



**US DEPARTMENT OF AGRICULTURE**  
**ANIMAL AND PLANT HEALTH INSPECTION SERVICE**  
**PLANT PROTECTION AND QUARANTINE**

**JOB ANNOUNCEMENT**

**POSITIONS:** European Cherry Fruit Fly-Plant Protection Aide (GS-3) Plant Protection Technician (GS-4/5)  
Box Tree Moth-Plant Protection Aide (GS-3) Plant Protection Technician (GS-4/5)

Limited Appointment (temporary position)- Full Time  
(Part Time or Intermittent may be available under special circumstances)  
Multiple positions available \*\*Ask about internships\*\*

**LOCATION:** Positions are available in the following New York localities:

- \* Lockport- Multiple positions
- \* Penfield- Multiple positions

**SALARY:** Determined based on qualifications, locality, and budget  
Lockport: \$15.00 to \$18.81/hr  
Penfield: \$15.00 to \$18.06/hr

**WHO MAY APPLY:** This announcement is open to all United States citizens.

**TYPE OF APPOINTMENT:** This is a Limited Appointment lasting up to 180 days per year. These positions can also be extended for additional years, but no more than 180 days may be worked per year.

**OVERVIEW:** APHIS is a multi-faceted Agency with a broad mission area that includes protecting and promoting U.S. agricultural health, regulating genetically engineered organisms, administering the Animal Welfare Act and carrying out wildlife damage management activities. These efforts support the overall mission of USDA, which is to protect and promote food, agriculture, natural resources and related issues. Plant Protection and Quarantine (PPQ) is a program within APHIS which safeguards U.S. agriculture and natural resources against the entry, establishment, and spread of economically and environmentally significant pests, and facilitates the safe trade of agricultural products. Join our team and gain valuable experience working in the field to stop this invasive species from harming our nation's agriculture. Find a link to the PPQ website here and learn more about our program: <https://www.aphis.usda.gov/aphis/resources/pests-diseases/hungry-pests/ecff/cherry-fruit-fly> and <https://www.aphis.usda.gov/aphis/ourfocus/planthealth/plant-pest-and-disease-programs/pests-and-diseases/box-tree-moth>

**DUTIES:**

Duties may include: contacting landowners, tenants, farmers, nurserymen, orchardists, commercial facilities, municipal authorities and others to secure permission to conduct survey and inspection responsibilities; inspecting trees for exotic plant pests; trapping insects on private properties, nurseries and other situations; identifying and marking trees for treatment or removal; assisting with/conducting treatments and conducting follow-up inspections; collecting survey and inspection data using a provided government-owned electronic device; and maintaining daily records of work completed. The incumbent must be willing to commute to and from the vehicle parking station, operate a government owned vehicle while conducting duties, and use GPS or other approved tools to navigate. Must be willing to work independently or as part of a team in a field environment and in collaboration with cooperating agencies. The incumbent will be exposed to a variety of environmental conditions typical of Northwestern New York, with expectations to work outdoors throughout the May-October survey season. Typical environmental conditions may include: cold, heat, sun, rain, snow, wind, biting/stinging insects, dogs, domestic/wild animals, poison ivy, etc.

**SPECIAL CONDITIONS:**

- ❖ Males born after 12/31/59 must be registered with the selective service
- ❖ Must have a valid driver's license
- ❖ Must be able to work alone and/or in teams in remote locations.
- ❖ Must possess or be able to learn basic insect pest and tree identification skills.
- ❖ Must be able to travel overnight occasionally.



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**QUALIFICATION REQUIREMENTS:**

GS-3: Six months general experience OR Successful completion of 1 year of study that included at least 4 semester hours in courses listed below.

GS-4: Six months general experience & six months specialized experience *OR* successful completion of 2 years of study that included at least 8 semester hours in courses listed below *OR* a combination of experience and education.

GS-5: 1 year of specialized experience equivalent to the GS-4 (see examples below) *OR* 4 year course of study above high school leading to a bachelor's degree with 16 courses related to the occupation *OR* a combination of experience and education.

*Courses: Biology, Plant Pathology, Entomology, Zoology, Botany, Forestry, Chemistry, Agriculture, or Physics.*

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 a familiarity with the subject matter or processes of the broad subject area of the occupation.

