



MERIT PROMOTION JOB OPPORTUNITY

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Announcement Number: 08-676
Position Title: Safety and Fire Protection Specialist
Series and Grade: PG-0301-9/11
Salary Range: \$ 48,108.00 – \$75,669.00
Promotion Potential: PG-11
Opening Date: 09/12/2008
Closing Date: 09/26/2008
Location of Position: Chief Management Officer, Chief Environmental Services, Safety Branch
Number of Openings: One
Type of Appointment: Permanent
Work Schedule: Shift 1
Who May Apply: Permanent GPO Employees

MAJOR DUTIES:

This position is located in the office of the Chief Environmental Services, Safety Branch. The incumbent is responsible for the GPO's national fire inspection program and performs safety and occupational health work. The work of the branch includes industrial hygiene, fire protection, emergency preparedness, safety, and occupational health programs. The work is critical to the safe operation of machinery in this highly industrial environment and evaluation of safeguards necessary to mitigate injury and health concerns.

The incumbent reports to the Safety Branch manager for administrative purposes and to the Emergency Preparedness & Fire Protection Officer for technical guidance and review.

QUALIFICATIONS NEEDED:

Applicants must possess 52 weeks of specialized experience at the next lower grade level. All qualifications must be met by the closing date of this announcement.

If this position is being recruited at multiple grade levels, applicants must specify for which grade level(s) they wish to receive consideration. Failure to do so will result in the applicant only receiving consideration at the highest grade level for which they are qualified by the Human Capital Office.

HOW YOU WILL BE EVALUATED:

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, and ability (KSA) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSA. When describing your KSAs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSA.

You must submit separate narrative response statements for each KSA with your application package.

Knowledge, Skills, and Abilities (KSAs) required for this position:

1. Knowledge of fire prevention standards, techniques, and procedures including rules and regulations, and local, state and federal fire prevention ordinances and codes.
2. Knowledge of the components and operation of fixed fire suppression systems and applicable codes and standards.
3. Skill in oral and written communication in order to advise and train supervisors and managers in the area of fire prevention and safety.
4. Ability to perform fire inspections in order to determine compliance requirements.
5. Ability to research, plan and carry out projects.

HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

STEP 1: Complete a resume or an Optional Form 612 “Optional Application for Federal Employment” (OF-612). The OF-612 is available electronically at http://www.opm.gov/forms/pdf_fill/of612.pdf. If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf.

STEP 2: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal as proof of status or reinstatement eligibility. GPO Employees may obtain a copy of their SF-50 and Performance Appraisal from the Employee Services Center (ESC) in Room C-106. Time in grade requirements must be met by the closing date of this announcement.

STEP 3: Prepare separate narrative responses to each of the KSAs listed in this announcement.

STEP 4: Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below.

Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

Send your complete Application Package to:

Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov (Please

For Additional Information:

RENEE MUDD
HR Consulting Services
Phone: (202) 512-2131
TDD: (202) 512-1519

include announcement number in subject line and attach documents in Word or PDF format).

To confirm receipt of your application, call: 202-512-1117.

Applicants are responsible for verifying their application has been received in its entirety, regardless of the submission method. Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.