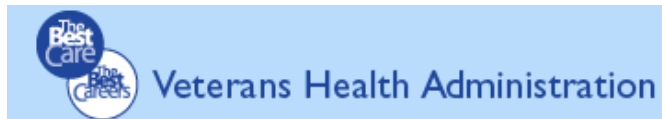


Skip Navigation Bar

Department: **VHA DEU Bath**Agency: **Veterans Health Administration**Job Announcement Number:  
**VN-09-SMH-259234**

Overview

DETAILED VERSION

CLOSE

PRINT

**FIREFIGHTER (Basic Life Support/Hazardous Material Tech.)****Salary Range:** 38,117.00 - 49,553.00 USD /year**Open Period:** Friday, May 15, 2009  
to Tuesday, May 26, 2009**Series & Grade:** GS-0081-07**Position Information:** Full Time Temporary NTE 1 year**Duty Locations:** 02 vacancies - Canandaigua, NY**Who May Be Considered:**

United States Citizens

**Job Summary:****Vacancy Identification Number (VIN):** VN259234 (Include on all documents)**Be a member of a team providing compassionate healthcare to veterans.**

The **Department of Veterans Affairs** is an employer of choice as a center of excellence in patient care, education and research. We value trust, respect, commitment, compassion, and excellence; we value you. For more information on the Department of Veterans Affairs, go to <http://www.va.gov>.

NOTE: In order to view and/or print the entire announcement, please scroll to the bottom of this page and click on "Print Preview"; then "Print". Otherwise, you may miss important instructions on how to apply for this position.

**APPLICANT CHECKLIST:** Please use this checklist to ensure compliance with all application requirements. *We recommend that you print a copy of this checklist for reference while completing your application package.* Detailed instructions of the application process are included after the checklist. Be sure to read and follow the instructions carefully.

\_\_\_\_\_ Responses to the Assessment Questionnaire. (see Step 1)

\_\_\_\_\_ Resume (see Step 2 for the information you should include on your resume) or [Optional Application for Federal Employment \(OF-612\)](#).

\_\_\_\_\_ If you are **faxing** your documentation with OPM Form 1203FX answer sheet, place Form 1203FX on top of other documents and **do not use a cover sheet**. If you are not using OPM Form 1203FX, the [United States Government Application Cover Page](#) **must** be used in order to link your documents with your on-line questionnaire. Failure to provide this cover page - or the use of a different cover page - will prohibit your documentation from being processed. (see Step 3 under "How to Apply" for url)

\_\_\_\_\_ If a particular level of education/certification is required OR if you are asking us to qualify you based upon your education, you must submit a copy of your college transcript or an appropriate course listing. (see Step 3)

\_\_\_\_\_ Veterans must provide a *legible* copy of DD-214(s) showing all dates of service as well as character of service (honorable, general, etc.). Note: More than one DD-214 may be needed to show all dates of service. You will be given preference based on the information you submit with your application. (see Step 3)

\_\_\_\_\_ Disabled veterans and other veterans eligible for 10-point preference must also submit an [SF-15](#) (version August 2008) with required proof as stated on the form.

(see Step 3) 10-point preference will only be given when proper documentation is submitted.

\_\_\_\_\_ An OF-306, Declaration for Federal Employment (version dated January 2001 or later) must be submitted prior to appointment. You may include this form as part of your application documents. It is available at [http://www.vacareers.va.gov/12\\_Jobs\\_Forms.cfm](http://www.vacareers.va.gov/12_Jobs_Forms.cfm).

**Key Requirements:**

- Please refer to the "Qualifications" section of this vacancy announcement.
- You must be a U.S. citizen to apply for this job.
- This announcement may be used to fill one or more vacancies.

**Duties****Major Duties:**

This position is located in the VA Fire Department at the [VA Medical Center in Canandaigua, New York](#). In this position you will work with minimal supervision for routine tasks or as a member of a team for more complicated tasks.

**NOTE: This is a full-time, TEMPORARY (not-to-exceed 1 year) position.** This appointment may be renewed for additional service in accordance with Agency needs. Temporary positions do not offer health or life insurance benefits and may be terminated at any time before the expiration date. The appointment to a temporary position does not confer eligibility for promotion or reassignment to other positions or the ability to be non-competitively converted to permanent employment.

