



OUTREACH NOTICE

Grey Towers National Historic Site

Temporary Employment Opportunity WG-3566-02 Custodial Worker

USDA Forest Service at Grey Towers National Historic Site is planning to fill one temporary seasonal WG-3566-02 Custodial Worker (\$18.52 per hr) position in Milford, PA. The purpose of this outreach is to determine the area of interest and candidate pool. We are looking for a motivated, self-starting individual that takes pride in providing a quality visitor experience to join our team. The position MAY work up to a total of 26 weeks (6 months, not to exceed 1039 hours in a year) and may be part time, up to 24 hours a week or full time, up to 40 hrs a week, depending on government need and candidate availability. Note: Preference will be given to eligible candidates qualifying under the special hiring authorities listed on response form, i.e. persons with disabilities, veterans, disabled veterans, reemployed annuitants, etc.

MAJOR DUTIES

Working alone or as a member of a crew, performs a full range of custodial duties in a variety of areas such as public use spaces and restrooms, common work areas, hallways, building entrance areas, office spaces, conference rooms, warehouse areas, restrooms, and/or similar type work environments. Work is performed in accordance with an established work schedule, which outlines tasks to be performed such as what building is to be cleaned and on what days the incumbent will be required to sweep, vacuum, mop, strip, scrub, wax and polish floors with appropriate powered equipment.

Removes stains from a variety of surfaces such as carpeting, vinyl tile, epoxy floor, and fixtures by use of approved chemicals and cleaning solutions. Cleans, disinfects, and deodorizes lavatories, urinals, and toilet bowls.

Replaces supplies as required. Keeps a stock of cleaning materials, restroom supplies, and equipment needed. Performs minor maintenance and simple repairs. Uses ladders and scaffolds when necessary for cleaning and to replace ceiling fixtures, light bulbs/tubes throughout buildings ensuring items are turned-in according to environmental regulations. Responsible for ensuring trash and recycling items are properly discarded in appropriate bins.

May perform grounds maintenance and landscaping duties such as mowing, edging, collection of leaves, mulching beds.

Performs set up and clean up for indoor and outdoor conferences and special events.

Must possess valid state driver's license.

Work week schedules may vary and will include working weekends and holidays and occasional evenings.

Wear of the Forest Service uniform is required.

Grey Towers NHS Outreach Temp Custodial Worker Cont'd

Duty Station

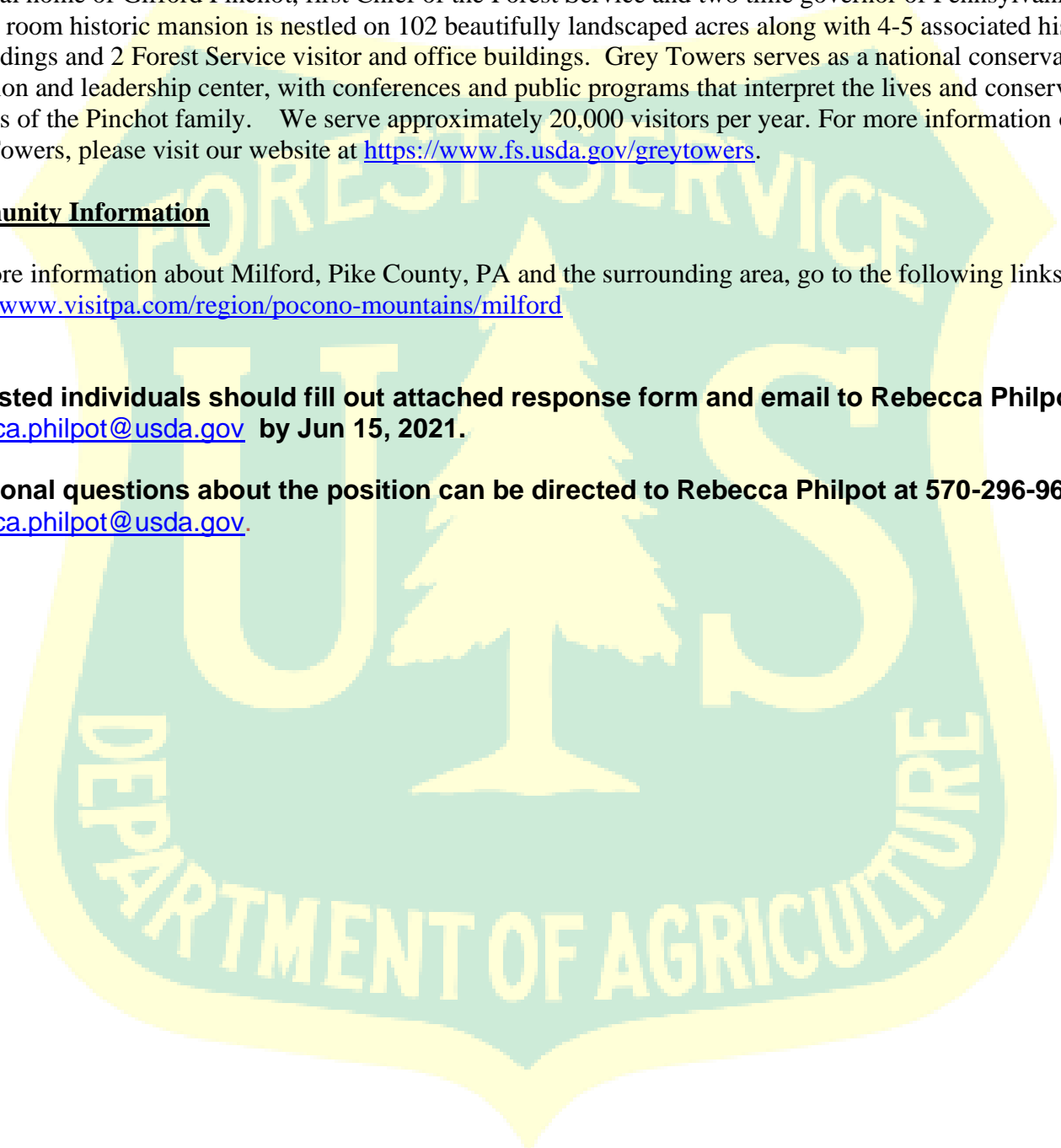
This position is located in Milford, PA at Grey Towers National Historic Site. Grey Towers is the renovated ancestral home of Gifford Pinchot, first Chief of the Forest Service and two time governor of Pennsylvania. The 44 room historic mansion is nestled on 102 beautifully landscaped acres along with 4-5 associated historic outbuildings and 2 Forest Service visitor and office buildings. Grey Towers serves as a national conservation education and leadership center, with conferences and public programs that interpret the lives and conservation legacies of the Pinchot family. We serve approximately 20,000 visitors per year. For more information on Grey Towers, please visit our website at <https://www.fs.usda.gov/greytowers>.

