

HUMAN RESOURCES OFFICE

ATSUGI SATELLITE OFFICE

DIEGO GARCIA VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: DG-005-2016

TITLE/SERIES/GRADE: CIVIL ENGINEER (LEAD), OG-0810-12

SALARY: OG-12: \$24,780.00 - \$38,188.00 PER ANNUM

OPENING DATE: 17 JUN 2016

CLOSING DATE: 01 JUL 2016

LOCATION: Project Management and Engineering (PME) Branch, Facilities Engineering and Acquisition Division (FEAD), Public Works Department (PWD) Diego Garcia, Naval Facilities Engineering Command (NAVFAC) Far East, Japan

AREA OF CONSIDERATION: All eligible candidates on-island

RPA NUMBER (HRO USE ONLY): 378737

NOTES:

1. Appointment is temporary not to exceed one year. Appointment may be extended at management's discretion.
2. Initial tour of duty is 12 months. Employee will be eligible for return travel at the end of the tour, if granted an additional tour.
3. Grade shown is equivalent to GS-12.
4. Full performance level of this position is OG-12, which is equivalent to GS-12.
5. Overseas differential (25% of the base pay), meal allowance, laundry allowance, health benefits plan and year-end bonus are in addition to the base pay shown above.
6. Salary shown above includes Misc Benefits Allowance.
7. Minimum age is 21 years old.

DUTIES: Serve as a Lead professional Civil Engineer, performing duties pertaining to facilities engineering management, specifically civil engineering design and consultation services. Performs all aspects of work necessary for development of all engineering aspects of in-house designs, such as engineering and economic studies, design analyses and computations, drawings specifications, cost estimates, project schedules, and other aspects of projects development and design. Conducts project/site investigating and evaluation of data obtained to assure incorporation of salient features into design consideration and resolution of problems. Evaluates design objectives identifies most economical and efficient procedures for facility or the civil engineering design and performance, considering all functional requirements. Plans and conducts soil and subgrade investigations, sampling, testing and evaluations required for foundation design of a variety of structures such as buildings, bridges, towers, retaining walls, sheet piling, and underground structures. Design paving thickness and mixes for airfield runways, taxiways, and parking aprons, roads and parking facilities and overlays. Serve as Project Design Engineer for the design of substantial new construction, renovation and improvement projects for real property facilities, encompassing highly specialized or unique requirements, accomplished by in-house or by Architect-Engineer (A-E) forces. Provides expert consultation, advice and/or conducts evaluations and conditions surveys of flexible and rigid pavements at airfields. Investigates and resolves problems regarding sustainable design perform studies and recommends engineering solutions to correct sustainable deficiencies or to meet new requirements; and prepares engineering reports, cost estimates, analyses and justification data. Provides post construction award

services during the construction phase of projects. Reviews, evaluates, and recommends approval or disapproval of contractor submitted shop drawings and materials. Serves as Diego Garcia specialist and design coordinator for geotechnical issues involving soils, materials, pavements and shoreline protection. Serves as a member of A-E Slate and/or Selection Boards.

QUALIFICATION REQUIREMENTS: Applicants must first meet the Basic Education Qualification Requirements listed below:

(A) Degree: Completion of a required course of studies at a college or university leading to a Bachelor's degree in Civil Engineering. Incumbent must have a professional registration or licensure (i.e. Professional Engineer (PE) in the practice of Civil Engineering. License must be issued by a government agency. Mastery of advanced concepts, principles, and practices of civil engineering that enables the incumbent to serve as an expert in the full range of civil engineering systems for civil works and construction projects. Ability to apply new developments or theories to problems not readily treatable by accepted methods. Knowledge of related engineering fields including architecture, electrical and mechanical engineering. Leadership of a design team producing a wide range of projects related to civil engineering.

OR

(B) Combination of Education/Experience - college level education/experience that furnished (1) knowledge of physical/mathematical science underlying professional engineering & (2) understanding (theoretical/practical) of engineering sciences/techniques & applications to a branch of engineering. This must be demonstrated by: (1) Professional Engineer Registration or (2) Written test or (3) Specific Academic Courses - 60 semester hours in physical, mathematical, & engineering sciences or (4) Related Curriculum - Completion of bachelor's degree in engineering technology/professional field provided applicant has 1 year of professional engineering experience under professional engineering supervision/guidance.

Only degrees from an accredited college or university recognized by the Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and U.S. Department of Education websites at - <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

Foreign education must be evaluated for U.S. equivalency in order to be considered for this position. Please submit your foreign education evaluation with your application if available.

Special Note:

- College Diploma and Transcript of Records must be submitted at the time of application
- Selecting Official at the time of interview should mention to eligible candidate(s) that they will not be on-boarded until submission of their foreign education evaluation report
- Restricted time-limit to submit required education evaluation is within 90 days from the date the certificate is issued

IN ADDITION to meeting one of the basic qualifications requirements listed above, the applicant **MUST** have at least 1 full year of specialized professional engineering experience that has equipped them with the particular knowledge, skills, and abilities to successfully perform the duties of the position. This experience is related to the work of the position and equivalent to at least the OG-11 (equivalent to GS-11 level) in the Federal service or Private Sector.

Specialized Experience is defined as experience that equipped the applicant with the knowledge, skills, and abilities to successfully perform the duties of the position and that is typically in or related to the position to be filled.

(See specifics: OPM Qualification Standard for GS positions: (<http://www.opm.gov/qualifications/>) for GS positions Group Coverage Qualifications Standards for Administrative and Management Positions: <http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=Group-Standards>)

OTHER WORK REQUIREMENTS:

- a. The employee must file the required annual OGE 450, Executive Branch Confidential Financial Disclosure Report.

