ENGINEERING TECHNICIAN (FIRE PROTECTION)

LEGISLATIVE BRANCH
Architect of the Capitol

Overview

Open & closing dates
Opening and closing dates 04/20/2018 to 05/09/2018

Salary
$68,036 to $88,450 per year

Pay scale & grade
GS 11

Work schedule
Full-Time - This is an Excepted Service position and does not require or confer Civil Service Competitive Status

Appointment type
Permanent - Permanent, Full Time

Locations
1 vacancy in the following location:
Washington DC, DC
1 vacancy

Relocation expenses reimbursed
No

This job is open to

The public
U.S. citizens, nationals or those who owe allegiance to the U.S.

Announcement number
CB-2018-113

Control number
497506100
Duties

Summary

This position is located in the Capitol Building, Capitol Building and Capitol Visitor Center Operations and Maintenance Division. The ideal candidate will serve as a Fire Protection Engineering Technician coordinating inspection, testing, analysis, repair, and replacement of fire alarm and fire protection systems. The Fire Protection Engineering Technician will utilize excellent interpersonal skills in working effectively with AOC staff, management, executives, and contractors to develop and champion the fire protection system improvement strategy, building on industry best practices and lessons learned to meet the operational and strategic needs of the Architect of the Capitol (AOC).

Responsibilities

Testing, Installation, Repair, Modification and Maintenance of fire protection and fire safety Equipment and Systems

Institutes a testing program to obtain data under varying loads and operating conditions. Changes and adapts test equipment and procedures. Evaluates the data for evidence of improper function and determines the cause. Assesses the significance of test data. Prepares written evaluation reports of findings and offers recommendations. Assists, on site, in the installation, commissioning, pre-acceptance testing, troubleshooting, adjustment and repair of all fire protection equipment and systems, including audio-evacuation components, gaseous fire suppression control circuitry, smoke control logic circuits and complex fire alarm systems and interrelated components and wiring. Tests for the purpose of determining performance characteristics and to check preliminary engineering designs using standard measurement techniques. Employs creativity and ingenuity to evaluate and determine test procedures and the design of special test equipment or procedures. Items tested include those where performance requirements are hard to achieve or the item is being tested for an optional or new use. Chooses, evaluates, modifies and uses many guidelines, precedents and engineering principles and practices in the area of specialization. Contributes in the final evaluation of test results in terms of user objectives and requirements. Creates procedures for maintaining and repairing a broad range of equipment or systems. Collaborates with engineers to determine data acquisition requirements for each test.

Data Analysis and Presentation

Establishes data collection and analysis for projects that require the coordination of different methods. Conducts surveys and investigations to gather design information for plan specifications, alterations and databases. Performs preliminary investigations to obtain data for proposed design, construction or modification projects. Determines and plans methods of data collection and analysis necessary to carry out complex engineering and/or design calculations.

Conducts Analyses, Surveys and Studies

As assigned, serves as the field inspector for fire detection and suppression system projects. Coordinates with the appropriate personnel to insure compliance with design schedules, material deliveries, construction schedules and inspecting job progress and conformance to specifications as required. Coordinates engineering aspects with other functional experts. Plans, manages and conducts fire protection analyses and surveys.

The work involves the participation of contractors and in-house groups pursuing different portions of the development activities, such as fire alarm system replacement or independent third party testing services. Consults with the Assistant Superintendent for the purpose of arranging for work to be done on the equipment in the buildings and to coordinate the work schedules to create the least inconvenience possible to the occupants of the CB and CVC facilities.

Promotes and Advises on Programs

Independently finds solutions to unique and complex fire protection and prevention problems. As required, serves as a fire-safety expert to project managers and other management officials regarding fire protection features required in construction and alteration projects. Advises the Assistant Superintendent and Architect of the Capitol personnel in pre-construction conferences on fire-safety features for construction projects. Maintains all Computer Aided Software Engineering programs necessary for fire alarm and detection panel operations, modifications and control. As needed or as assigned, prepares designs and specifications for various projects or systems that entail design problems requiring considerable adaptation of precedents or design of features for which precedents are not directly applicable.
Travel Required
Not required

Supervisory status
No

Promotion Potential
11

Who May Apply
This job is open to...
Applications will be accepted from all U.S. Citizens.

Questions? This job is open to 1 group.

Job family (Series)

Requirements

Conditions Of Employment
• You must be a U.S. Citizen.

• You must be able to pass a drug test.

• Your resume and question responses must demonstrate the job-related KSAs.

• You must meet the definition of specialized experience.