Major duties and responsibilities include:

- Serving as a structural firefighter controlling and extinguishing fires, operating hose lines, making forced entries, ventilating structures, performing or assisting in rescue operations;
- Performing basic life support duties as part of the facility emergency medical response team as a first responder or higher as training dictates such as initial and ongoing patient assessment, priority of care, taking and recording vital signs, managing respiratory and cardiac emergencies, controlling bleeding, splinting and immobilization for transport, establishing communication with medical unit to provide patient status, providing care from scene to the medical unit, assisting ambulance/helicopter staff, and accurately recording patient care documents;
- Serving as the driver operator of motorized firefighting and rescue vehicles as needed;
- Combating fires in residences, five (5) story hospital, multiple story office buildings, carpenter shop, paint shop, electric shop, general repair shop, warehouse, fuel storage areas, public assembly areas, high pressure steam generation plant, and brush and wooded areas;
- Serving as part of an initial response team that mitigates the presence of potential release of hazardous materials to protect persons, property or the environment from the effects of a release;
- Assisting in the maintenance of up-to-date maps, drawings of all the fire related equipment and information of out of service hydrants, roads and alarm systems;
- Responding to non fire related calls and providing appropriate actions to include but not limited to: persons stuck in elevators, motor vehicle accidents, behavioral emergencies. (BERT), emergency back up for police, missing patient grounds searches, patient return assists, confined space rescue, emergency maintenance calls, flooding, etc.
- Assisting the Fire Chief with Fire Department training, fire prevention programs and educational services, maintenance programs, station house keeping duties and Fire Department vehicle maintenance, inspections and cleaning;
- Participating in all fire dept training, medical center fire drills, building fire safety inspections, fire alarm, sprinkler system and water supply system inspection and testing;
- Issuing permits for hot work, confined space entry and fire barrier penetration;
- Completing all associated documentation in accordance with applicable JCAHO, NITA, OSHA and VA regulations;
- Attending periodic classes to keep proficient in emergency medical procedures and firefighter and rescue equipment;
- Performing other duties as assigned.

**TOUR OF DUTY: YOU WILL WORK ONE OF THREE SHIFTS PROVIDING 24 HOUR COVERAGE 7 DAYS PER WEEK; (YOU WILL WORK A 56 HOUR WORK WEEK, THE SHIFT BEING 24 HOURS ON DUTY FOLLOWED BY 48 HOURS OFF DUTY)**

**\*\*\*RELOCATION EXPENSES AND/OR INCENTIVES ARE NOT AUTHORIZED\*\*\***

**Qualifications and Evaluation**

**Qualifications:****TO QUALIFY FOR THIS POSITION ALL OF THE FOLLOWING MUST BE MET:**

1. **You must have one full year<sup>1</sup> specialized experience** equivalent to at least the GS-6 level (see note below). This experience must be close to the work of this job and has given you the particular knowledge, skills, and abilities required to successfully perform the duties of a Firefighter (Basic Life Support/Hazardous Material Technician). Such duties may include (1) controlling or extinguishing fires as a member of an organized military, industrial, volunteer or government fire department or brigade; (2) rescue operations; (3) detection, reduction or elimination of potential fire hazards; (4) operation of fire communications equipment; (5) controlling hazardous materials incidents, (6) developing, implementing, or providing training in fire protection and prevention. Additionally this position requires emergency medical experience as a first responder.
2. **MAXIMUM AGE REQUIREMENT:** This position requires a maximum entry age for an initial appointment; applicants cannot have reached their 37th birthday by the date of appointment. Applicants who have passed the designated entry age limit, but who have previously served as a federal employee in a covered position, may be eligible to re-enter the fire service provided that they: (1) meet all applicable qualifications for the position and (2) will be able to complete a total of 20 years of covered and creditable Federal fire service by the time the firefighter reaches the age of 57. This appears as question #2 on the Assessment Questionnaire.
3. **Applicants must possess a valid state driver's license.** Applicants also may be required to pass a practical road test in the Class A Triple Combination Pumper and be capable of operating all fire fighting equipment including that on board the fire truck. Applicant must provide information on their driving record. Applicants may be required to demonstrate the ability, before appointment, to operate specific equipment to which they will be assigned, or similar related types of hydraulic equipment. This appears as question #3 on the Assessment Questionnaire.
4. **English Language Proficiency:** In accordance with 38 U.S.C. 7402(d), No person shall serve in direct patient care positions unless they are proficient in basic written and spoken English. You must be proficient in basic written and spoken English in order to perform the first responder duties of this position. The English Language proficiency statement appears as a **Selective Placement Factor\*** (#4) on the Assessment Questionnaire.
5. **Selective Factors:** In addition to the meeting the above requirements, you must also meet two additional **Selective Placement Factors\*** for this position. Applicants must be certified Emergency Medical First Responder **AND** applicants must also possess a current Certification for Hazardous Materials Technician. (Proof of certifications must be submitted with your application package). The statements regarding Emergency Medical First Responder and Certification for Hazardous Materials Technician are #5 and #6 on the Assessment Questionnaire.
6. **Physical Requirements:** Applicants will be given a physical examination including a treadmill and agility test. Failure to pass these tests may be justification for disqualification. Periodic medical examinations following appointment may be required to determine fitness for continued performance of the duties of the position.

