



POSITION

- **GS-0421-03 Plant Protection Aide**

SALARY

-Penfield

- **GS-03 \$15.17 per Hour**

-Lockport

- **GS-03 \$15.77 per Hour**

PROGRAM AREA

- **Plant Protection and Quarantine, Field Ops, District 4**

DUTY LOCATION

- **Penfield, NY**
- **Lockport, NY**

WORK SCHEDULE

- **Full-time**
Part Time or Intermittent may be available under special circumstances.

TYPE OF APPOINTMENT

- **Limited Appointment – Temporary**
May work up to 180 days per year. These positions may be extended for additional years, but no more than 180 days may be worked per year.

NUMBER OF VACANCIES

- **Multiple Vacancies at Both Locations**

TRAVEL REQUIRED

- **Occasional Travel** – Travel may be required for training and work assignments.

REQUIREMENTS

- Must be a US Citizen or US National.
- Subject to satisfactory adjudication of background investigation and/or fingerprint check.
- Successful completion of one-year trial period or probationary period as applicable.
- Direct Deposit: Per Public Law 104-134 all Federal employees are required to have federal payments made by direct deposit to their financial institution.
- Individuals who were born male after 12/31/1959 must be Selective Service registered or exempt.
- Successfully pass the E-Verify employment verification check. To learn more about E-Verify, including your rights and responsibilities, visit E-Verify at <https://www.e-verify.gov/>
- Operation of government owned or leased vehicles will be required. Must have or be able to obtain a driver's license.

WHO MAY APPLY

This announcement is open to all United States citizens.

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.

These positions will be working on projects combating the **European Cherry Fruit Fly** or the **Box Tree Moth** based on the location of the position. Join our team and gain valuable experience working in the field to stop these 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 AND RESPONSIBILITIES

Duties may include, but not limited to, the following:

- 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.
- Commuting to and from the vehicle parking station, operating a government owned vehicle while conducting duties, and use GPS or other approved tools to navigate.
- Working independently or as part of a team in a field environment and in collaboration with cooperating agencies.
- 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.

QUALIFICATION REQUIREMENTS

- **For the GS-03 grade level:** Six months general experience, **OR;** Successful completion of 1 year of study that included at least 4 semester hours in coursework related to the occupation.

General Experience:

- Any type of work that demonstrates the applicant's ability to perform the work of the position, **OR;**
- Experience that provided a familiarity with the subject matter or processes of the broad subject area of the occupation.

Education Coursework for Education Substitution: Biology, Plant Pathology, Entomology, Zoology, Botany, Forestry, Chemistry, Agriculture, or Physics.

HOW TO APPLY

Applications should be submitted to the following address or email:

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

OR;

Email to: PPQ.ECFF@aphis.usda.gov *Please list the Position Title in the subject line.*

Applicants are required to submit the following items in their application for consideration:

- **Resume that includes:** 1) personal information such as name, address, contact information; 2) education; 3) detailed work experience related to this position as described in the major duties including work schedule, hours worked per week, dates of employment; title, series, grade (if applicable); 4) other qualifications or certifications; and 5) supervisors name and phone number for each work period listed and whether or not they may be contacted for reference checks.
- When claiming Veterans' preference, you must submit a **DD214**, Certificate of Release from Active Duty, which shows dates of service and discharge under honorable conditions. If currently on active duty you must submit a certification of expected discharge or release from active-duty service under honorable conditions within 120 days after the date the certification is submitted.
- Disabled Veterans must also submit a **VA Disability Letter** (if applicable) for verification of service-connected disability.
- Schedule A candidates must include a **Schedule A Letter** for eligible disabled persons. To be eligible for Schedule A, you must provide a proof of a disability letter stating that you have an intellectual disability, severe physical disability, or psychiatric disability. You can get this letter from your doctor, a licensed medical professional, a licensed vocational rehabilitation specialist or any federal, state, or local agency that issues or provides disability benefits. Letter must be on office Letterhead.
- Military Spouses must provide a copy of: **Spouse ID card**, Copy of spouse's **Active-Duty Military Orders**, and **Marriage Certificate**.
- Peace Corps or VISTA Volunteers must provide their **NCE Letter**.
- Must submit a copy of Transcripts if qualifying with education as listed in qualifications section (if applicable). Transcripts can be unofficial but, if selected, candidates will be required to submit official transcripts before start date.

[Equal Opportunity \(EEO\) Policy](#)

[Reasonable Accommodation Policy](#)

[Privacy Act](#)



Application Cover Sheet

(Completion is required for your application to be considered)

Name: **Email:**

Primary Phone: **Alternate Phone:**

Position(s) Applying For:

Application Checklist:

- Application Cover Sheet
- Resume
- Transcripts – If Applicable (May be copy initially, Official Transcripts will be required if selected)
- Preference Documents – If Applicable (such as; Veteran Documents, VA Letter, Schedule A Letter)

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

Career Fair: Social Media:
Newspaper: Employment Services:
College Career Services: Other (please specify):

Mailing Address: **USDA, APHIS, PPQ**
ATTN: HIRING DEPARTMENT
801 Richfield St, Building A
Lockport, NY 14094

Contact For More Information: ppq.ecff@usda.gov
1-800-249-2363

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