

**Special Appointing Authority Vacancy Announcement  
U.S. Department of Transportation (DOT)  
Saint Lawrence Seaway Development Corporation (SLSDC)**

**Position Title, Series, and Grade:** Laborer, WG-3502-03  
**Hourly Rate:** \$20.25  
**Job Location:** Massena, NY  
**Citizenship:** U.S. Citizenship is required  
**Number of Positions:** 2  
**Type of Appointment:** Temporary, Full-time  
**Duration:** Approximately 4 months

**WHO MAY APPLY:** Applications can only being accepted from qualified individuals who are eligible under one or more of the following non-competitive special hiring authorities:

- Schedule A, 213.3102 (u) for persons having a disability; or
- Individuals eligible under the Veterans' Recruitment Appointment authority; or
- 30% or more disabled veterans.

For details on Schedule A, go to the following web page for information - <http://www.dot.gov/drc/employment-people-disabilities>

For details on the VRA authority or 30% or more disabled, go to the following web page for information - <http://www.fedshirevets.gov/job/shav/index.aspx>

**Applications will be accepted from July 2, 2014 until July 14, 2014.**

**Position Overview:**

The Saint Lawrence Seaway Development Corporation (SLSDC) is a wholly owned government corporation created by statute May 13, 1954, to construct, operate and maintain that part of the St. Lawrence Seaway between the Port of Montreal and Lake Erie, within the territorial limits of the United States. Our mission is to serve the marine transportation industries by providing a safe, secure, reliable, efficient, and competitive deep draft international waterway, in cooperation with the Canadian St. Lawrence Seaway Management Corporation. For more information on SLSDC, visit [www.seaway.dot.gov](http://www.seaway.dot.gov).

This position provides all types of laboring services Corporation-wide including janitorial, grounds care and maintenance, facility clean-up and repair, and basic assistance to our skilled trades divisions. Assistance may involve handling heavy items such as building material, tools, and equipment and doing the manual and physical aspects associated with the work projects.

The work involves heavy physical effort; continually standing, bending, stooping, and reaching; frequently lifting and carrying heavy items weighing 50 pounds or over; working from ladders; operating equipment and vehicles.



You will work both inside and out. You may be working around equipment and in noisy areas. You may be exposed to dirt and disagreeable odors, as well as strong cleaning agents. You may be exposed to burns, shocks, noise, dirt, cuts, and scrapes.

The ideal candidate for this position is an individual who has integrity and will represent the Agency in a professional manner; have the ability to learn basic knowledge of the Locks and the Seaway System in order to clearly provide accurate information to visitor's; the skill to maintain order and enforce the safety regulations; and a self-directed ability to ensure that the Visitor's Center is kept neat and clean at all times.

**Qualifications:**

Your will be rated on the following job elements:

- Ability to perform the routine and repetitive duties without direct supervision and be able to retain and comply with stated instructions.
- Ability to use and maintain basic tools and equipment.
- Knowledge of proper lifting methods in order to avoid personal injury and ability to comply with all safety rules and regulations established by the Corporation.
- Ability to keep work areas neat, clean and in order.

**Conditions of Employment:**

**Selective Service:** Males born after 12/31/1959 must be registered for the Selective Service.

**Physical Exam Required:** This position has strenuous physical requirements. You will be required to successfully complete a physical exam and a functional capacity test, at the expense of the Saint Lawrence Seaway, before being placed in the position.

**Pre-employment Background Check:** You will be subject to a pre-employment and post-employment background check process.

**Driver's License:** You may occasionally operate vehicles for pick-up and delivery of supplies to the work sites, therefore a State Class D license is required.



## **HOW TO APPLY:**

### **Basic Application Materials (FOR ALL APPLICANTS):**

- Cover Letter and Resume
- Veterans' preference documentation, if claiming veterans' preference (See the VetGuide at <http://www.fedshirevets.gov/hire/hrp/vetguide/index.aspx> for details.)

**AND**

### **Special Appointing Authority Documentation (REQUIRED):**

1. If applying under the Schedule A, 213.3102(u), the special hiring authority for individuals with a disability, applications must be accompanied by a current Schedule A letter from a vocational rehabilitation counselor, licensed medical practitioner, or representative from an agency that issues disability benefits. Visit <http://www.dot.gov/drc/employment-people-disabilities> for guidance and other helpful information.

AND/OR

2. Those applying for consideration under the Veterans' Recruitment Appointment (VRA) authority or the 30% disabled Veterans' hiring authority must provide veterans' preference documents to support your program eligibility. These may include the DD214 showing dates and character of service (member copy 4), a VA letter, if claiming a 10% or more compensable service-connected disability, and/or a completed and signed SF-15 (claim for 10-point veterans' preference) showing type of preference claimed, and supporting documentation as specified on this form. For information on veterans' preference and veterans' hiring authorities, visit: <http://www.fedshirevets.gov/hire/hrp/vetguide/index.aspx>

### **Where To Submit Your Application:**

You must forward **all application documentation** (see required list above) with your resume to the Human Resources Office either by email, [julie.barnes@dot.gov](mailto:julie.barnes@dot.gov); by fax, (315) 764-3246; or by mail to: U.S. DOT Saint Lawrence Seaway, Attn: Human Resources, P.O. Box 520, Massena, NY 13662. Please be sure to reference the job title of the position in your cover letter. If you have any questions, please contact our Human Resources Office at (315) 764-3247.

### **Reasonable Accommodations:**

U.S. DOT provides reasonable accommodation to applicants and employees with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please contact our Human Resources Office at (315) 764-3247. Reasonable accommodation decisions are made on a case-by-case basis.



**Equal Opportunity Employer:**

All eligible and qualified candidates will be considered regardless of race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or other non-merit factors.

