

Interdisciplinary

GENERAL SERVICES ADMINISTRATION

Public Buildings Service

Open & closing dates

🕒 06/12/2019 to 06/21/2019

Pay scale & grade

GS 07 - 09

Appointment type

Recent Graduates - The initial length of the job is one year but may become permanent.

Service

Excepted

Salary

\$45,918 to \$73,013 per year

Work schedule

Full-time

Locations

Lakewood, CO

FEW vacancies

Relocation expenses reimbursed

No

Telework eligible

Yes as determined by agency policy

This job is open to

**The public**

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

Clarification from the agency

Recent Graduates: If you completed a qualifying degree within the previous two years, you may apply. If you are a veteran who was prevented from applying during the 2-year period due to your military service, you may apply if your degree was completed within the last 6 years. Enrolled students: If you will complete your degree requirements by June 30, 2019, you may apply.

Announcement number

1908149RMOTR

Control number

536402600

Duties

Summary

As an architect or engineer, you will be responsible for assisting in the overall architectural/engineering (A/E) project management of various leasing, design and construction projects assigned, including, but not limited to, planning, acquisition, design, and construction of new buildings and complexes, as well as the renovation of existing ones.

Location: Determined at selection based on those listed.

We are currently filling one vacancy, but additional vacancies may be filled as needed.

Responsibilities

This position is being announced under the Pathways Recent Graduates Program. This program affords developmental experiences in the Federal Government intended to promote possible careers in the civil service to individuals who have recently graduated from qualifying educational institutions or programs. Successful applicants are placed in a dynamic, developmental program with the potential to lead to a civil service career in the Federal Government. Information about the Recent Graduates Program can be found at <http://www.opm.gov/HiringReform/Pathways/program/graduates/> (<http://www.opm.gov/HiringReform/Pathways/program/graduates/>).

Examples of duties include:

1. Assisting with analyzing the A/E issues in project assignment(s), selecting and applying accepted project management techniques and organizational practices.
2. Determining the most effective methodology needed to meet project goals and milestones concerned with planning, organizing, controlling, coordinating, reviewing, and recommending or approving design, construction, and related work.
3. Assisting with basic qualitative and quantitative A/E analytical techniques to research and gather narrative and/or statistical information, applicable work methods, and procedures to meet deadlines. Carrying out the successive steps in fact finding and analysis of issues necessary to complete each phase of the project.
4. Applying basic project managerial and evaluative techniques to the identification, consideration, and resolution of issues or problems of a procedural or factual nature.
5. Identifying and developing data required for use by higher level personnel in the management and direction of projects.
6. Assisting higher level personnel in preparing briefings to management and/or senior staff employee(s) on project status and recommendations.
7. Under close supervision, serving as a point of contact for the customer and has responsibility for providing customer service.

Travel Required

Occasional travel - Some travel required.

Supervisory status

No

Promotion Potential

12

Job family (Series)

[0801 General Engineering](https://www.usajobs.gov/Search/?j=0801)

(<https://www.usajobs.gov/Search/?j=0801>).

Requirements

Conditions Of Employment

- Apply online (See How to Apply section.)
- Signed participant agreement is required for employment under this Program.
- US Citizenship or National (Residents of American Samoa and Swains Island)
- Meet all eligibility criteria by 06/30/2019.

If selected, you must meet the following conditions:

- Receive authorization from OPM on any job offer you receive, if you are or were (within the last 5 years) a political Schedule A, Schedule C or Non-Career SES employee in the Executive Branch.
- Serve a one year trial period.
- Undergo and pass a background investigation (Tier 2 investigation level).
- Have your identity and work status eligibility verified if you are not a GSA employee. We will use the Department of Homeland Security's e-Verify system for this. Any discrepancies must be resolved as a condition of continued employment.

Qualifications

For each job on your resume, provide:

- the exact dates you held each job (from month/year to month/year)
- number of hours per week you worked (if part time).

If you have volunteered your service through a National Service program (e.g., Peace Corps, Americorps), we encourage you to apply and include this experience on your resume.

For a brief video on creating a Federal resume, click [here](http://hru.gov/Studio_Recruitment/videos/Writing_Your_Federal_Resume.aspx) (http://hru.gov/Studio_Recruitment/videos/Writing_Your_Federal_Resume.aspx).

If you are a new federal employee, your starting salary will likely be set at the Step 1 of the grade for which you are selected.

The GS-07 salary range starts at \$41,365 per year and the GS-09 salary range starts at \$50,598 per year for Helena, MT, Butte, MT, and Rapid City, SD.

