



POSITION

GS-1640-12/13 Supervisory Facility Operations Specialist

SALARY

- **GS-12 - \$98,240 to \$127,707 per Annum**

Salary will be based on the grade appointed to. New Hires to the federal government normally start at the lowest rate of the salary range for the grade selected.

PROGRAM AREA

- **Animal and Plant Health Inspection Service, Plant Protection and Quarantine, Science and Technology Forest Pest Methods Laboratory (FPML)**

DUTY LOCATION

- **Buzzards Bay, MA - Situational Telework**

WORK SCHEDULE

- **Full-time**

TYPE OF APPOINTMENT

- **Permanent**

NUMBER OF VACANCIES

- **1**

TRAVEL REQUIRED

- **Occasional Travel** – Some travel may be necessary 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/>

WHO MAY APPLY

Non-competitive Hiring Authorities. Veterans – VRA or 30% or More Disabled Veterans..

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.
- **About the position:** The incumbent serves as the Supervisory Facility Operations Specialist, planning and directing the facility management program. Responsible for installation management functions encompassing operations, utilities, construction, remodeling, and maintenance in support of all research programs and specialized insect production. Serves as a facility advisor to the Administrative Officer, S&T concerning the application of installation management principles.
- **Note: This position will be filled at the GS-12 grade level upon initial appointment.** However, this is a multi-level Career Ladder position as a GS-12/13. After satisfactorily completing one year at the GS-12 grade level, the employee will be eligible for promotion to the GS-13 grade level without competition (requires Supervisor approval).

DUTIES AND RESPONSIBILITIES

The selectee may perform one or both of the following categories of duties based on the nature and/or location of the assignment.

- Represents the Laboratory Director in providing facility management direction and planning for building and grounds operation, utility services, construction, maintenance and/or rehabilitation of buildings.
- Directly supervises employees providing installation management services, and/or provides technical and administrative direction to activity program managers or other program employees with facility operations duties.
- Plans, conducts, or directs inspections, audits, and special studies within the FPML facilities to evaluate compliance with APHIS safety and health policies and standards of the Federal Occupational Safety and Health Act.
- Collaborates on a continuing basis with the Director of PPQ's FPML Laboratory, in the development of operational procedures to affirm ongoing viability of various insect quarantine and security areas relating to these facilities.
- Provides oversight on contracted construction and heavy maintenance projects to assure conformance to plans and specifications.
- Responsible also for the provision of installation physical security, fire protection, and emergency medical services at FPML.
- Assigns and reviews the work of a staff of several General Schedule and Wage Grade employees to ensure timely performance, soundness, and value.
- Handles any employee conduct matters or complaints that arise.

QUALIFICATION REQUIREMENTS

- **FOR THE GS-12 LEVEL:** One year of specialized experience (equivalent to the GS-11 level) that may have been obtained in the private or public (local, county, state, Federal) sectors in the fields of Facilities Management or Building and Grounds Operations.

Examples of qualifying specialized experience include:

- Managing a maintenance program for office or apartment building complexes, hospitals, recreation facilities, military, or other special-purpose installations, including planning maintenance activities, and developing preventive maintenance programs.
- Conducting surveillance activities over construction and maintenance operations performed by a variety of private contractors, including reviewing project plans and specifications for workability, informing contractors of construction and reporting requirements, and supervising operations for conformance with project plans.
- Performing maintenance or construction work, including estimating material and labor costs for a variety of construction or maintenance projects (such as construction or maintenance of brick, frame, structural steel, reinforced concrete, and other type structures ranging from one- or two-story buildings to larger structures), directing actual work operations, and maintaining appropriate contacts with the organization funding the project.

NOTE: There is no education substitution at the **GS-12** grade level.

HOW TO APPLY

Applicants are required to submit the following items for consideration ppg.recruitment@usda.gov. **Please list the Position Title in the subject line.**

- Applicants are required to submit the following items 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.
- Must submit a copy of Transcripts if qualifying with education as listed in qualifications section. Transcripts can be unofficial but, if selected, candidates will be required to submit official transcripts before start date.

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[Reasonable Accommodation Policy](#)

[Privacy Act](#)