



## POSITION(S)

Navel Orangeworm - Sterile Insect Program -  
Maintenance Worker - WG 05

Letters of Authority (Limited Appointment/ Temporary positions)— **Full Time**  
(Part Time or Intermittent may be available under special circumstances)

## SALARY

Determined based on locality and experience.

Depending upon experience

- WG 5 Salary range \$25.37/hour

## WHO MAY APPLY

This announcement is open to all United States citizens.

## TYPE OF APPOINTMENT

This is a Letter of Authority Appointment (i.e., Limited Appointment) lasting up to 180 days per service year (12 months). Positions can be extended for additional years, but no more than 180 days may be worked per service 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.

### **Applications are being accepted from the public for the following position:**

Temporary, full-time position as Maintenance Worker. Employees will start work immediately and work for up to 6 months (180 days). The facility operates 7 days per week, and work may include weekends on multiple schedules.

## DUTIES

Supports higher-graded maintenance staff, i.e. Utility System Repairer-Operator, Industrial Equipment Mechanic, by performing basic tasks associated with facility grounds, building and equipment maintenance.

Performs basic preventive maintenance of existing air conditioning equipment and refrigeration units with a scheduled maintenance check list, including lubricating electric motors, pressure checking, cleaning evaporative coils, checking belts for wear and replacing if necessary, and cleaning or replacing filters. Under supervision, the incumbent may also assist the Utility Systems Repairer-Operators with repairs on water chiller units and heating system or provide assistance to the Industrial Equipment Mechanics in the installation and repair of air conditioning and refrigeration equipment.

Performs basic electrical repairs and maintenance, to include changing defective switches, receptacles, electric motors, fixtures, and small appliances, and will also be responsible for the regularly scheduled periodic checks and maintenance of the emergency electrical generator. Assists higher graded employees with more complex repairs and maintenance.

Performs general maintenance tasks on steam equipment such as checking pressure gauges and regulators; and reports any defects, steam leaks or more significant maintenance concerns to the supervisor.

Assists with scheduled maintenance of clean air systems by changing filters, checking for leaks, and checking air flow with an air flow gauge (CFM).

Performs a variety of routine plumbing tasks.

Arc welds, or acetylene welds with supervision.

Performs standard sheet metal work from a pattern provided, including cutting, bending, rolling, and joining with materials such as galvanized steel, aluminum, and stainless steel.

Performs routine ground maintenance such as spraying, watering, raking, and general upkeep of facility grounds.

Operates forklift after receiving training and certifications from local or state agencies to do so when required.

Duties are performed to increase knowledge of the trade and develop skills. Incumbent defers more complex maintenance and repair work to higher graded employees, or assists as appropriate.

Follows and obeys all safety guidelines and Standard Operating Procedures (SOPs).

## 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 team.

**QUALIFICATIONS:** Applicants for this position must have a high school education. A background check is required.

**General Experience:** Any type of work that demonstrates the applicant's ability to perform the work of the position.

## HOW TO APPLY & REQUIRED DOCUMENTS FOR APPLICATION:

Please email all required documents to the address provided below.

**Required documents:**

- Current Resume:
  - List previous positions and provide Title, Company Name, Dates worked (mo/yr), number of hours worked per week, salary/hourly rate, summary of duties and responsibilities and provide at least three references
- Official or unofficial college transcripts (if applicable)

Contacting Office:

Dawn Harper, (701) 250-3360  
USDA APHIS PPQ  
Bismarck, ND North  
58501  
Email: [Dawn.Harper@usda.gov](mailto:Dawn.Harper@usda.gov)

## **VETERAN 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.