The GS-07 salary range starts at \$44,986 per year and the GS-09 salary range starts at \$55,027 per year for Lakewood, CO.

This position is interdisciplinary, which means the duties and responsibilities closely relate to more than one professional occupation. This position may be filled in one of the following occupations: Architect, GS-0808; Civil Engineer, GS-0810; Mechanical Engineer GS-0830; Electrical Engineer, GS-0850; General Engineer, GS-0801; Fire Protection, GS-0804.

BASIC REQUIREMENTS FOR ENGINEERS: A Degree in professional engineering OR a combination of college-level education, training, and/or technical experience. For specifics on qualifying education and/or experience - use the following link: [Basic Requirements for Engineer Positions](https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0800/files/all-professional-engineering-positions-0800.pdf). (<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0800/files/all-professional-engineering-positions-0800.pdf>).

BASIC REQUIREMENTS FOR ARCHITECTS: A Degree in architecture or related field; OR a combination of college-level education, training, and/or technical experience. For specifics on qualifying education, training, and/or experience - use the following link: [Basic Requirements for Architect Positions](http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0800/architecture-series-0808/). (<http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0800/architecture-series-0808/>).

To qualify for the GS-07 level: In addition to the Basic Requirements listed above, you may qualify for the GS-07 level based on one of the following:

- Registered to practice architecture by one of the State registration boards, using standards in compliance with the basic minimum provisions recommended by the National Council of Architectural Registration Boards; OR
- At least one year of specialized experience equivalent to the GS-05 level in the Federal service. Specialized experience is experience in the design of construction or alteration projects involving large and complex buildings or major building systems; or the coordination of the activities of architects, engineers, tenants and construction contractors on such projects. Such experience must also include having independently managed projects and/or large portions of projects (balance scope/quality, schedule and budget) requiring the services of multiple disciplines from project initiation phase through project closeout. ; OR
- One full year of graduate level education (18 semester hours or the equivalent) that is directly related to the position; OR
- Completed all the requirements for a Bachelor's degree from an accredited college or university, plus I have a grade point average (GPA) of 3.0 or higher out of a possible 4.0 as recorded in the official transcript or as computed based on 4 years of education, or as computed based on courses completed during the final 2 years of the curriculum (grade point averages are rounded to one decimal place); OR
- Completed all the requirements for a Bachelor's degree from an accredited college or university, plus I have a (GPA) of 3.5 based on the average of he required courses completed in the major field or the required courses in the major field completed during the final 2 years of the curriculum (grade point averages are rounded to one decimal place); OR

- Completed all the requirements for a Bachelor's degree from an accredited college or university, plus election to membership in a national scholastic honor society (listed in the Association of College Honor Societies: Booklet of Information and/or Baird's Manual of American College Fraternities); OR
- Combination of graduate level education and appropriate specialized experience that together meet the qualification requirements of this position.

To qualify for the GS-09 level:

- Registered to practice architecture by one of the State registration boards, using standards in compliance with the basic minimum provisions recommended by the National Council of Architectural Registration Boards; OR
- At least one year of specialized experience equivalent to the GS-07 level in the Federal service. Specialized experience is progressively responsible experience in the design of construction or alteration projects involving buildings or major building systems of moderate complexity; or assisting in the coordination of the activities of architects, engineers, tenants and construction contractors on such projects. Such experience must also include having assisted in managing projects and/or portions of projects (balance scope/quality, schedule and budget) requiring the services of multiple disciplines from project initiation phase through project closeout; OR
- Two years of progressively higher level graduate education leading to a master's degree, or a master's or equivalent graduate degree that is directly related to the position; OR
- Combination of graduate level education and appropriate specialized experience that together meet the qualification requirements of this position.

Superior Academic Achievement (SAA) at the baccalaureate level is fully qualifying at the GS-7 level. To claim SAA, submit documentation of one of the following:

1. **Class standing** -- You must be in the upper third of your graduating class in the college, university, or major subdivision, such as the College of Liberal Arts or the School of Business Administration, based on completed courses.
2. **Grade-point average (rounded to one decimal point) of:**
 1. **3.0 or higher out of a possible 4.0 ("B" or better)** as recorded on your official transcript, or as computed based on 4 years of education, or as computed based on courses completed during the final 2 years of your curriculum; or
 2. **3.5 or higher out of a possible 4.0 ("B+" or better)** based on the average of the required courses completed in your major field or the required courses in your major field completed during your final 2 years of the curriculum.
3. **Election to membership in a national scholastic honor society** in one of the national scholastic honor societies listed by the [Association of College Honor Societies](http://www.achsnaat.org/search.asp).
(<http://www.achsnaat.org/search.asp>).