\***Selective Factors** are skills, knowledge, abilities or other worker characteristics basic to - and essential for - satisfactory performance of the job and are a prerequisite to appointment. Selective factors represent minimum requirements for a position, and applicants who do not meet it are ineligible for further consideration.

<sup>1</sup>*A full year of work is considered to be 35-40 hours of work per week. Part-time experience will be credited on the basis of time actually spent in appropriate activities. Applicants wishing to receive credit for such experience must indicate clearly the nature of their duties and responsibilities in each position and the number of hours a week spent in such employment.*

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 OPM's web site at <http://www.opm.gov/qualifications> .

**APPLICANTS PLEASE NOTE:** 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 (particularly positions with a positive education requirement). Therefore, applicants must report attendance and/or degrees from only these schools. Applicants can verify accreditation at the following website: [www.ed.gov/admins/finaid/accred/index.html](http://www.ed.gov/admins/finaid/accred/index.html) . All education claimed by applicants will be verified by the appointing agency accordingly.

**Foreign Education:** To receive credit for education completed outside the United States, you must show proof that the education has been submitted to a private organization that specializes in the interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

**REQUIREMENTS** (Failure to comply may be grounds for withdrawal of an offer of employment, or dismissal

after appointment):

- Applicants must meet any physical, language, license or degree requirements.
- Applicants must be citizens of the United States.
- Applicants tentatively selected for certain designated positions may be subject to a random drug screening for illegal drug use. Applicants who refuse to be tested will be denied employment.
- New Appointees may be subject to a probationary period.
- New Appointees will be subject to a background investigation to determine suitability.
- An OF-306, Declaration for Federal Employment (version dated January 2001), **must be submitted prior to appointment.** This form is available at [www.opm.gov/forms/pdf\\_fill/of0306.pdf](http://www.opm.gov/forms/pdf_fill/of0306.pdf).

#### How You Will Be Evaluated:

Please ensure you answer all questions and follow all instructions carefully. Errors or omissions may affect your evaluation. When answering the questionnaire, remember that your experience and education are subject to verification by investigation. You may be asked to provide specific examples or documentation of experience or education as proof to support your answers, or you may be required to verify a response by a practical demonstration of your claimed ability to perform a task.

#### Benefits and Other Information

##### Benefits:

The Department of Veterans Affairs offers a comprehensive benefits program that you can customize for your individual medical and financial needs. In addition to traditional "dollars and cents" benefits, we offer a range of benefits to help you balance life with the VA to life outside of work. For additional information about the many benefits of a career with the VA, please visit our "**Benefits at a Glance**" webpage at [http://www.va.gov/jobs/job\\_benefits/benefits.asp](http://www.va.gov/jobs/job_benefits/benefits.asp).

##### Other Information:

**Area of Consideration:** All citizens of the United States of America. Applications received under this announcement will be rated under competitive procedures in accordance with Office of Personnel Management examining regulations. [The Human Resources (HR) Office for the facility with this vacancy may be accepting applications separately under one or more special employment authorities, such as: Veterans Recruitment Appointment (VRA); Veterans Employment Opportunity Act (VEOA); hiring compensably disabled veterans with ratings of 30% or greater; hiring persons with disabilities; or reinstatement to, or transfer within, the Federal government. If so, you may find a separate announcement covering one or more of these special authorities on <http://www.usajobs.opm.gov/>. You may also contact the facility's HR Office directly to inquire if applications are being accepted under any of the special authorities for which you are eligible.]

