

## Overview

- Agency: Washington Headquarters Services Facilities Services Directorate
- Pay scale & grade: WG-12
- Salary: \$35.84 to \$41.84 Per Hour
- Appointment type: Permanent
- Work schedule: Full-Time
- Location: Pentagon or nearby office spaces, Arlington, Virginia
- Telework eligible: No
- Relocation expenses reimbursed: No
- Open to: the Public (U.S. citizens, nationals or those who owe allegiance to the U.S.), Career transition (CTAP, ICTAP, RPL) (Federal employees who meet the definition of a "surplus" or "displaced" employee). Military Spouses, Veterans

## Summary

This position is located in the Washington Headquarters Services Facilities Services Directorate (FSD) Federal Facilities Division (FFD), and Pentagon Building Management Office (PBMO) in Arlington, VA (Pentagon).

The Washington Headquarters Services (WHS) is a world-class service organization, with a dynamic workforce and unwavering commitment to service excellence. WHS is the essential services provider for the Office of the Secretary of Defense (OSD), Department of Defense (DoD) agencies, and offices in the National Capital Region.

Selectees will serve as an ELECTRONICS MECHANIC.

THIS IS A DIRECT HIRING AUTHORITY (DHA) ANNOUNCEMENT. Section 1109 of the National Defense Authorization Act for Fiscal Year 2020 amended section 9905 of title 5, United States Code (U.S.C.), to permit the Secretary of Defense to noncompetitively appoint qualified candidates to certain positions in the competitive service in the DoD without regard to chapter 33, subchapter I of title 5, U.S.C., other than sections 3303 and 3328. For purposes of this policy, sections 3321, 3323, and 3326 of chapter 33, subchapter I of title 5, U.S.C., and corresponding Code of Federal Regulations provisions will continue to apply.

## Duties

Incumbent typical work assignments vary according to the grade level and may include duties such as the following, depending upon the sub-organization:

- Operates and maintains fire alarm systems.
- Responds to requests relative to specific and immediate Fire Alarm systems problems relating to a system controls and/or component failure.
- Performs diagnostic activities to assess the overall system operations.

- Performs preventative maintenance, repairing, analyzing, configuring, testing, and troubleshooting, a highly complex Fire Alarm system (Simplex).
- Repairs, replaces, installs, and modifies fire detection and suppression systems, smoke and heat detection devices, and all indicating and activation devices in common use.
- Repairs fire alarm systems and assist with the performance of field-engineering analyses on fire alarm systems and associated equipment ensuring they meet minimum requirements and system integrity.

## Conditions of Employment

- U.S. Citizenship is required
- Males born after 12-31-59 must be registered or exempt from Selective Service (see <https://www.sss.gov/Home/Registration>)
- Total salary varies depending on location of position
- May be required to successfully complete a probationary/trial period
- Must be determined suitable for federal employment
- Required to participate in the direct deposit program
- This position is subject to pre-employment and random drug testing
- The employee must be able to obtain and maintain a Financial Management certification within two years of entrance of this position IAW Public Law 112-81 and DoD Policy.
- The employee must be able to obtain and maintain appropriate Secret security clearance or successful background clearance.
- Must successfully pass a pre-employment physical examination and an annual physical examination thereafter.

## Qualifications

For qualifications determinations, your resume must contain hours worked per week and the month and year of employment for each position listed on your resume (i.e., hours per week and month/year to month/year or month/year to present).

### Basic Requirement:

Your background must demonstrate the performing of the tasks of an Electronics Mechanic such as operating, troubleshooting, and maintaining fire alarm systems according to instructions given by a supervisor or leader. Work is performed under normal supervision and independently in some cases.

