circle one)?
- a. Yes
 - b. No

2. List the dates (month & year) that you live(d) or work(ed) in or near Klondike Gold Rush National Historical Park, and your physical address(es) during that time (for example Oct 2001 through September 2005, 422 Alaska St., Skagway AK).

3. Describe your knowledge of the cultural and/or natural resources in or near Klondike Gold Rush National Historical Park and how you obtained it:

Applicant Certification:

I certify that the statements made on this application are true, correct and complete to the best of my knowledge. I understand that I may be asked to provide documentation to confirm my eligibility and that I will not be considered if it is found to be inaccurate.

Applicant signature

Date