For a fact sheet explaining how Federal jobs are filled, click on <http://www.usajobs.opm.gov/EI55.asp>.

**Priority Consideration:** Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. CTAP and ICTAP eligibles will be considered well qualified if they attain an eligibility rating of 90.0 or higher, not including points for veterans' preference, from the facility with the vacancy.

Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

**Filling additional vacancies:** If additional vacancies for this position occur within 90 days, this announcement may be used without reannouncement.

##### **Creditable Service for Annual Leave Accrual for Newly-Appointed Employees with Prior**

**Non-Federal Experience or Active Duty Uniformed Military Service:** Selected applicants may qualify for credit towards annual leave accrual based on prior work experience or military service experience. Such credit must be requested and approved prior to the appointment date. *Please note that receipt of this benefit is at the discretion of the hiring facility and is not guaranteed.*

#### How to Apply

##### How To Apply:

##### PLEASE NOTE:

- It is *your responsibility* to insure that all application materials are **RECEIVED** by 11:59 p.m. Eastern Standard Time on the closing date of the announcement (Tuesday, May 26, 2009) in order to be considered. We cannot be responsible for incompatible software, illegible fax transmissions, interruptions in internet service, etc.
- You must submit a complete application package. Failure to provide complete information may result

- in your not receiving consideration for this position.
- You must submit your assessment questionnaire online (through Application Manager) **or** on [OPM Form 1203-FX](#) (and faxed). **Do not send printouts of your Application Manager Questionnaire Answers.** If you fax your application and/or documentation, please keep a copy of your fax transmittal receipt for future verification, if necessary.
- If you upload your documents using Application Manager, **DO NOT FAX** the same documents. To verify that your uploaded documents have been processed, please wait one hour to ensure they have cleared the virus scan. You can then verify that your uploaded documents are attached to your application by checking the "**Details**" tab of your Application Manager account (<https://applicationmanager.gov/>) for this vacancy announcement. Your documents will display under the "**Details**" tab in the Document area.
- You will not be contacted for additional information. **DO NOT** contact our offices for verification of receipt or status reports - we do not provide this information.
- Your application materials will not be returned. Do not submit original documents that you may need in the future.
- Your application must be completed on-line or faxed. **This office does not accept applications by electronic mail (e-mail), regular mail, or in person.**

---

## Applying for this position is as easy as 1, 2, 3...

Just by following three steps, you will submit a complete application package and receive consideration for this position. Be sure to follow the steps carefully and complete all three. Each step is described in detail below.

1. Your responses to the **Assessment Questionnaire**, (which may be completed electronically or on the [OPM Form 1203FX](#) and faxed),
2. Your **resume** or **OF-612** (which may be completed electronically, uploaded, or faxed), and
3. **Other documents** specified in this job announcement (which may be uploaded or faxed).

Use *Application Manager* for convenience and quickest processing. Track your progress to a *Complete* Application Package using *My Application Packages* checklist and status displays in Application Manager. Your Application Package status must be *Complete* by 11:59 p.m. EST on Tuesday, May 26, 2009.

## STEP 1:

Complete and submit the **Assessment Questionnaire**. The questionnaire **must** be completed and submitted in order to receive consideration for this position.

PLEASE NOTE: We highly encourage you to complete the Assessment Questionnaire online as it is the most efficient way to process your responses. Using paper application forms may delay the processing of your application. If you are unable to complete the Assessment Questionnaire online, go to STEP 3 of this announcement and refer to the alternatives described under "**Alternative Methods for Completing the Application Package**"

You must provide responses to all required questions. Be sure to double check your application before submission and click on "**SUBMIT**" when it is complete. Your application is not transmitted to us until **you submit it**.

To complete your Assessment Questionnaire online, click the following link:

[Online Questionnaire](#)

or enter <https://ApplicationManager.gov> You can save your work and come back later. To return to Application Manager at any time by simply going back to this web address. To submit your questionnaire by fax go to the Alternative Method section of the job announcement.

The Assessment Questionnaire must be completed and submitted by 11:59 p.m. EST on Tuesday, May 26, 2009.

## ASSESSMENT QUESTIONNAIRE

### Social Security Number

Enter your Social Security Number in the space indicated. Providing your Social Security Number is voluntary, however we cannot process your application without it.

### Vacancy Identification Number

VN259234

### 1. Title of Job

FIREFIGHTER (Basic Life Support/Hazardous Material Tech.)

