



WAPA-12-OA-139

Open: 03/05/2012  
Close: 03/16/2012

**STUDENT TRAINEE ((METER & RELAY CRAFTSMAN), WB-2610-00**  
**Step 1: \$26.45 per hour Step 2: \$27.60 per hour**  
**Targeted for APPRENTICE Meter & Relay Craftsman**

Desert Southwest Regional Office  
Assistant Regional Manager for Maintenance  
Protection and Communication Maintenance  
Duty location: Phoenix, AZ

This position is a Student Trainee position in a pre-apprentice electrical trade, and appointment will be made in accordance with provisions of the Student Career Experience Program (SCEP). This position provides training and work experience to the student and gives support to the Maintenance function within the Desert Southwest Region. During the term of this appointment, the student gains basic theoretical and practical knowledge and skill and ability of the trade, necessary to enter the apprenticeship program and perform successfully as an apprentice.

**NOTE:**

- Payment of moving expenses is not authorized for this position.

**CONDITIONS OF EMPLOYMENT:**

- Upon entrance on duty, all Federal employees are required to enroll in Direct Deposit/Electronic Fund Transfer.
- Male applicants, born after December 31, 1959, must certify upon appointment that they have registered with the Selective Service System or that they are exempt from registration requirements (for additional information, access the Office of Personnel Managements website at: <http://www.usajobs.gov/EI/selectiveservicerequirements.asp#icc>
- Appointee must complete a background investigation (e-qip) prior to confirmation of employment.
- Appointee must test negative for illegal drugs prior to placement in this position and will be subject to random drug-testing thereafter. A pre-employment drug test, at government expense, must be completed prior to a confirmation of employment.
- Appointee must meet medical requirements identified for this occupation. A pre-employment physical examination, at government expense, must be completed prior to confirmation of employment.
- Appointee will be required to possess a pair of fully-encased safety-toed footwear meeting the latest standards of standard ASTM F 2413-05 upon reporting to work.
- Appointee must have and retain a valid state driver's license.

**ELIGIBILITY REQUIREMENTS:**

In order to be eligible for an appointment under the Student Career Experience Program, a student:

- Must be a citizen of the United States;
- Must be 18 years of age or older;
- Must be enrolled or accepted for enrollment in an accredited technical, or vocational school; or a 2-year or 4-year college or university; or a graduate or professional school. Student must be seeking a degree in a related field and taking at least a half-time academic or vocational or technical course load leading to a certificate or degree; and must have and maintain good academic standing, as defined by the school that the student is attending.

- Must be able to obtain 640 hours working for Western as a SCEP prior to obtaining your degree/certificate.
- Must possess a minimum of 2.0 cum GPA

**QUALIFICATION REQUIREMENTS FOR STUDENT TRAINEE (METER AND RELAY CRAFTSMAN):** This Student Career Employment Program position is a preparatory step for the Meter and Relay Craftsman occupation in the apprenticeship program; qualification requirements for this Student Trainee occupation are outlined below:

- Enrollment in an accredited educational institution above the high school level.
- Must meet medical requirements for the Meter and Relay Craftsman occupation.

**DESCRIPTION OF DUTIES:** Through work experiences and job operations, the student is expected to learn theory and technical subject matter of the trade. The student works around high voltage transmission lines and substations; assists journeyman craftsmen with equipment maintenance; assists in gathering equipment data and entering data into electronic software programs; organizes wiring diagrams and prints; inventories and catalogs spare parts; and accomplishes general cleanup activities. The Student Trainee works under the day-to-day supervision of a craft supervisor or work leader, who is the supervisor of record. In addition, the Student Trainee is under the general direction of the job-site instructor, who may or may not be the supervisor of record.

**WORK SCHEDULE:** A student may work part-time or full-time, depending on class schedule.

**BENEFITS:** Students employed under the Student Career Experience Program (SCEP) may be eligible for benefits. This includes annual and sick leave, health and life insurance, and coverage under the Federal Employees Retirement System. For additional information on benefits, access the Office of Personnel Management's website at <http://www.opm.gov/employ/students/>.

