



Agency Job Opportunity Announcement

Job Title: **Supervisory Natural Resources Management Specialist**
Department: **Department of the Army**
Agency: **U.S. Army Corps of Engineers**
Job Announcement Number: **SWGJ154078221278790**

SALARY RANGE: \$70,843.00 to \$92,093.00 / Per Year
OPEN PERIOD: Monday, December 15, 2014 to Tuesday, December 30, 2014
SERIES & GRADE: GS-0401-12
POSITION INFORMATION: Full Time - Permanent
PROMOTION POTENTIAL: 12
DUTY LOCATIONS: 1 vacancy in the following location:
Connellsville, PA
WHO MAY APPLY: Status Candidates (Merit Promotion and VEOA Eligibles)
SECURITY CLEARANCE: Not Applicable
SUPERVISORY STATUS: Yes

JOB SUMMARY:

Civilian employees serve a vital role in supporting the Army mission. They provide the skills that are not readily available in the military, but crucial to support military operations. The Army integrates the talents and skills of its military and civilian members to form a Total Army.

About the Position:

This position is located at Youghiogheny Lake, Connellsville, PA - Pittsburgh District Southern Area

Permanent Change of Station (PCS) allowances may be authorized, subject to the provisions of the Joint Travel Regulations and an agency determination that a PCS move is in the Government Interest.

Who May Apply:

Only applicants who meet one of the employment authority categories below are eligible to apply for this job. You will be asked to identify which category or categories you meet, and to provide documents which prove you meet the category or categories you selected. See [Proof of Eligibility](#) for an extensive list of document requirements for all employment authorities.

- [Current Civilian Employee with the Department of the Army](#)
- [Current Permanent Department of Defense \(DOD\) - Civilian Employee \(non-Army\)](#)
- [Current Permanent Federal Civilian Employee](#) (non-DOD)
- Former Federal Employee, eligible for [reinstatement](#)
- Eligible due to [Interagency Career Transition Program \(ICTAP\)](#)
- Eligible under [Veterans' Employment Opportunity Act \(VEOA\)](#)
- [Priority Placement Program, Program S \(Military Spouse\) registrants](#) referred through the Automated Stopper and Referral System (ASARS) for this position
- Eligible for [NAF/AAFES Interchange Agreement](#)
- Eligible due to an [Interchange Agreement](#)
- Eligible due to [prior employment with specific agencies](#)

TRAVEL REQUIRED

- Occasional Travel
- Travel is less than 10% of the time

RELOCATION AUTHORIZED

- Yes
- A relocation/recruitment incentive may be authorized.

KEY REQUIREMENTS

- This is a designated drug testing position.
 - Requires ability to obtain/maintain USACE Title 36 Citation Authority.
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DUTIES:

- Directs and coordinates the preparation of various planning documents for the lake to include, but not limited to the Operational Management Plan (OMP), Master Plan, Project Safety Plan, Fire Prevention Plan, Physical Security Plan, and Emergency Operations and Maintenance Plan;
 - Administers effective programs relative to public safety, law enforcement, pest control, forestry, soil conservation, fish and wildlife management, public recreation, volunteers, pollution control, mineral development and exploitation, rescue operations, and interpretation of natural, historical, archaeological, and cultural features of the project;
 - Develops and/or administers, through subordinates, various service and minor construction contracts and assists the contracting officer with oversight of contracts such as: mowing, refuse collection, facility clean up, park attendants and custodians, janitorial, vegetative management, boundary line marking/maintenance, and any other contracts necessary to ensure that projects are fully functional for all authorized purposes;
 - Provides for preventive maintenance, repair, and replacement schedules for plant, permanent and mobile equipment, structures, and recreation facilities to ensure that applicable safety and environmental regulations and guidelines are followed so as to preclude endangering the safety and health of project personnel and the visiting public;
 - Determines and approves short and long-range objectives, which serve as the principal framework for determining budget and personnel requirements for the lake;
 - Oversees the conservation, preservation, restoration and use of all lake natural resources; and
 - Plans, coordinates, assigns work to subordinates, and determines work schedules and priorities.
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QUALIFICATIONS REQUIRED:

In order to qualify, you must meet the education and experience requirements described below. Your resume must clearly describe your relevant experience; your transcripts will be required as part of your application. Additional information about transcripts is [in this document](#).

Experience required:

Specialized experience is defined as (1) one year of specialized experience equivalent to a GS-11 that includes: experience in a senior or lead position that provides work experience at a multiple-use lake office. Typical experience includes: coordinating recreational management activities at a multiple-use lake project; administering contracts;

providing leadership, guidance and oversight to subordinates and park staff to ensure mission accomplishment and compliance with directives, regulations and policies, particularly in the areas of physical security, OSHA requirements, and emergency operations; providing guidance to staff in planning and operation of recreation areas and facilities; and preparing budget proposals. This definition of specialized experience is typical of work performed at the next lower grade/level position in the federal service GS-11 and must be clearly reflected in your resume in order to qualify for this position.

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). You will receive credit for all qualifying experience, including volunteer experience.

You will be evaluated on the basis of your level of competency (knowledge, skills, abilities) in the following areas:

- Operation and Maintenance
- Natural Resource Management
- Financial Management
- Ability to effectively communicate
- Supervisory

Time-in-Grade Requirement: Applicants who have held a General Schedule (GS) position within the last 52 weeks must have 52 weeks of Federal service at the GS-11 grade (or equivalent).

This position has a positive education requirement. For this job, your education must meet one of the definitions below:

A) Degree: biological sciences, agriculture, natural resource management, chemistry, or related disciplines appropriate to the position; or

B) Combination of education and experience: Courses equivalent to a major, as shown in A above, plus appropriate experience or additional education.

