



UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN EDUCATION
Flandreau Indian School
1132 N. Crescent St.
Flandreau, SD 57028

VACANCY ANNOUNCEMENT

POSITION TITLE AND GRADE:	School Maintenance Specialist (Electrician/Supervisor), CE-4749-03
POSITION INFORMATION:	Type of Contract: Year Long
SALARY RANGE:	\$20.72 TO \$32.96 per hour (BIE Education Pay Schedule: based on education and experience.)
LOCATION:	Department of the Interior, Bureau of Indian Education, Pine Ridge Education Resource Center- Bureau Operated Schools, Flandreau Indian School, FLANDREAU, SD
ANNOUNCEMENT NUMBER:	2020-FIS-14
ISSUING DATE:	09/08/2020
CLOSING DATE:	11/06/2020

The Bureau of Indian Education's mission is to provide quality education opportunities from early childhood through life in accordance with the tribes' needs for cultural and economic well-being and in keeping with the wide diversity of Indian tribes and Alaska Native villages as distinct cultural and governmental entities.

JOIN US AS WE INSPIRE THE NEXT GENERATION

STATEMENT OF DUTIES:

Responsible for the utility systems (heating, water, and sewer), for the sanitation and cleanliness of the buildings, maintains the grounds consisting of landscaping and maintenance of roads, streets, sidewalks and steps. Incumbent performs preventative maintenance, lubrications and adjustment on all agency electrical equipment. Repairs and replaces conduit, wiring, fixtures, motors, controls, fire alarms, intercom systems, timers, electric heating, etc. Reads, interprets, and applies building plans, blueprints, schematics, engineering drawings, maintenance and repair manuals, wiring diagrams, diagnostic manuals, and sketches to plan and to accomplish work assignments at the school. Locates problems, troubleshoots, adjusts, modifies, repairs, and/or removes/replaces electrical/mechanical/pneumatic/building equipment of various types, following standard journeyman practices of the trade (electrician). When required, designs or modifies existing systems to meet the unique requirements of educational programs; examples would be wiring a standard classroom for use as a computer

laboratory, modifying the plumbing in a kitchen to meet new requirements for steam kettles or other specialized equipment, etc. Responsible for ordering materials and parts and maintaining time and estimates needed to complete repairs, modifications or minor construction projects at school facilities, planning such activities in such a manner as to minimize adverse impact on students. Often must perform temporary repairs which meet minimum safety standards for problems during school hours, while delaying the full project until times when students are not in the school buildings. Plans and assigns work to subordinates, setting priorities and preparing schedules for completion of work and gives advice, counsels or instructs individual employees on both work and administrative matters. Develops and/or conducts training programs for the school maintenance and janitorial staff to enable them to perform safely minor repairs to school building systems. They may participate as supervising journeyman in formal apprentice training programs.

INDIAN PREFERENCE POLICY:

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification Form BIA-4432 must be submitted with the application if claiming Indian Preference. Indian preference eligible that are not currently employed in the Federal Service will be appointed under the Excepted Service Appointment Authority (Schedule A). Consideration will be given to Non-Indian applicants in the absence of qualified Indian Preference eligible.

EQUAL OPPORTUNITY EMPLOYER:

Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, age, religion, sexual orientation, national origin or other non-merit factors.

REASONABLE ACCOMMODATION LANGUAGE:

This agency provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision in granting reasonable accommodation will be on a case-by-case basis.

SUMMARY OF QUALIFICATIONS REQUIRED:

Refer to BIE Job Category Standards for additional qualification requirements and substitutions for education. Applicants must meet the qualification requirements contained in the BIE Job Category Standard.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:

High School or GED diploma and current state certification or licensure as a journeyman (or Department of Labor journeyman certificate) in the trade for which applying is required. Additional pay is granted for additional journeyman licensure in accordance with the provisions of 62 BIAM. Licensure must be documented and maintained to retain the position. All applicants must demonstrate the ability to follow written and oral instructions.

All Incumbents must be capable of following written and oral instructions, and of understanding and complying with material safety data sheets and instructions for operating potentially hazardous equipment.

CONDITIONS OF EMPLOYMENT:

A valid state driver's license is a prerequisite, if the position requires operation of a motor vehicle in performance of work. The work requires extensive driving between work sites throughout the geographic area of the school compound. A valid state driver's license must be maintained as a condition of employment; failure to do so may result in removal from the position.

An annual physical examination is required. Incumbents may be required to wear personal protective equipment as necessary.

PHYSICAL REQUIREMENTS:

Incumbents of these positions must be able to lift over 50 pounds and be in excellent physical condition. Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. The ability to hear the conversational voice, with or without a hearing aid, is required except that some positions may be suitable for persons who are blind or deaf. In most instances, an amputation of arm, hand, leg, or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, incumbents must have mental and emotional stability.

Occasionally, incumbents may be required to travel for training purpose or attendance at meetings from the duty station.