Specialized Experience: GS-4: Inspecting nursery plants for the presence of a specific plant pest. Surveying areas for specific plant pests or for the presence of alternate plant hosts. Developing rough maps showing control or eradication treatment completed, areas surveyed, or pest finds located. Performing survey control or eradication procedures in a local pest control program. Answering questions regarding plant pest control procedures, harmful side-effects of pesticides to other living organisms, etc. Inspecting vehicles in the enforcement of plant quarantine regulations. Performing laboratory work involved with raising and/or sterilizing various insects.

GS-5: Working knowledge of plant pests including signs and symptoms of infestation. Contacting stakeholders, (i.e., landowners, tenants, managers, etc.) to obtain permission to conduct surveys on private property. Using maps to locate commercial and residential properties for survey. Collecting data from daily survey and treatment records. Experience involving tree identification.

**REQUIRED DOCUMENTS FOR APPLICATION:**

- Cover Letter
- Current Resume (For each position you've held, provide name of Position Title, Company Name, Dates (mo/yr), number of hours per week, salary/hourly rate, and a summary of duties and responsibilities. Also list references.)
- Official or unofficial college transcripts (if applicable)
- Declaration for Federal Employment ([https://www.opm.gov/forms/pdf\\_fill/of0306.pdf](https://www.opm.gov/forms/pdf_fill/of0306.pdf))

**MAIL OR EMAIL APPLICATION TO:**

Mail to: USDA, APHIS, PPQ  
Attn. Hiring Department  
801 Richfield Street Building A  
Lockport, NY 14094  
Email to: PPQ.ECFF@aphis.usda.gov



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**Veterans' Preference:**

When applying for federal jobs, eligible Veterans should claim preference for 5pt (TP), 10pt (CP/CPS/XP), or for Sole Survivor Preference (SSP) in the questionnaire. You must:

- Provide a legible copy of your DD-214(s) which shows dates and character of service (honorable, general, etc.).
- If you are currently serving on active duty and expect to be released or discharged within 120 days you must submit documentation related to your active duty service which reflects the dates of service, character of service (honorable, general, etc.), and dates of impending separation.
- Additionally, disabled veterans and others eligible for 10-point preference (such as widows or mothers of eligible Veterans) must also submit a SF-15 "Application for 10 Point Veteran Preference" with required proof as stated on the form.
- Documentation is required to award preference.

For more information on Veterans' Preference, please visit <https://www.fedshirevets.gov/job-seekers/veterans/veterans-preference/>.

**Equal Employment Opportunity Policy**

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

**Reasonable Accommodation Policy**

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.



## **Application Cover Sheet**

(Completion is required for your application to be considered)

Name: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_  
\_\_\_\_\_

E-mail Address (Please Write Legibly): \_\_\_\_\_

Applying for: Full Time Summer Employment - April through October 2023 Field Season  
(Deadline to apply is ongoing until positions are filled)  
\*Accepting Applications Immediately\*

### **Certification regarding Application Materials:**

Attached/enclosed are my completed Application Packet Documents: (*please do not send partial packets*)

1. **Job Application Cover Sheet-** (this sheet) ☐
2. **OF-306** Form – completed, dated and signed original ☐
3. **Resumé** – See page 1 for details ☐
4. Verification: “I have ordered my **“OFFICIAL” college transcripts**” ☐  
(Official college transcript ordered on (date) \_\_\_\_\_ from the following college/university:  
\_\_\_\_\_ to be mailed to the USDA Office listed below)  
(Official college transcript ordered on (date) \_\_\_\_\_ from the following college/university:  
\_\_\_\_\_ to be mailed to the USDA Office listed below)

### **Information Request:**

Please indicate where you learned about this job (please be specific indicating name, location, date, etc.):

Career Fair \_\_\_\_\_  
Newspaper \_\_\_\_\_  
Social Media \_\_\_\_\_

College Career Services \_\_\_\_\_  
Unemployment office \_\_\_\_\_  
Other (please specify) \_\_\_\_\_

**Mailing Address:** USDA, APHIS, PPQ  
Attn. Hiring Department  
801 Richfield Street Building A  
Lockport, NY 14094

**Contact for more information:**  
PPQ.ECFF@aphis.usda.gov  
1-800-249-2363

Email: PPQ.ECFF@usda.gov

NOTE: Applicant email address and phone numbers must remain up-to-date as they will be used for all communication regarding potential employment