### Job Elements:

Those who meet the minimum level of experience and training for the screen-out element will then be evaluated in each of the following job elements:

- Knowledge of Equipment Assembly, Installation, Repair, etc.
- Trouble shooting (Electronic Equipment)
- Use of Test Equipment: Electronics

### Physical effort/requirements:

Works from ladders scaffolds and catwalks and in hard to reach areas. Stoops, bends, kneels, and climbs in the performance of duties. Must often assume uncomfortable positions. Frequently lifts, handles, and carries equipment weighing up to 50 lbs and occasionally over 50 lbs. Work requires a considerable amount of walking.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

HOW TO DETERMINE CURRENT AND PAST “GRADE LEVEL”: Current Federal employees have a current grade level that is easily determined. For private sector experiences, salary levels may provide an initial indication. You can find pay – by grade – for DC-area employees at: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2022/DCB.pdf> .

Factor descriptions at <https://www.opm.gov/policy-data-oversight/classification-qualifications/classifying-federal-wage-system-positions/standards/2600/fws2604.pdf> provide descriptions of duties associated with various grade levels.

Overall, it makes understanding your resume easier if you include past/current salary information for each experience and/or an indication of your estimate of GS level given duties alongside the hours and month/year information required for each experience in your resume. Further, while not required or a guarantee of success, including language from requisite Factor sections can help certification of your resume.

### **Education**

Education cannot be substituted for experience.

### **How You Will Be Evaluated**

Ongoing reviews of submitted résumés and supporting documentation will be used to determine whether applicants meet the qualification requirements listed on this announcement. If, after reviewing your résumé and/or supporting documentation, a determination is made that you have inflated your qualifications and/or experience, you may lose consideration for this position. Please follow all instructions carefully when applying, errors or omissions may affect your eligibility.

All qualified candidates will be documented and categorized for review by hiring managers. The category assignment is a measure of the degree in which your background matches the competencies required for this position.

## REQUIRED DOCUMENTS

YOU ARE REQUIRED TO DOCUMENT IN YOUR APPLICATION PACKAGE EVIDENCE THAT SUPPORTS YOUR ELIGIBILITY AND QUALIFICATION CLAIMS. You MUST upload the applicable documents with your application package. If you fail to provide these documents, you will be marked as having an incomplete application package and you will not be considered any further.

1. Your resume may be submitted in any format that includes your name and contact information (telephone number and/or email).

If you submit more than one copy of your resume, only the most recent version will be reviewed. The latest timestamp will be used to determine which version of your resume is "most recent."

If your resume includes a photograph or other inappropriate material or content, it will not be used to make eligibility and qualification determinations and you will not be considered for this vacancy.

2. Other supporting documents:

- Cover Letter: Indicate 1) the grade level (e.g. GS-13) for which you believe you are qualified; 2) the minimum grade level you are willing to accept; and 3) limit further content in the required "cover letter" to a one-sentence description of why you are a good fit for this occupation.
- Most recent SF-50, "Notification of Personnel Action" showing you are/were in the Federal government competitive service and the highest grade held, if applicable.
- DD-214, SF-15 Form and VA letter, or certification of expected discharge or release from active duty from Veterans for consideration under Veteran hiring authorities, if applicable.
- Noncompetitive appointment authority documentation, if applicable (e.g. military spouse, veteran of Peace Corps, have a disability qualifying for "Schedule A," etc.)

## How To Apply

To apply for this position, you must complete and submit the documentation specified in the Required Documents section, above, **ALL COMBINED INTO A SINGLE PDF DOCUMENT** (single PDF document is necessary to facilitate sharing of application with more hiring managers).

A complete application package must be submitted by 11:59 PM (EST) on the closing date of the announcement (September 22, 2022) to receive consideration.

It is your responsibility to verify that all information in your resume and documents are legible and accurate.

## Next Steps

Once your online application is submitted you will receive a confirmation notification by email. If, and only if, you have not received an email confirming receipt of your application after one week of submission, contact [james.w.dillon6.civ@mail.mil](mailto:james.w.dillon6.civ@mail.mil). Your application will be evaluated by the Human Resources Office to determine your eligibility for the position. After the evaluation is complete, you will receive general or targeted notifications regarding the status of your application. Multiple position openings will be filled by this announcement, so you may receive many status updates as the process progresses.