Education

Qualifying educational institutions/program for Recent Graduate Program include: a qualifying associates, bachelors, masters, professional, doctorate, vocational or technical degree or certificate from a qualifying educational institution.

You must provide a copy of ALL of your college/vocational/technical transcript(s), including current enrollment. See "Required Documents" section for additional information.

Preference eligible veterans precluded from applying due to military service obligation may apply up to 2 years from the date of discharge/release from active duty, but no more than 6 years after the date educational requirements are met. Applicants may refer to the U.S. Department of Education's Institutional Accreditation System to determine whether their school/program is accredited:
<http://ope.ed.gov/accreditation/Search.aspx>
(<http://ope.ed.gov/accreditation/Search.aspx>).

A post-secondary certificate program must have been completed at a qualifying educational institution equivalent to at least 1 academic year of full-time study that is part of an accredited college-level, technical, trade, vocational, or business school curriculum.

Education completed outside of the United States must be deemed equivalent to that gained in conventional/accredited U.S. education programs to be acceptable for Federal employment. See OPM's [General Policies](http://www.opm.gov/qualifications/policy/ApplicationOfStds-04.asp) (<http://www.opm.gov/qualifications/policy/ApplicationOfStds-04.asp>) for information on crediting education.

Additional information

- Bargaining Unit status: TBD

- If you are selected at a grade lower than the full performance level, you may be promoted up to that grade level without having to re-apply or compete against other applicants.
- Relocation-related expenses are not approved and will be your responsibility.
- Additional vacancies may be filled from this announcement as needed; through other means; or not at all.

How You Will Be Evaluated

We will use a method called Category Rating to assess your application. Here's how it will work:

- You will be scored on the questions you answer during the application process, which will measure your possession of the following competencies or knowledge, skills, and abilities:
 1. Knowledge of basic Architecture or Engineering principles, concepts, and methodology; and skill in applying this knowledge in carrying out elementary assignments, operations, or procedures.
 2. Knowledge of commonly used project management practices and procedures that specifically pertain to A/E work.
 3. Ability to obtain, compile, analyze and summarize information and quantitative data.
 4. Knowledge of state of the art A/E related software/computer systems.
 5. Ability to manage projects, priorities and requirements.
 6. Knowledge of procurement principles and procedures and of different types of contracts.
 7. Knowledge of established assessment and evaluative techniques and methodologies including cost/benefit analysis, acquisition planning, risk management, knowledge management, and forecasting.
 8. Knowledge and understanding of the Federal funding process and budget process.
 9. Knowledge of professional A/E principles, concepts and practices applicable to the design, layout, construction, repair and/or alterations to a variety of conventional structures.
 10. Knowledge and skill to adapt standard design and construction practices and techniques to establish design parameters; and prepare project justifications and specifications for plans and designs for new construction and renovation projects.
 11. Ability to communicate both orally and in writing.
- Your answers to the questions will be used to place you in one of three categories: Best Qualified, Well Qualified, or Qualified.
- We will verify your answers to the questions in your resume. If your resume doesn't support your answers, we may lower your score, which could place you in a lower category.
- Within each category, veterans will receive selection priority over non-veterans.

If you meet the criteria above, you will be referred to the selecting official. Veterans will receive selection priority over non-veterans.

To preview questions please [click here](#)

(<https://jobs.monstergovt.com/gsa/vacancy/previewVacancyQuestions.hms?orgId=1&jnum=100792>).

.

Background checks and security clearance

Security clearance

[Other](#)

(<https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/>).

Drug test required

No

Required Documents

ALL required documents must be submitted before the closing date. Review the following list to determine what you need to submit.

If you are claiming veterans preference: (a) Copy of your Certificate of Release or Discharge From Active Duty, DD-214 that shows the dates of your active duty service. If selected, a DD-214 showing your type of discharge (member 4 copy) will be required prior to appointment. **(b)** If you are claiming 10-point preference, submit both of the following in addition to the DD-214: **(1)** completed [SF-15](#)

(http://www.opm.gov/forms/pdf_fill/SF15.pdf).

form; and **(2)** proof of your entitlement (refer to [SF-15](#)

(http://www.opm.gov/forms/pdf_fill/SF15.pdf).

for complete list).

- **If you are active duty military-** Certification on a letterhead from your military branch that includes your rank, character of service (must be under honorable conditions) & military service dates including discharge/release date (must be no later than 120 days after the date the certification is submitted).
- **If you are a current or former political appointee:** Submit your SF-50.
- **College transcripts:** Your transcripts must show a, b, and c:
 - (a) Proof of recent graduate status (within past 2 years or on track to graduate by **DATE**; or within past 6 years if you were prevented from applying due to your military service)
 - (b) Name of your college or university
 - (c) Date your degree was awarded
 If you are currently pursuing a graduate degree, but you are claiming Recent Graduate eligibility based on a previous degree, you must also include those transcripts.
 If selected, an official transcript will be required prior to appointment.