Qualifications

You must meet the United States Office of Personnel Management's (OPM) qualification requirements (including specialized experience and/or educational requirements) for the advertised position. You must meet all eligibility and qualifications requirements by the closing date of the job announcement. Additional information on the qualification requirements is outlined in the OPM Qualifications Standards Handbook of General Schedule Positions. It is available for your review on the OPM website at http://www.opm.gov/qualifications.

Specialized experience is experience that has equipped you with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level.

Candidates for the GS-11 grade level must have at least 52 weeks of specialized experience equivalent to the GS-10 grade level in the Federal service.

Specialized experience for this position includes:

(1) Conducting surveys of existing facilities and ongoing construction activities, valuating design and engineering products; (2) Experience with CADD systems; (3) Experience analyzing, interpreting and integrating information/data gathered into a variety of formats such as graphs, tables, databases, and spreadsheets; and (4) Experience as effective communicator with the ability to coordinate with internal and external staff at various levels through written and oral means.

Education

Additional information

Welcome Veterans. The Veterans Employment Opportunities Act of 1998 (VEOA) gives veterans' preference rights in the
 legislative branch to certain veterans as applied by the Congressional Accountability Act. Veterans’ preference is applied on this vacancy announcement. If you are a veteran and have been separated under honorable conditions, you must submit a copy of your DD-214 or other proof of eligibility; SF-15, if applicable; and Department of Veterans Affairs documentation of disability, if applicable. For more information, please visit [http://www.opm.gov/veterans/html/vetguide.asp#6](http://www.opm.gov/veterans/html/vetguide.asp#6).

If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System. If you are exempt from registration under Selective Service Law, you must provide appropriate proof of exemption. Please visit the [Selective Service System](http://www.sss.gov) website for more information.

**DRUG TESTING**: The Architect of the Capitol (AOC) is a Drug Free Workplace. As part of the AOC’s suitability assessment, a candidate tentatively selected for a position who is not currently an AOC employee is required to submit to screening for illegal drug use. Satisfactory completion of a drug test is a condition of employment with the Agency. A candidate must test negative prior to being eligible for appointment into a position. We will schedule, provide and cover the cost for the drug test.

The selectee(s) under the vacancy announcement for this position is subject to a criminal record check by the U.S. Capitol Police and satisfactory adjudication to be eligible for employment at the Architect of the Capitol.

The Architect of the Capitol is an E-VERIFY Participant. E-VERIFY is an Internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S. Department of Homeland Security (DHS) and Social Security Administration records to confirm employment authorization in the United States. If you are selected for this position, the documentation that you present for purposes of completing the DHS Form I-9 will be verified through the DHS "E-VERIFY" electronic system. For more information on E-Verify, please visit [http://www.dhs.gov/files/programs/gc_1185221678150.shtm](http://www.dhs.gov/files/programs/gc_1185221678150.shtm).

The Architect of the Capitol is an Equal Opportunity Employer and prohibits discrimination on the basis of race, color, sex, religion, age, national origin, sexual orientation, gender identity, genetic information and/or disability.

This agency provides reasonable accommodation 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 made on a case-by-case basis.

Moving expenses are not authorized.

Relocation expenses are not authorized.

**Probationary Period** - A newly appointed selectee is subject to the completion of a one-year trial/probationary period, regardless of whether or not a trial/probationary period has been completed previously with the Architect of the Capitol or another Federal agency.

This vacancy announcement may be used to fill additional vacancies in any of the jurisdictions of the Architect of the Capitol.

All application materials become the property of the Architect of the Capitol.

**How You Will Be Evaluated**

Review your resume and responses carefully. Your eligibility for consideration and qualifications for the position will be determined based upon a review of your detailed resume and your responses to job specific self-assessment questions.

Your resume will be evaluated based on evidence of your ability to demonstrate the knowledge, skills, and abilities (KSAs) for this position, possession of any specialized experience, and how well your background and experience relates to the self-assessment questions in the job announcement. The self-assessment questions relate to the following knowledge, skills, abilities, and competencies:

- Project Management
- Design
- Written Communication
- Oral Communication

Your responses to the self-assessment questions serve as the basis for your initial rating. You will receive a numerical score based on your responses to these questions. Next, your responses will be evaluated by a Human Resources Specialist and/or a subject matter expert against the information provided in your resume and optional cover letter. Your resume must support your answers to the self-assessment questions. Falsifying your background, education and/or experience is cause for non-selection or disqualification from further consideration.
Please note that a complete application is required for consideration. (Please review the “Required Documents” section of this job announcement to see what must be included in a complete application).

To preview questions please [click here](https://jobs.monstergovt.com/aoc/vacancy/previewVacancyQuestions.hms?orgId=1749&jnum=144883).