BASIS OF RATING:

Once the announcement has closed, all applicants for this position will be rated based upon the extent and quality of their experience, training and/or education as reflected on their resume. The judgement of qualification will be based on materials submitted, therefore, it is the applicants' advantage to give complete thorough and complete information in a neat and orderly fashion.

SPECIAL REFERENCE:

- You must be a U.S. citizen to qualify for this position.
- Applicant is subject to a favorable background investigation. This is a Non-Critical Moderate Risk Position subject to a favorable adjudicated background investigation.
- Subject to a probationary period for equivalent to two (2) academic semesters, which may be extended.
- A pre-employment physical examination will be required.
- The incumbent is required to drive a motor vehicle to conduct business at field locations. You **MUST** submit a current GSA Form 3607, Motor Vehicle Operator's License and Driving Record for full consideration. Incumbent must possess a valid state driver's license.
- All male applicants born after December 31, 1959, will be required to complete the certification document to confirm their selective service status.
- Government Housing is **NOT** available.
- Relocation expenses **WILL NOT** be paid.

NOTE: Persons submitting incomplete applications will be given credit only for the information they provide. It is the applicant's responsibility to **submit all required documentation** in support of their application in order to receive full credit for their Indian Preference, education, training and/or experience. **ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.**

HOW TO APPLY: To apply for this position, submit a complete Application Package which includes:

1. Applicants must submit a resume or any other written format of the applicant's choice. Your resume **MUST CONTAIN** the following:
 - a. Vacancy Announcement Number
 - b. Job Title
 - c. Duties and Accomplishments
 - d. Employer's name and address
 - e. Supervisors name and phone number
 - f. Starting and ending date (month and year)
 - g. Hours per week
 - h. Salary
 - i. High School Graduation/GED information. Month and year graduated or date GED received plus name/location to include city and state.
 - j. Complete names and telephone numbers of 3 professional/employer references (must be within the past 5 years). List people who are not related to you and who know your qualifications and fitness for the kind of job for which you are applying.
2. Copy of Official College Transcript can be accepted for verification/documentation. (If selected, applicant **must provide Official College Transcripts.**) **(REQUIRED)**
3. Copy of current state certification/licensure as journeyman (or Department of Labor journeyman certificate) in the trade for which applying. **(REQUIRED)**
4. Copy of Valid State Driver's License **(REQUIRED)**
5. Form GSA 3607, Motor Vehicle Operator's License and Driving Record, available at: <https://www.gsa.gov/portal/forms/download/117026> , **(USE NONFILLABLE PDF VERSION)**. Optional during the application process; however, selectee will be required to submit as part of the pre-appointment process. **(REQUIRED)**

Other supporting documents:

1. Form BIA 4432, Verification of Indian Preference for employment, **is required** for claiming Indian Preference. The form must be completed by the appropriate official with the federally recognized tribe where the applicant is enrolled as a member. No other form will be accepted.
2. OF-306, Declaration of Federal Employment can be located at https://www.opm.gov/forms/pdf_fill/of0306.pdf **(will be required upon selection)**
3. Indian Child Protection Requirement Form, must contain original signature and date **(will be required upon selection)**. This position is covered by P.L. 101-647, Indian Children Protection Requirements, and persons convicted of crimes enumerated in the law are not eligible for the position. (2019 version)
<https://bie.edu/cs/groups/xbie/documents/text/idc2-104343.pdf>

4. Copy of Official College Transcripts can be submitted as verification of post-secondary education. (If selected, applicant **must provide Official College Transcripts for final verification and pay setting.**)
5. Form GSA 3607, Motor Vehicle Operator's License and Driving Record, available at: <https://www.gsa.gov/portal/forms/download/117026> , (**USE NONFILLABLE PDF VERSION**). Optional during the application process; however, selectee will be required to submit as part of the pre-appointment process.
6. Copy of most recent SF-50, Notification of personnel Action, for current or former Federal employees to indicate prior Federal service and/or highest previous rate.
7. DD214 (member copy 4) for consideration of service credit for leave purposes.

Applicant's qualifications will be evaluated solely on the information submitted by them in their applications.

- Applications become part of the official record and will not be duplicated or returned.
- This office will accept telefaxed applications.
- Applications mailed using Government postage and/or envelopes are in violation of OPM and postal regulations and not be considered.
- E-mailed applications/resumes will NOT be accepted.

Applications and all accompanying documents **must be received by** the close of business (4:30 pm CST) on the closing date of the announcement.

SCHOOL MAILING ADDRESS: Flandreau Indian School
1132 N. Crescent
Flandreau, SD 57028

FAX SIGNED AND DATED APPLICATIONS TO: (605) 997-2601

FOR INFORMATION CONTACT: Shawn Dahmen, Business Technician
PHONE NUMBER: (605) 997-3773 ext. 2142

For VERIFICATION of our receipt of your application-resume, please contact:
Shawn Dahmen; Business Technician/Personnel (605) 997-3773 ext. 2142