**2. Biographic Data**

**3. E-Mail Address**

Please enter your e-mail address in the space provided. If you do not provide an e-mail address you may not receive a notice of your results.

**4. Work Information**

If you are applying by the OPM Form 1203-FX, leave this section blank.

**5. Employment Availability**

If you are applying by the OPM Form 1203-FX, leave this section blank.

**6. Citizenship**

Are you a citizen of the United States?

**7. Background Information**

If you are applying by the OPM Form 1203-FX, leave this section blank.

**8. Other Information**

If you are applying by the OPM Form 1203-FX, leave this section blank.

**9. Languages**

If you are applying by the OPM Form 1203-FX, leave this section blank.

**10. Lowest Grade**

Enter the lowest grade (07) you will accept for this position.

07

**11. Miscellaneous Information**

If you are applying by the OPM Form 1203-FX, leave this section blank.

**12. Special Knowledge**

If you are applying by the OPM Form 1203-FX, leave this section blank.

**13. Test Location**

If you are applying by the OPM Form 1203-FX, leave this section blank.

**14. Veteran Preference Claim**

**15. Dates of Active Duty - Military Service**

**16. Availability Date**

If you are applying by the OPM Form 1203-FX, leave this section blank.

**17. Service Computation Date**

If you are applying by the OPM Form 1203-FX, leave this section blank.

**18. Other Date Information**

If you are applying by the OPM Form 1203-FX, leave this section blank.

#### 19. Job Preference

If you are applying by the OPM Form 1203-FX, leave this section blank.

#### 20. Occupational Specialties

The specialty code(s) for this position is (are):

001 Firefighter (BLS/HAZMAT)

#### 21. Geographic Availability

The location code(s) for this position is (are):

004 Canandaigua, NY

#### 22. Transition Assistance Plan

#### 23. Job Related Experience

If you are applying by the OPM Form 1203-FX, leave this section blank.

#### 24. Personal Background Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

#### 25. Occupational/Assessment Questions:

Select the appropriate answer to each of the following statements based on your current level of education and/or experience that demonstrates your ability to perform the duties of this position. When answering the questionnaire, remember that your experience and education are subject to verification by investigation. You may be asked to provide specific examples or documentation of experience or education as proof to support your answers, or you may be required to verify a response by a practical demonstration of your claimed ability to perform a task.

The following question will only be used to determine whether or not you meet the minimum qualification requirements for this position.

1. Choose ONE of the following statements that best describes your specialized experience as a Firefighter at the GS-7 level. Please refer to the qualifications section of the announcement.

A. I have at least one year of specialized experience equivalent to the next lower grade level (GS-6) with responsibilities close to the work of this position that has given me the particular knowledge, skills, and abilities required to successfully perform the duties of Firefighter (Basic Life Support/Hazardous Material Technician). Such duties may include (1) controlling or extinguishing fires as a member of an organized military, industrial, volunteer or government fire department or brigade; (2) rescue operations; (3) detection, reduction or elimination of potential fire hazards; (4) operation of fire communications equipment; (5) controlling hazardous materials incidents and/or (6) developing, implementing, or providing training in fire protection and prevention.

B. I have less than one year of the specialized experience described above equivalent to the next lower grade level (GS-6).

C. I do not possess the experience described above.

Please indicate either Yes or No for the following questions. If you choose A or B, please provide your date of birth and, if applicable, your prior federal service dates as a firefighter.

A- Yes, I am under the age of 37.

B- No, I am not under the age of 37 but have prior federal service as a firefighter.

C- No

2. Are you under the age of 37?

Please provide your date of birth. If you are over the age of 37 but have prior federal service as a firefighter, please provide the dates of your service.

This position requires a valid, unrestricted, state driver's license. Please indicate either Yes or No for the following question.

A- Yes

B- No

3. Do you have a current, unrestricted valid state driver's license? If yes, you must submit a copy of your driving record with your application.

Provide you drivers license number.

4. In accordance with 38 U.S.C. 7402(d), No person shall serve in direct patient care positions unless they are proficient in basic written and spoken English. Are you proficient in basic written and spoken English?