**Background checks and security clearance**

**Security clearance**

[Not Applicable](https://www.usajobs.gov//Help/faq/job-announcement/security-clearances/)

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**Required Documents**

The Architect of the Capitol's (AOC) job application process is designed to ensure you only provide information necessary to evaluate your qualifications and eligibility for the position vacancy.

To apply for this position, you only need to submit: a) your resume and b) answers to the online vacancy assessment questionnaire. The online questionnaire contains eligibility and screening questions and other relevant information. No additional documentation or attachments are required at the time of application.

Your resume should list your education, training and work experience including job titles, employment dates, duties and accomplishments.

Nothing further is required until it is requested by AOC’s Human Capital Management Division. If additional documentation is required for the position, you will be asked to provide it during the interview or selection process. At that time, you may be asked to submit documentation to support statements made in your resume.

For example, you may be asked to provide a copy of your diploma, college transcripts, or proof of Federal employment status. If the position requires licensure or certification, you will be asked to provide proof at the time of selection.

If Veterans’ preference is claimed, you will be asked to submit proof (DD-214, and, if claiming a 10-point preference, a SF-15 and the proof required by that form).

Failure to provide the required documents will end further consideration and/or result in the withdrawal of any tentative job offers.

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education](http://www.ed.gov/admins/finaid/accred/).

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

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**Benefits**

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- [Benefits for federal employees](https://www.usa.gov/benefits-for-federal-employees#item-36407)
- [Healthcare insurance](https://www.opm.gov/healthcare-insurance/)
- [Pay and leave](https://www.usajobs.gov/Help/working-in-government/pay-and-leave/)


Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.
How to Apply

You **MUST** apply online. FORMS RECEIVED BY FAX, EMAIL OR U.S. POSTAL SERVICE DELIVERY WILL NOT BE ACCEPTED.

If you are a new user to the USAJOBS Site and have never registered for an account; you will first need to create an account profile with your basic contact information and a resume to begin applying. You must be a registered USAJOBS user AND you must be signed-in to your account in order to apply for this position. For help with setting up an account or for general assistance in using USAJOBS, go to USAJOBS Help Page (https://help.usajobs.gov/index.php/Main_Page).

**NEED HELP?**
If you experience any difficulties with the application site, help is available! If you have problems completing your on-line application, contact the Monster Hiring Management Help Desk at 1-866-656-6831 or by e-mail at MGSHELP@monster.com. The help desk is available Monday - Friday 7:00 a.m. to 7:00 p.m. Eastern Time. You may call and leave a voice mail message at all other times.

All required supporting documents will be collected electronically via the USAJOBS “Saved Documents” feature.

If you are unable to apply on-line, you may visit our Employment Center for technical assistance in entering your application. The Employment Center is located at 441 Second & D Streets S.W., Washington, D.C., Room H2-178, and is open Monday through Friday from 8:00 a.m. to 4:00 p.m. You may call (202) 226-7000 for directions.

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**Agency contact information**

**MGS Help Desk MGS Help Desk**

**Phone**
1866.656.6831 (tel://1866.656.6831)

**Fax**
000-000-0000

**Email**
MGSHELP@monster.com (mailto:MGSHELP@monster.com)

Learn more about this agency
(#agency-modal-trigger)

Visit our careers page

Learn more about what it's like to work at Architect of the Capitol, what the agency does, and about the types of careers this agency offers.

[https://jobs.monstergovt.com/aoc/vacancy/preview.hms?orgId=1749&jnum=144883#overview/](https://jobs.monstergovt.com/aoc/vacancy/preview.hms?orgId=1749&jnum=144883#overview)

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**Next steps**

You will receive a notice generated by the USAJOBS System when you have successfully submitted your application. We will review your application and transcript(s) (if you are qualifying based on education) to ensure you meet the basic qualification requirements.

You can check the status of your application by logging into [http://www.usajobs.gov](http://www.usajobs.gov). You may also sign up to receive automatic emails anytime the status of your application has changed by logging into your USAJOBS Account, editing your profile and changing the ‘Notification Settings’ to indicate that you want to be notified by email when the status changes. Information regarding the status of your application should be updated in the system within two (2) weeks after the

Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- Office of Equal Opportunity (http://www.eeoc.gov/eeoc/internal_eeo/index.cfm)

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a Case-by-Case basis.

A reasonable accommodation is any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability. Under the Rehabilitation Act of 1973 the Equal Employment Opportunity Commission (EEOC) must provide reasonable accommodations:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

- How to contact an agency (https://www.usajobs.gov//Help/how-to/application/agency/contact/)

Legal and regulatory guidance


