



United States Department of the Interior



NATIONAL PARK SERVICE
Klondike Gold Rush National Historical Park
P.O. Box 517
Skagway, AK 99840

RECRUITMENT BULLETIN: **KLGO-24-020**
ISSUE DATE: April 08, 2024
CLOSING DATE: April 19, 2024

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

Klondike Gold Rush National Historical Park is accepting applications for one permanent career-seasonal, full-time, **Maintenance Worker, WG-4749-05** position.

POSITION

Maintenance Worker, WG-4749-05

\$26.28 to \$30.63 per hour

DUTY LOCATION

Skagway, AK

APPOINTMENT INFORMATION: Permanent, full-time. Employees can be converted 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 career or career conditional Federal employees.

This position has a career seasonal work schedule that provides for at least 26 weeks of full-time work, and up to 26 weeks of non-duty/non-pay time, per year. The work season is expected to be approximately February to end of November. It is possible that work time can be extended depending on budget, workload, weather, or for other reasons. When your services are not required, you will be placed in non-pay, non-duty status. You will have the option to continue your health coverage while in non-pay.

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

DUTIES: You will work as a Maintenance Worker, WG-4749-05 at Klondike Gold Rush National Historical Park. Duties include but are not limited to the following:

The incumbent works with Project Manager and/or crew leader to perform duties of a general nature necessary for the operation, maintenance of buildings, grounds, walkways and trails. This may include vegetation removal with a hand tools, heavily loaded wheelbarrows, and power equipment. Work includes removing and setting signs, painting picnic tables and signs, raking and watering lawns, trimming trees and shrubbery, cleaning and repairing fire pits. Cleans and services chemical toilets, restrooms and other campground or visitor facilities. Performs minor plumbing repairs such as tightening or replacing in-kind fittings and fixtures which do not require custom fitting or soldier joints; replaces faucet washers; unplugs drains using a plunger and refers problems to higher graded workers.

Incumbent may perform janitorial duties on comfort stations, offices and public use buildings as needed. Mops and waxes floors, cleans mirrors, windows, urinals and toilet bowls. Removes wastepaper, garbage, and trash at a variety of locations. Performs lawn care, lawn mowing, and litter pick-up operations with a GEM neighborhood electric vehicle (NEV). Moves, loads and unloads supplies and materials from trucks, flatbed trucks, trailers, dollies, etc. Moves furniture/materials between work sites and from retailers with light duty trucks. Incumbent transports recycling and trash, cleaning products, and power washing equipment to and from work sites with pickup truck. Incumbent will operate vehicles up to 1-ton capacity for transportation of materials between worksites. Incumbent is

responsible for routine maintenance of equipment used for projects including the cleaning and oiling of power equipment.

Performs simple and routine maintenance and repairs of exterior structures, interior finishes, buildings, and equipment. Assist higher graded Maintenance Workers or Tradesmen in the performance of their work. Incumbent will perform simple carpentry repairs or building rehabilitation tasks using simple measures and hand tools on such tasks as replacing/repairing roofing, siding, trim or flooring, replacing broken planks on picnic tables or boardwalks; repairing windows using precut stock; reglazing or minor adjustments or replaces hinges, latches and catches. Paint various types of structures such as interior and exterior metal, wood and masonry surfaces and a variety of wooden trim. Apply premixed paints or stains to masonry, gypsum board or wood surfaces using brushes or rollers. All work is performed under the normal supervision of a work leader or journeyman-level maintenance worker who observes tasks in progress and upon completion makes sure they are properly performed.

PHYSICAL DEMANDS: Works from ladders, scaffolds and platforms and where surfaces to be coated, or the parts of systems worked on are hard to reach that require incumbent to stand, stoop, bend, kneel, climb and work in tiring and uncomfortable positions. Frequently lifts, carries and sets up parts and equipment that weigh up to 40 pounds.

WORK CONDITIONS: The work is done inside and outside where dirt, spray, and fumes are present. Also required to work in inclement weather and/or wear protective equipment and clothing that are sometimes heavy and uncomfortable.

WHO MAY 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. To be eligible, applicants must have lived or worked in or near the area long enough to encounter and become familiar with a full range of typical conditions that affect the work to be accomplished. Applicants' resumes should reflect periods of time having lived or worked in or near the area of consideration.