Community Information

For more information about Milford, Pike County, PA and the surrounding area, go to the following links: <https://www.visitpa.com/region/pocono-mountains/milford>

Interested individuals should fill out attached response form and email to Rebecca Philpot, at rebecca.philpot@usda.gov by Jun 15, 2021.

Additional questions about the position can be directed to Rebecca Philpot at 570-296-9679 or rebecca.philpot@usda.gov.



OUTREACH RESPONSE FORM



Grey Towers National Historic Site
Milford, PA

Temporary WG-3566-02 Custodial Worker

NAME: _____
E-MAIL ADDRESS: _____
MAILING ADDRESS: _____
TELEPHONE NUMBER: _____

AGENCY CURRENTLY EMPLOYED WITH: USFS BLM OTHER

TYPE OF APPOINTMENT: PERMANENT TEMPORARY TERM
 VRA SCHEDULE A OTHER

IF CURRENT USFS EMPLOYEE, PROVIDE UNIT INFORMATION (REGION, FOREST, DISTRICT: _____
CURRENT SERIES: _____ CURRENT GRADE: _____ CURRENT POSITION TITLE: _____

IF NOT A CURRENT EMPLOYEE
ARE YOU ELIGIBLE TO BE HIRED UNDER ANY OF THE FOLLOWING SPECIAL AUTHORITIES?

- SCHEDULE A (PERSON WITH DISABILITIES)
- VETERANS READJUSTMENT (VRA)
- DISABLED VETERANS W/30% COMPENSABLE DISABILITY
- VETERANS EMPLOYMENT OPPORTUNITIES ACT OF 1998
- FORMER PEACE CORPS VOLUNTEER
- RE-EMPLOYED ANNUITANT

IF A VETERAN, PLEASE IDENTIFY PREFERENCE ELIGIBLE GROUP:

- CPS - Disability rating of 30% or more (10 points)
- CP - Disability rating of at least 10% but less than 30% (10 points)
- XP - Disability rating less than 10% (10 points)
- TP - Preference eligibles with no disability rating (5 points)
- SSP – Sole Survivorship Preference (0 points)

Briefly describe your background and experience and why you think you would be a quality candidate for this position(or attach a resume):

Respond by June 15, 2021, Email to Rebecca Philpot, rebecca.philpot@usda.gov or mail to Grey Towers NHS, P.O. Box 188, Milford, PA 18337.

The position may be advertised on the OPM USA Jobs website www.usajobs.gov after the outreach is completed and the area of consideration is determined.

Thank you for your interest in our vacancy. The US Forest Service and Grey Towers is an equal opportunity employer.