- A. Yes
- B. No

The following two items are Selective Placement Factors. Selective Placement Factors represent minimum requirements for a position, and applicants who do not meet the following two selective placement factors will be ineligible for further consideration. Please indicate either Yes or No for the following items

- A- Yes
- B- No

5. (Selective Placement Factor) Are you currently certified as a Hazardous Materials Technician? If yes, you must submit a copy with your application.

6. (Selective Placement Factor) Are you currently certified as an Emergency Medical First Responder? If yes, you must submit a copy with your application.

The following statements pertain to your knowledge, skill or ability in firefighting principles, practices, tools, and equipment.

For the following item(s), choose the ONE statement from the list below that best describes your knowledge, skill and ability. All A, B, and C answers MUST be supported with examples, explanations or additional information in the space provided, on your resume, or included on other application materials. If you are applying by fax using OPM Form 1203-FX, you may submit your narrative responses on a separate sheet of paper. Failure to provide adequate information may result in your final rating being reduced. Please select only one letter for each item.

- A- I am considered an expert, am consulted by others, or have provided training to others in this area.
- B- I have above average or superior knowledge, skill, or ability in this area.
- C- I have average knowledge, skill, or ability in this area.
- D- I have some knowledge, skill, or ability in this area.
- E- I have little or no knowledge, skill, or ability in this area.

7. Making water supply connections to hydrants, sprinkler systems, standpipes, and fire apparatus.

8. Loading, unloading and advancing fire hose lines.

9. Using specialized tools and using forced ventilation equipment.

10. Using firefighting protective equipment.

11. Using various extinguishing agents.

Please give examples of your firefighting experience utilizing firefighting principles, practices, tools and equipment. Please list the types of firefighting equipment you have used and include descriptions that show your knowledge/skill level for each type.

The following statements pertain to your knowledge of safety requirements and environment restrictions outlined in applicable safety standards, regulations, and/or technical orders.

12. Assessing the initial hazard or risk by surveying the incident and identifying the materials involved.

13. Estimating the potential harm to the environment.

14. Implementing the response by establishing and enforcing scene control procedures.

15. Assisting with updating maps and/or drawings of all fire related equipment and information concerning out of service hydrants, roads, and alarm systems.

16. Responding to non-fire related emergencies.

Please give details of your knowledge of safety requirements and environment restrictions outlined in applicable safety standards, regulations, and /or technical orders.

The following statements pertain to your knowledge of fire prevention materials and up-to-date equipment found in New York State building codes.

17. Assisting with training using up-to-date information on fire prevention equipment and materials.

18. Performing maintenance, inspections and cleaning of fire department vehicles.

19. Performing station housekeeping duties.

20. Administering fire safety management plan as required by Joint Commission on the Accreditation of Healthcare Organizations (JCAHO) and Environment of Care (EOC)

21. Issuing permits for hot work, confined space entry and fire barrier penetration.

Please give details of your knowledge of fire prevention materials and equipment.

The following statements pertain to your ability to inspect (disassemble and reassemble), test and make minor adjustments to firefighting apparatus and equipment, fire extinguishers, fire alarms systems, and sprinkler systems using an appropriate inspection checklist.

22. Keeping equipment in first class operating condition.

23. Replacing expended chemicals agents and expendable equipment.

24. Cleaning and draining hoses.

25. Maintaining and decontaminating hazardous materials response equipment and supplies.

26. Performing building safety inspections.

27. Checking and resetting equipment alarms.

28. Performing building safety inspections as well as fire alarm, sprinkler system and water supply system inspections/testing.

Please provide specific details of your experience to support your response. The types of buildings you have inspected, the outcome and follow-up as needed.

Resume Reminder- Your resume (and/or OF-612) must include the following information for each job listed:

Job title

Duties (be as detailed as possible)

Month & year start/end dates (e.g. June 2007 to April 2008)

Full-time or part-time status (include hours worked per week)

You must now complete and submit additional application materials (by Tuesday, May 26, 2009) as required by this vacancy announcement via uploading or faxing this information. To fax application materials, refer to the instructions in *Alternative Methods for Completing the Application Package* after Step 3 of this vacancy announcement.

## STEP 2:

Submit your choice of a Resume or an OF-612 - Optional Application for Federal Employment available at [http://www.vacareers.va.gov/l2\\_Jobs\\_Forms.cfm](http://www.vacareers.va.gov/l2_Jobs_Forms.cfm) . We must receive a complete resume or OF 612 in order to determine your qualifications for this position.