- b. This position requires the employee occasionally travel away from the normal duty station to include CONUS or OCONUS.
- c. The employee must be willing and be able to travel on military and commercial aircraft.
- d. Perform other duties of a staff or technical nature as assigned.

EVALUATION FACTORS (Knowledge, Skills and Abilities (KSAs) :

1. Ability to perform all aspects of work necessary for development of all civil engineering aspects of in-house designs, such as engineering and economic studies, design analyses and computations, drawings specifications, cost estimates and drafting.
2. Familiar with industry standards and code requirements used in civil design work.
3. Skill in using computer-aided design and drafting tools such as AUTOCAD and other related software.
4. Ability to provide technical reviews of design calculations, analyses, drawings and specifications for A-E designs and design/build contractor submittals to ensure compliance with project objectives and standards.
5. Ability to provide civil engineering guidance, leadership, and quality control to subordinate civil engineers.
6. Ability to communicate effectively with the contractor, government personnel and user agency representatives to clearly convey instruction, interpretations and decisions on design concepts, drawings and specifications.
7. Must have a professional registration or licensure in the practice of civil engineering issued by a governmental agency.

INQUIRIES REGARDING THIS VACANCY: Call HRO Diego Garcia, DSN: 370-4140 or HRO Atsugi Satellite Office, DSN: 264-3626.

VACANCY ANNOUNCEMENT INFORMATION AND INSTRUCTIONS

TO APPLY: Application and forms must be received in the **HUMAN RESOURCES OFFICE, GROUND FLOOR, BLDG. 136, U.S. NAVY SUPPORT FACILITY, PSC 466, BOX 2 FPO AP 96595-0002 (ATTN: MS. LEOVILLA CABACABA)**, by the **closing/cutoff date** of the announcement. All applications must show the announcement number and grades applying for. **Do not submit copies of position/job descriptions, training certificates or other extraneous material not requested.** It is the applicant's responsibility to make a copy of the application attachments for future use. **Applications and attachments will not be retrieved for duplication or for return.** Each applicant is responsible for submitting complete information on his/her qualifications to include an accurate description of experience and dates of experience. Applicants must meet all eligibility and qualifications requirements as of the closing date/cut-off date of the announcement. **Failure to submit required information or to meet the closing/cut-off date may result in a loss of consideration for the position for which you are applying. Postmark date, faxed or emailed applications will not be accepted.**

FORMS REQUIRED:

1. OF 612 - Optional Application for Federal Employment, resume, or other written format. ***Those using a resume or other written format should refer to the flyer OF 510 - "Applying for a Federal Job" for required information.***
2. **Resume and alternative forms of applications MUST contain the following:**
 - Announcement number, title and grade of the job for which you are applying.
 - Full name, mailing address, and day and evening telephone numbers; Social security Number; country

of citizenship

- Education: Name of high school, city, state and date of diploma or GED; name of college and/or university, city state; majors with type and year of any degrees received.
 - Highest Federal civilian grade held (also give job series and dates held*); proof of reinstatement eligibility, if applicable.
 - Work Experience: Job title, duties and accomplishments, employer's name and address; supervisor's name and phone number; starting and ending dates (Mo/Yr), hours per week, & salary. Include all relevant experience, whether it was paid or volunteer work. Do not send copies of job descriptions, personal endorsements or other unsolicited material. If you do not wish us to contact your present employer, please state clearly.
 - Other Qualifications: List dates and titles of job-related training courses, certificates, licenses, honors, awards, and special accomplishments.
 - An original signature and date.
3. Supplemental Experience Statement or separate sheet addressing KSA's (knowledge, skills & abilities) as required by the announcement.
4. SF-50 copy – Submit if current or previous Federal employee or reinstatement eligible. NAF employees must provide most recent copy of Personnel Action Report (PAR) and HRSCPR 12300. CIPMS employees must provide a copy of the SF-50 which shows the appointment into a position covered by CIPMS and the most recent SF-50.

QUALIFICATION REQUIREMENTS:

Evaluation will be based on OPM approved qualification standards for the specific occupational series.

Selective Factors, if identified, are part of the minimum qualification requirements and will be used for determining basic eligibility in that they represent knowledge, skills, abilities, or special qualifications that are in addition to the minimum requirements in a qualification standard, but are determined to be essential to perform the duties and responsibilities of a particular position. **Applicants who do not meet a selective factor are ineligible for further consideration.**

EDUCATION: All substitutions of education for experience will be made in accordance with OPM approved qualification standards. A person desiring to qualify on the basis of substituting education for experience, or when education is a basic requirement for the position, must provide documentation or proof that he/she has met the education provisions. (Such as: official transcripts OR statement from institution's registrar, dean, or other appropriate official.) **Applicants may be required to include evidence that foreign education is comparable to education received at accredited educational institutions in the United States.**

EVALUATION METHOD: Information contained in the application to include KSAs and performance appraisal will be used to determine basic eligibility and to identify the best qualified candidates. For each work experience, if you describe more than one type of work (for example, carpentry and painting, or guard and supply), provide the approximate percentage of time you spent doing each.

OTHER PERTINENT INFORMATION:

- This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.
- The filling of positions is subject to referrals and placement from regulatory placement programs.
- If circumstances warrant, management may decide at any time to cancel a vacancy, change the area of consideration, and/or the number of positions to be filled. The selecting official is entitled to select any certified candidate, to non-select all candidates or to select from other sources during the recruitment process.
- These announcements may serve to provide a supply of qualified applicants for the immediate vacancy and subsequent vacancies or for any other similar vacancies at the same command.

- It is a violation of 18 USC 1719 to use postage paid government envelopes to mail job applications. Facsimile or email applications will not be accepted, unless otherwise authorized.