**TUITION ASSISTANCE:** Students may be eligible for tuition assistance for course work directly related to their employment.

**CONVERSION TO PERMANENT EMPLOYMENT:** Once a student accomplishes 640<sup>1</sup> hours of work experience (prior to attaining degree) **and** completes all course requirements, he/she may become eligible for conversion to a permanent appointment in the Federal government. Conversion upon successful completion of this program, however, **is not guaranteed**.

Conversion into the competitive service as an apprentice will be at no greater than step 2 of the applicable apprentice pay scale. The apprentice program is a 4-year program leading to a journeyman Electrician position.

**BASIS OF EVALUATION:** Applicants will be evaluated on the basis of information contained in their application/resume. Applicants should include all pertinent experience, awards, commendations, training, and other information in the application.

Applicants who meet the minimum qualification requirements will be further evaluated, according to the degree to which they possess the knowledge, skills, abilities, and personal characteristics required for this job. These factors should be addressed as part of your application package:

1. Basic knowledge of electrical theory.
2. Basic knowledge of electrical drawings.
3. Ability to work safely.
4. Ability to work in a team.
5. Ability to communicate orally and in writing.

**APPLICATION PROCEDURES:**

Applicants **are required** to submit the following to receive consideration for this announcement:

---

<sup>1</sup> One-half of the 640 hours may be waived based on criteria outlined in *Federal Register*, Vol. 71, No. 69.

- Resume; or Form OF-612, Optional Application for Federal Employment; or any other application document, provided it includes all of the information described in the flyer, "Applying for a Federal Job (OF-510)." These forms can be accessed at <http://www.opm.gov/forms/html/of.asp>.
- Form OF-306, Declaration for Federal Employment. This form can be accessed at <http://www.opm.gov/forms/html/of.asp>.
- School transcripts showing courses and credits completed and proof of current enrollment. Transcripts must also show a cumulative grade point average of at least 2.0 on a 4.0 scale.
- Member 4 copy of DD-214, if claiming veteran's preference (do not submit originals). Veterans claiming 10-point preference must also submit an SF-15, Application for 10 Point Veteran Preference ([www.opm.gov/forms/pdf\\_fill/SF15.pdf](http://www.opm.gov/forms/pdf_fill/SF15.pdf)) and a letter dated 1991 or later from the Veterans Administration stating the percentage of disability. Preference will not be afforded without appropriate documentation as defined on the SF-15.

Applicants **are requested**, but not required, to submit the following information. Failure to provide this information may result in a lower rating in the evaluation process.

- Narrative statement, relating to specific experience in the knowledge, skills, and abilities listed in this announcement under **Basis of Evaluation**.

Student appointments are subject to requirements governing Federal employment, including investigation and fingerprinting to establish an appointee's qualifications and suitability.

**Applications must be received no later than March 16, 2012.**

**SUBMIT COMPLETE APPLICATION PACKAGE TO:**

**Susan C. Cunningham, HR Specialist  
Western Area Power Administration  
P.O. Box 281213  
12155 W. Alameda Parkway  
Lakewood, CO 80228-8213  
Phone number: (720) 962-7112  
OR applications may be faxed to: (720) 962-7117  
OR emailed to [Cunningham@wapa.gov](mailto:Cunningham@wapa.gov)**

Additional information on the student program is available on Office of Personnel Management's (OPM) website at <http://www.usajobs.gov/studentjobs/> and at <http://www.opm.gov/employ/students/>

If you have questions regarding the Student Career Employment Program, please contact Susan C. Cunningham at (720) 962-7112.

All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, physical or mental handicap, marital status or any other non-merit factor.

For information on other vacancies in the Department of Energy, Western Area Power Administration, Upper Great Plains Region, access Office of Personnel Management's website at <http://www.usajobs.opm.gov> .

**A SMOKE-FREE ENVIRONMENT IS WESTERN'S POLICY.**