Your **RESUME** must include the following information:

- **Vacancy Information:** Announcement Number (VN259234), Position Title (FIREFIGHTER (Basic Life Support/Hazardous Material Tech.)), and grade (07/07);
- **Personal Information:**
  - Your full legal name and mailing address
  - Day and Evening telephone numbers including area code
  - Country of citizenship
  - Social Security number
- **Work experience** (NOTE: You must include the following information in order to receive credit for your experience):
  - Name and address of employer
  - Your job title
  - The beginning and ending month and year of your employment
  - The average hours worked per week. Full-time work is considered to be 35-40 hours of work per week. Part-time experience will be credited on the basis of time actually spent in appropriate activities. Applicants wishing to receive credit for such experience must indicate clearly the number of hours a week spent in such employment
  - Your supervisor's name and phone number (indicate if we may call your supervisor);
  - A description of your duties that is sufficiently detailed to document the level of your experience. If the position is (was) with the Federal government (military or civilian), state the series and grade or pay grade (rank) and the date of last promotion
- **Education:** Name, location, and dates of attendance for colleges attended (if required). Type and date of degree received (if any);
- **Other:** Training, license(s), or certification(s) relevant to the position

**Do not submit** letters of recommendation, performance appraisals, position descriptions, examples of your work, etc. **This additional information will not be forwarded to the hiring facility.**

## STEP 3:

Submit other required application materials, as applicable.

- If you are using **education** to qualify, you must submit copies of college transcripts or a course listing that identifies for each course completed: the college or university, semester or quarter hours earned, grade, and grade-point average received.

- If you are applying for **Veterans' Preference**, you must submit evidence of eligibility, such as: DD-214 (Certificate of Release or Discharge from Active Duty), or Standard Form 15 (Application for 10-Point Veterans' Preference version dated August 2008), and the proof requested on the form. For Access to DD214 and military records click on this link - [Military Information](#). To print a copy of the SF15 go to [http://www.vacareers.va.gov/l2\\_Jobs\\_Forms.cfm](http://www.vacareers.va.gov/l2_Jobs_Forms.cfm). Veterans preference will not be given unless proper documentation is submitted with your application materials.

## Submitting Documents

If you upload your documents using Application Manager, **DO NOT FAX** the same documents. To verify uploaded documents have been processed, please wait one hour to ensure they have cleared the virus scan. You can verify that your uploaded documents are attached to your application by checking the "**Details**" tab of your Application Manager account <https://applicationmanager.gov> for this vacancy announcement. Your documents will display under the "**Details**" tab in the Document area.

**Faxed documents will take 2-3 business days to process.** To fax documents, you **MUST** use the United States Government Application Cover Page. Print the pre-populated cover page on the upload documents screen of Application Manager ~or~ you may click this link [http://www.vacareers.va.gov/l2\\_Jobs\\_Forms.cfm](http://www.vacareers.va.gov/l2_Jobs_Forms.cfm) to print a blank copy of the cover page. When faxing documents, follow the procedures outlined below.

- You may submit multiple documents for the same vacancy announcement using one cover page.
- Include the 8-character Vacancy Identification Number VN259234
- Provide your Social Security Number and full name in the spaces provided or we will not be able to associate your document(s) with the rest of your application.
- Place the cover page on top of the document(s) you are faxing.
- Fax your cover page and documents to **1-478-757-3144**.

**Faxed documents submitted with missing information will not be processed.** The following will prevent your documents from being processed:

- Not using the United States Government Application Cover Page mentioned above.
- Missing, incomplete, or invalid Vacancy Identification Number
- Missing or incomplete Social Security Number or name

**Note:** If you have documents in your Application Manager account from a previous vacancy announcement they can be opened, copied and saved then reused as an upload file for this vacancy. Uploading your documents will speed the processing of your application for this announcement.

**Be sure to complete all THREE STEPS of the application process described above in order to submit a complete application package and receive consideration for this position.**

---

## ALTERNATIVE METHODS FOR COMPLETING THE APPLICATION PACKAGE

To Complete the Assessment Questionnaire manually, you will need a copy of the questionnaire answer sheet, referred to as the Occupational Questionnaire - **OPM Form 1203-FX**, which can be obtained electronically at

[http://www.vacareers.va.gov/l2\\_Jobs\\_Forms.cfm](http://www.vacareers.va.gov/l2_Jobs_Forms.cfm) ;

or by calling USAJOBS at 703-724-1850; follow the instructions given;

or by visiting the Human Resources Management Service of the VA Medical Center at the duty location.