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

POSITION REQUIREMENTS: Requirements will be determined by evaluating experience in your resume and /or in the interview and selection process. All position requirements must be met by the closing date of this job posting. Knowledge or expertise concerning the park's or preserve's natural and/or cultural resources and the management thereof is required. Local knowledge of the resources and the typical conditions that affect the work to be accomplished will be applied in the performance of the duties. Applicant resumes should reflect periods of time having lived or worked in or near the area of consideration.

Following are five competencies identified for this position. Applicants are not required to address these competencies in a separate document but are encouraged to include in their resumes information related to these competencies.

1. Ability to perform work safely, interpret and work from established instructions provided.
2. Ability to properly and safely use a variety of common hand tools and light power tools (e.g. circular saws, electric drills, wrenches, etc.).
3. Knowledge of janitorial work practices and the safe and correct use of cleaning chemicals used in janitorial duties.
4. Ability to operate and maintain small equipment such as, riding lawn mower, tractor, skid steer, and light truck.
5. Skill in the operation, control, and cleaning of heavy, power equipment (e.g. single- function power lawn mowers with one or more cutting decks and mechanical controls, weed whips, pressure washers, etc.).

CONDITIONS OF EMPLOYMENT:

- U.S. Citizenship required.
- Appointment subject to background investigation with favorable adjudication before starting work.

- Selectee will be required to participate in the Direct Deposit Electronic Funds Transfer Program.
- Selectee will be subject to a two-year trial (probationary) period.
- Must be 18 years of age or older.
- Males must meet Selective Service Registration Act requirement. Verify registration at sss.gov.
- Must have the ability to lift as much as 40 pounds.
- You may be required to travel up to 2 nights per month. You must obtain a government charge card for travel purposes.
- You may be required to complete training and obtain/maintain a government charge card with travel and/or purchase authority.
- Government housing is not available.
- You will be required to operate a government motor vehicle as part of your official duties; a valid driver's license is required. After selection, you may be required to submit a GSA Form 3607 and driving record at your own expense.
- You will be required to wear a uniform and comply with the National Park Service uniform standards. A uniform allowance will be provided.
- You may be required to work on-call, evenings, weekends, holidays, overtime and shift work.
- U.S. Passport/Passport Card required for occasional entry to Canada.

HOW TO APPLY:

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY! Incomplete submissions may result in non-referral of your application. ***Please note:*** An application consists of your resume and any other required forms or documents outlined below. There is no application form to complete.

Assistance may be obtained by calling (907) 983-9211 or emailing KLGO_HR@nps.gov.

All applications must be postmarked or hand delivered by the closing date of the announcement.

If mailed your application must be addressed to: Klondike Gold Rush National Historical Park, ATTN: Administration Division, P.O. Box 517, Skagway, AK 99840

If your application is postmarked on the closing date, it must be received in a sealed envelope at Klondike Gold Rush National Historical Park no later than seven calendar days after the closing date. The seven day waiting period may be extended due to weather delays.

We are accepting applications by mail and in-person. Electronic applications will not be accepted at this time.

If you are submitting an application in-person, KLGO Administration will receive your application package at KLGO NHP Skagway Headquarters from 10am – 4pm Monday – Friday except on federal holidays, at:

**Klondike Gold Rush NHP Headquarters
291 Broadway (entrance on 2nd Ave between Broadway and Spring St.)
Skagway, AK**

Be sure to not include any photographs of yourself or any PII (Personally Identifiable Information), such as your Social Security Number, driver's license number, or passport number.

REQUIRED FORMS:

- **Resume** that provides detailed information about your work experience. Also include: *the recruitment bulletin number of the position for which you are applying*; and for each period of employment: the dates worked (for example, June 2009 through August 2010), the position title, employer's name, phone number and address.
- **DD-214** if claiming points of Veterans' Preference; if claiming 10 points of Veterans' Preference, also include the SF-15 and verification documents described on the back of the SF-15. The SF-15 may be obtained through the Internet at www.opm.gov/forms.

It is the applicant's responsibility to provide documentation/proof of claimed status for veterans' preference, qualifications, and education. Applicants will not be solicited for further data if that provided is found to be inadequate, illegible, or incomplete.

Application materials will not be returned; therefore, 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 applications 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.

Veterans' Preference (for qualifying veterans): To receive Veterans' 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 Veterans' Preference, you also must provide a completed SF-15 (www.opm.gov/forms) and verification documents listed on the SF-15. If you are separated and as yet do not have a DD-214, you may use an official statement of service from your command indicating 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 Veterans' Preference if you do not provide this documentation.

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.