



UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN EDUCATION
FLANDREAU INDIAN SCHOOL
1132 N. CRESCENT ST.
FLANDREAU, SD 57028

VACANCY ANNOUNCEMENT

POSITION TITLE & GRADE: School Maintenance Worker, CE-4749-01/02
POSITION INFORMATION: Year Long Contract (FULL-TIME)
SALARY: \$12.88 TO \$26.20 per hour
(BIE Education Pay Schedule: based on education & experience)
LOCATION: Department of Interior, Bureau of Indian Education, ADD-BOS, Flandreau Indian School, Flandreau, SD

ANNOUNCEMENT NUMBER: FIS-2019-02 **ISSUING DATE:** 07/17/2019

CLOSING DATE: 08/19/2019

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:

Performs grounds maintenance, general building maintenance and preventative maintenance throughout the Flandreau Indian School campus. The incumbent performs a variety of duties of a general nature for proper operation, maintenance and minor repair of school buildings, utilities and related structures. Duties require more than basic knowledge of various trades but lower than the journeyman level and involve grounds upkeep, plumbing, electrical, painting, carpentry skills, and school janitorial duties. This position repairs damaged floors, walls, ceilings, windows, doors, steps, guard rails, etc. Repaint surfaces using brushes or rollers and premixed paint. Replaces minor electrical parts, such as switches, plates, outlets, etc. and makes repairs to broken and frayed wiring. Performs maintenance and minor repair of plumbing fixtures and pipes by replacing faucets, washer pipe elbows, etc. and cleans clogged drains and sewer lines. Performs school janitor duties with skill in usage of common cleaning tools and equipment, ensures stocking of cleaning supplies and materials. Complies with all applicable health and safety requirements, including proper use of safety equipment and maintenance of materials safety data sheets. Operate less complex boilers and individual heating systems, sewage lagoon systems and water treatment systems. In the performance of duties, operates tractor(s) with attached equipment and must adjust and align the equipment to operate in all conditions such as mud and snow. Require to operate tractors, lawn mower, snow removal equipment, and other grounds keeping equipment. The incumbent is required as incidental duty to operate a Government-owned or leased motor vehicle in the performance of duties.

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.

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 Education Position Categories and Qualifications Handbook for additional qualification requirements and substitutions for education. Applicants *must meet* the qualification requirements contained in the BIE Education Position Category.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS

High School diploma or GED is required.

Applicants at the 02 level must have a minimum of one year's experience in general maintenance or related work, demonstrating skill in at least three skill/craft areas. All applicants must be capable of following written and oral instructions.

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 Education Line Office, or 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:

Applicants 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. Ability to hear the conversational voice, with or without a hearing aid is required, except that some positions maybe suitable for persons who are blind or deaf. Good Hand and foot coordination required. 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, applicants 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: All applicants for this position will be rated and ranked based upon the extent and quality of their experience, training and/or education as reflected on the application. Applicants will be further evaluated according to the degree to which they possess or have the potential to acquire knowledge, skills, abilities, and personal characteristics as listed below. The judgment of qualifications will be based on the material submitted; therefore, it is to the applicant's advantage to give complete and thorough responses and to present information in a neat and orderly fashion. Qualifications and veteran's preference eligibility will be determined on the basis of information submitted.

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 probationary period for equivalent to two (2) academic semesters, which may be extended.
- A Pre-Employment Physical Examination will be required.
- An annual physical examination is required.
- The incumbent is required to drive a motor vehicle to conduct business at field locations. A valid State driver's license is required. All applicants **MUST** submit a current GSA Form 3607, Motor Vehicle Operator's License and Driving Record in order to receive

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: Applicants may file a resume. The resume must include Vacancy Announcement No., Job Title, Duties and accomplishments, Employer's name and address, supervisors name and phone number, starting and ending dates (month and year), hours per week, and salary to ensure optimum consideration. The following forms listed with an * must be submitted in order to be considered for the position.

1. *Applicants may file a resume. **MUST CONTAIN:** Vacancy Announcement No., Job Title, Duties and accomplishments, Employer's name and address, supervisors name and phone number, starting and ending dates (month and year), hours per week, and salary. Complete names and telephone numbers of Employer references (must be within the past 5 years) and three (3) personal references. List people who are not related to you and who know you well on a personal basis and know your qualifications and fitness for the kind of job for which you applying.
2. *Copy of Valid State Driver's License
3. *Copy of high school transcript or GED or resume indicating completion of HS with current signature validating response.
4. 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.
5. Copy of most recent SF-50, Notification of Personnel Action, current or former Federal employees.
6. Applicant Screening Questionnaire, Indian Child Protection Requirement Form, must contain original signature and date. 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. Optional during the application process; however, selectees will be required to submit as part of the pre-appointment process
7. 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, selectees will be required to submit as part of the pre-appointment process

Applications become part of the official record and will not be duplicated or returned. This office will accept telefaxed applications. Applicant's qualifications will be evaluated solely on the information submitted by them in their applications. Applications mailed using Government postage and/or envelopes are in violation of OPM and Postal Regulations and will not be considered. E-mailed applications/resumes will NOT be accepted.

SCHOOL MAILING ADDRESS:

**Flandreau Indian School
Attn: Human Resources
1132 N. Crescent St.
Flandreau, SD 57028**

**FAX APPLICATIONS TO: (605) 997-2601
Contact #: (605) 997-3773 ext. 2142**

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

**For VERIFICATION of our receipt of your application-resume, please contact:
Shawn Dahmen, (605) 997-3773 ext. 2142**

**Applicant Screening Questionnaire
Indian Children Protection Requirements**

Name: _____ Social Security Number: _____
(please print)

Job Title: **School Maintenance Worker** Announcement #: **FIS-2019-02**

Notification Requirements

Section 231 of the Crime Control Act of 1990, Public Law 101-647 (codified in 42 United States Code § 13041), requires that employment applications for Federal child care positions have applicants sign a receipt of notice that a criminal record check will be conducted as a condition of employment. Further, it is required to ask the following:

Have you ever been arrested for or charged with a crime involving a child?

Yes [If “yes,” provide the date, explanation of the violation, disposition of the arrest(s) or charge(s), place of occurrence, and the name and address of the police department or court involved.]

No

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630 (codified in 25 United States Code § 3207), requires a criminal history records check as a condition of employment for positions in the Department of Interior that involve regular contact with or control over Indian children. Further, it is required to ask the following:

Have you ever been arrested, found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious offense, or any of two or more misdemeanor offenses under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; or offenses committed against children?

Yes [If “yes,” provide the date, explanation of the violation, disposition of the arrest(s) or charge(s), place of occurrence, and the name and address of the police department or court involved.]

No

I certify that my response to the above questions is made under Federal penalty of perjury, which is punishable by fine or imprisonment, and that I have received notice that a criminal history records check will be conducted and is a condition of employment. I understand my right to obtain a copy of any criminal history report made available to the Bureau of Indian Education and my rights to challenge the accuracy and completeness of any information contained in the report.

Applicant's Signature Date