If you completed your education outside of the U.S., see [Foreign Education](https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-policies/#url=General-Policies) (<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-policies/#url=General-Policies>) information for guidance on what we can accept.

Superior Academic Achievement: Submit transcripts as described above. If you qualify based on your class rank or honor society membership, submit documentation of it.

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/) (<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.

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

You will have access to many [benefits](http://www.gsa.gov/portal/category/26702) (<http://www.gsa.gov/portal/category/26702>) including:

- Health insurance (choose from a wide range of plans)
- Life insurance coverage with several options
- Sick leave and vacation time, including 10 paid holidays per year
- Thrift Savings Plan (similar to a 401(k) plan)
- Flexible work schedules and telework
- Transit and child care subsidies
- Flexible spending accounts
- Long-term care insurance
- Training and development

http://www.opm.gov/insure/federal_employ/index.asp

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

Submit a complete online application including any required documents prior to 11:59 pm Eastern Time on the closing date of the announcement. You can modify or complete your application any time before the deadline. Simply return to USAJOBS, select the vacancy, and update your application. For more detailed instructions on how to apply, click here: [Apply for a GSA Job](http://www.gsa.gov/portal/category/26564) (<http://www.gsa.gov/portal/category/26564>).

To begin, click the **Apply Online** button on the vacancy announcement.

- Sign in or register on USAJobs and select a resume and documents to include in your application.
- Once you have clicked **Apply for this position now**, you will be taken to the GSA site to complete the application process.
- Click the **Apply To This Vacancy** and complete all steps in the application process until the Confirmation indicates your application is complete. **If you click Return to USAJobs or get timed out prior to receiving confirmation, your application will not be submitted and cannot be considered for this job.**
- **Note:** Review the *REQUIRED DOCUMENTS* section of this announcement to determine which apply to you and must be submitted online. You may choose one or more of the following options to submit your document(s): **Upload** (from your computer); **USAJOBS** (click the "USAJOBS" link to complete the transfer process) or **FAX** (read the "Fax instructions" provided prior to printing the Fax Cover Sheet and faxing your information).

Need Assistance in Applying? Contact the HR representative listed on the announcement prior to the application deadline. You must receive HR approval before deviating from these instructions.

Agency contact information

 Raven McQueen

Phone

[817-850-5531](tel:817-850-5531)
(<tel:817-850-5531>)

Fax

000-000-0000

Email

vacancy.inquiries@gsa.gov
(<mailto:vacancy.inquiries@gsa.gov>)

[Learn more about this agency.](#)
([#agency-modal-trigger](#))

Visit our careers page

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

<https://www.gsa.gov/portal/category/26570/>
(<https://www.gsa.gov/portal/category/26570/>)

Address

GSA, Public Buildings Service
General Services Administration
Human Resources Division
819 Taylor St
Lakewood, Colorado 80225
United States

Next steps

After the closing date/deadline:

1. **ELIGIBILITY/QUALIFICATIONS:** Your application will be reviewed for all requirements.

2. **REFERRAL TO MANAGEMENT:** If you meet all the requirements, you may be referred to management for review and a possible interview.
3. **SELECTION/TENTATIVE JOB OFFER:** If you are selected, you will receive a tentative offer and start the suitability and/or security background investigation process.
4. **FINAL JOB OFFER:** Once our security office determines you can come on board, you will be given a final offer, which is typically 40 days after the announcement closes
5. **FINAL COMMUNICATION:** Once the position is filled, we will notify you of your status. You may also check your status by logging into USAJOBS. Go to My USAJOBS and then to Applications.

Thank you for your interest in working for U.S. General Services Administration!

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.

- [Equal Employment Opportunity \(EEO\) for federal employees & job applicants](http://www.eeoc.gov/eeoc/internal_eeo/index.cfm)
(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 process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants 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.
- [Disability Employment - Reasonable Accommodations](https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/)
(<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>)
- [How to contact an agency](https://www.usajobs.gov/Help/how-to/application/agency/contact/)
(<https://www.usajobs.gov/Help/how-to/application/agency/contact/>)

Legal and regulatory guidance

[Financial suitability](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/>)

[Social security number request](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/>)

[Privacy Act](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/>)

[Signature & False statements](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/>)

[Selective Service](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/>)

[New employee probationary period](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/>)