Other Requirements: Click [here](#) for expanded definitions.

- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- You will be required to provide proof of U.S. Citizenship.
- One year trial/probationary period may be required.
- Direct Deposit of Pay is Required.

HOW YOU WILL BE EVALUATED:

[Your application package](#) (resume, supporting documents, and responses to the questionnaire) will be used to determine your eligibility, qualifications, and quality ranking for this position. Please follow all instructions carefully. Errors or omissions may affect your rating or consideration for employment.

Interagency Career Transition Assistance Program (ICTAP). If you are a Federal employee in the competitive service and your agency has notified you in writing that you are a displaced employee eligible for ICTAP consideration, you may receive selection priority. See [Interagency Career Transition Assistance Program \(ICTAP\)](#) for more information. Additional information about the program is on [OPM's Career Transition Resources website](#).

BENEFITS:

The Department of Defense offers an excellent benefits program. In addition to your take-home pay, your comprehensive compensation/benefits package will include most of the benefits described in [the USAJOBS Resource Center](#).

OTHER INFORMATION:

- Selection is subject to restrictions resulting from Department of Defense referral system for displaced employees.
 - If you have retired from federal service and you are interested in employment as a reemployed annuitant, see the information in the [Reemployed Annuitant](#) information sheet.
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HOW TO APPLY:

To apply for this position, you must complete the online questionnaire and submit the documentation specified in the Required Documents section below.

The complete application package must be submitted by 11:59 PM (EST) on Tuesday, December 30, 2014 to receive consideration.

- To begin, click Apply Online to create a USAJOBS account or log in to your existing account. Follow the prompts to select your USAJOBS resume and/or other supporting documents and complete the occupational questionnaire.
 - Click the Submit My Answers button to submit your application package.
 - It is your responsibility to ensure your responses and appropriate documentation is submitted prior to the closing date.
 - To verify your application is complete, log into [your USAJOBS account](#), select the Application Status link and then select the more information link for this position. The Details page will display the status of your application, the documentation received and processed, and any correspondence the agency has sent related to this application. Your uploaded documents may take several hours to clear the virus scan process.
 - To return to an incomplete application, log into [your USAJOBS account](#) and click Update Application in the vacancy announcement. You must re-select your resume and/or other documents from your USAJOBS account or your application will be incomplete.
 - It is your responsibility to verify that information entered, uploaded, or faxed (i.e., resume) is complete, accurate, and submitted by the closing date. Uploaded documents may take up to one hour to clear the virus scan. Faxed documents must be completely transmitted by 11:59p.m. Eastern Standard Time on the closing date of the announcement.
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The Department of the Army 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 servicing civilian personnel unit. Your requests for reasonable accommodation will be addressed on a case-by-case basis.

REQUIRED DOCUMENTS:

The documents you are required to submit vary based on the authority you are using to apply (i.e., applying as a veteran, applying as a current permanent Federal employee, applying as a reinstatement, etc). Please review the following links to see which documents you need to provide to prove your eligibility to apply: [Applicant Merit Checklist](#) and [Proof of Eligibility](#).

As described above, your complete application includes your resume, your responses to the online questionnaire, and documents which prove your eligibility to apply. **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.**

Your resume:

- Your resume may be submitted in any format.
- 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." It is your responsibility to check the status and timestamp of all documents you submit as part of your application.
- 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 may not be considered for this vacancy.
- For qualifications determinations your resume must contain hours worked per week and the dates of employment (i.e., hours per week and month/year to month/year or month/year to present). If your resume does not contain this information, your application will be marked as incomplete and you will not receive consideration for this position.

If you are relying on your education to meet qualification requirements: You MUST submit a copy of your transcript if you want to substitute your education for experience. If you claim qualifications based on education, and do not submit a transcript, your education will not be used in making a qualification determination and you may be found "not qualified." See: [Transcripts and Licenses](#)

Proof of Eligibility to Apply: Your application must include the documents which prove you are eligible to apply for the vacancy. The "[Proof of Eligibility](#)" document describes authorities commonly used in merit promotion recruitment and what document(s) are required to prove you meet the requirements of the authority. You must meet the requirements of at least one of the authorities listed in the Who May Apply section above to receive further consideration.

If you are unable to apply online or unable to upload your supporting documents follow the directions located at: [Faxing Applications and Documents](#) The Vacancy ID is 1278790. You will need the questionnaire, [View Occupational Questionnaire](#), to complete your faxed application.

NOTE: Documents submitted as part of the application package, to include supplemental documents, may be shared beyond the Human Resources Office. Some supplemental documents such as military orders and marriage certificates may contain personal information for someone other than you. You may sanitize these documents to remove another person's personal information before you submit your application. You may be asked to provide an un-sanitized version of the documents if you are selected to confirm your eligibility.

AGENCY CONTACT INFO:

Velesta R. Rouse
Phone: (502)315-6159
Email: VELESTA.R.ROUSE@USACE.ARMY.MIL

Agency Information:
DA SWR USACE LRD
PO Box 59
Louisville, KY
40201

WHAT TO EXPECT NEXT:

If you provided an email address, you will receive an email message acknowledging receipt of your application. Your

application package will be used to determine your eligibility, qualifications, and quality ranking for this position. If you are determined to be ineligible or not qualified, your application will receive no further consideration.

The documents you submit must support your responses to the online questionnaire. If your application contradicts or does not support your questionnaire responses, you will receive a rating of "not qualified" or "incomplete application" and you will not receive further consideration for this job.

Control Number: 388975500

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