You will also need a copy of the vacancy announcement to use as a guide in answering the questions. You **must** provide responses to all required questions. Some questions may request an additional written response to support your answer, such as "*Please explain or provide additional information to support your response to the above question.*" When additional information is requested, please provide your answer(s) on a separate sheet of paper with the corresponding questionnaire number indicated, and type or print your answers legibly. You may omit any sections marked "optional" and be sure to double check your application before

submission. **NOTE: The Questionnaire answer sheet is six pages long -- all six pages MUST be submitted even when the number of questions does not exceed page 5. In this case, please complete the top of Page 6 with your social security number and the vacancy ID number.**

You may submit the [Form 1203-FX](#), resume and any supporting documents by fax.

If you are faxing a Form 1203-FX, do not use a separate cover sheet. Simply make sure the Form 1203-FX is on top of any other documents you are faxing.

**If you are faxing any documents without the Form 1203-FX** on top, you MUST use the United States Government Application Cover Page. Print the pre-populated cover page on the upload documents screen of Application Manager, or you may click this link ( [http://www.vacareers.va.gov/l2\\_Jobs\\_Forms.cfm](http://www.vacareers.va.gov/l2_Jobs_Forms.cfm) ) to print a blank copy of the cover page. When faxing documents, follow the procedures outlined below:

- Place the cover page on top of documents being faxed.
- Include the 8-character Vacancy Identification Number VN259234
- Provide your Social Security Number and full name in the spaces provided or we will not be able to associate your document(s) with the rest of your application.
- Place your documents in the following order: United States Government Application Cover Page; Resume or OF-612 (Optional Application for Federal Employment; Other required application materials.
- You may submit multiple documents for the same vacancy announcement using one cover page.

Fax your cover page and documents to **1-478-757-3144**.

Feed all documents into your fax machine top first so that we receive them right-side up. If you fax your documents using any other cover page, you may not receive consideration.

**Mailed, e-mailed or hand delivered applications will not be accepted.** If you are unable to upload your documents after completing the Occupational Questionnaire online, you may FAX your documents (resume, transcripts, etc.) as instructed above.

#### **Required Documents:**

All of the government forms mentioned in the above statements can be downloaded from the following web address: [http://www.vacareers.va.gov/l2\\_Jobs\\_Forms.cfm](http://www.vacareers.va.gov/l2_Jobs_Forms.cfm) or obtained at the Human Resources Management Office of the duty station.

---

#### **Contact Information:**

VHA Nationwide DEU-BAT  
Phone: (501)257-4134  
Fax: (478)757-3144  
Email: [cavhs.deu@va.gov](mailto:cavhs.deu@va.gov)

Or write:  
VHA DEU Bath  
PLEASE DO NOT MAIL APPLICATIONS  
APPLY ONLINE OR FAX ONLY  
Thank you, NY 14810  
Fax: (478)757-3144

#### **What To Expect Next:**

##### **WHAT HAPPENS NEXT?**

Your resume and supporting documentation will be compared to your responses to the Assessment Questionnaire. The questionnaire is designed to capture the desired knowledge, skills, and abilities for this position. The evaluation you receive is based on your responses to the questionnaire and is a measure of the degree to which your background matches the knowledge, skills, and abilities required of this position.

If your application does not support your responses to the questionnaire, or if you are not able to provide verifying documentation, it may affect your evaluation or result in your name being removed from further consideration.

If you are eligible for veterans' preference, you will be given preference based on the documentation you submit. Please see the "**Veterans Information**" section of this announcement for details.

This office will **not** contact you to discuss missing or illegible documents.

Once your qualifications have been evaluated, your application will be assigned a numeric score. Candidates

will be ranked in score order with appropriate points added for veterans' preference.

**An ELECTRONIC NOTIFICATION LETTER will be sent to applicants who provide an e-mail address.**

If you do not provide an e-mail address, you will receive a notification letter via the U.S. Postal Service.

Normal processing time is **4 - 6 weeks**. This office is responsible for initial evaluation **ONLY**. Facilities are responsible for contacting eligible applicants thereafter.

#### EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

#### Reasonable Accommodation Policy Statement

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.

[DETAILED VERSION](#)[CLOSE](#)[PRINT](#)