**Job Posting Title:** Automotive Specialist (Open to all U.S. Citizens) - All Field Offices

Are you interested in a career supporting investigative and intelligence operations at America’s premier national security and law enforcement agency? Do you have experience or the desire to perform work that supports the FBI's automotive fleet program?

As an Automotive Specialist you will provide solutions to problems and questions impacting the field office's automotive fleet program.

The Federal Bureau of Investigation (FBI) is looking for **Automotive Specialist**for **all 56 FBI Field Offices, and their Resident Agencies**.

**All U.S. Citizens may apply.**

**This posting will close on March 15, 2021 at 11:59 PM EST.**

Questions regarding this posting should be addressed to [**FBI\_FOStaffing@fbi.gov**](mailto:FBI_FOStaffing@fbi.gov)

**​About Us**

The mission of the FBI is to protect the American people and uphold the Constitution of the United States.

**FBI Field Offices**

The FBI has 56 field offices (falling within a Division of the same name) centrally located in major metropolitan areas across the U.S. and Puerto Rico.  They are places where the Bureau carries out its investigations, assesses local and regional crime threats, and works closely with partners on cases and operations.  Each field office is overseen by a Special Agent in Charge, except for the offices in Los Angeles, New York City, and Washington D.C., which are headed by an Assistant Director in Charge due to their large size.

Within these field offices are a total of about 380 Resident Agencies located in smaller cities and towns.  Resident Agencies are managed by Supervisory Special Agents.

**Working Hours:** Will vary depending on Field Office needs

**Travel:** Will vary depending on Field Office needs

**Salary & Benefits:**

**GS 5:**  $30,113.00 - $39,149.00

**GS 7:**  $37,301.00 - $48,488.00

**GS 9:**  $45,627.00 - $59,316.00

**GS 11:** $55,204.00 - $71,764.00

**NOTE:** The salaries listed above are the **Base** rate of pay for federal employees on the General Schedule (GS) pay scale.  A complete list of Pay Tables factoring in locality pay (based on the geographical area) [can be found on OPM.gov](https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2020/general-schedule/).

[The FBI offers a comprehensive benefits package that includes, in part, paid vacation; sick leave; holidays; life insurance; health benefits; and participation in the Federal Employees Retirement System.](http://www.opm.gov/insure/new_employ/index.asp)

**Full Performance level:** GS 11

**Key Requirements**

* Must be a U.S. citizen
* Must have (or be able to obtain) a valid driver’s license
* Must be able to obtain a Top Secret clearance
* Some travel may be required

**Physical Demands**

* Frequently exposed to the possibility of cuts, bruises, shocks, burns, and stains
* Frequently makes repairs and may assist other workers in making repairs while vehicles are overhead, and where parts worked on are often in hard-to-reach places
* Required to stand, stoop, bend, stretch, and work in tiring and uncomfortable positions for extended periods of time
* Frequently lifts parts and equipment that weight up to 20 pounds and occasionally lifts and carries items that weigh 50 pounds or more
* Exposure to vehicle fluids such as battery acid and hydraulic fluids that may cause burns or irritate the skin or be otherwise hazardous to health

**Major Duties**

As an Automotive Specialist you will:

* Performs computer diagnostics and assessments using a digital scan tool and computer program to determine operational readiness
* Inspects, tests, and performs, corrective actions, and prepares new vehicles for assimilation into the Fleet
* Conducts technical research, obtains additional facts, determines past equipment performance and previous correction actions; determines if the current problem warrants immediate corrective actions; and evaluates the actions for cost effectiveness and technical efficiency
* Ensures assigned vehicles are operational in accordance with manufacturer's specifications
* Ensures appropriate registration to include tags, titles, and any necessary State inspections are completed

**Qualifications and Evaluations**

Applicants can qualify for GS level based on General Experience (GE), Specialized Experience (SE), Education, or a combination as outlined below.  Your application will be evaluated for GE, SE and/or Education and will be used to determine whether you meet the qualification requirements for each GS level. If you meet all qualification requirements you will be referred to respective hiring managers for further consideration.

**Applicants must meet ALL posting requirements by the closing date of this announcement.**

**General Experience or Specialized Experience**

In order for you to qualify based on GE or SE alone, you must possess the experience listed below in order to qualify. Please ensure all experience can be identified in your resume.

**GS 5**: Applicant must possess at least three (3) years of GE one (1) of which was equivalent to the GS 4 grade level.  GE is:

* Removed, replaced, cleaned, and installed a variety of common parts, components, and accessories such as filters, lamps, fluids, and fuses
* Used basic tools including, but not limited to, wrenches, sockets, torque wrenches
* Interpreted parts manuals and manufacturers’ repair manuals in both hard copy and electronic formats

**GS 7:**Applicant must possess at least one (1) year of SE equivalent to the GS 5 grade level.  SE is:

* Performed routine vehicle maintenance and inspections to include oil changes, brake inspections, tire rotations and wheel balancing, predelivery inspections, tire repair, and battery replacement
* Performed operational assessments of vehicles using computer programs and diagnostic systems
* Maintained and updated vehicle records and inventories

**GS 9:** Applicant must possess at least one (1) year of SE equivalent to the GS 7 grade level.  SE is:

* Performed vehicle maintenance and inspections to include anti-lock brakes, air conditioning systems, and anti-theft devices
* Performed operational assessments of vehicles using computer programs and diagnostic systems
* Maintained liaison with internal customers and external vendors to gain information, answer questions, and resolve problems
* Reviewed and analyzed information and documents related to vehicle warranties, services, and supplies

**GS 11**: Applicant must possess at least one (1) year of SE equivalent to the GS 9 grade level. SE is:

* Performed vehicle maintenance and inspections to include hybrid vehicles, drive assistance systems, air bag systems, electronic systems, vehicle networks and communication systems
* Diagnosed, troubleshoot, and inspected vehicles for assimilation into a Fleet
* Reviewed and analyzed technical data to maintain vehicular and non-vehicular equipment
* Maintained liaison with internal customers and external vendors to gain information, answer questions, and resolve problems
* Research industry trends and made recommendations to improve cost effectiveness of work proposed

**Desired Skills**

Desired skills are NOT mandatory and will NOT be utilized to minimally qualify applicants.

Desired Skills are:

* Experience in the automotive repair/maintenance field with formal education or nationally recognized certification in diagnostic scan tool familiarization (GM, Ford, Chrysler, Toyota, Snap-On, ASE, Military, etc.)
* EPA recognized refrigerant handling certification
* State emissions or state level safety inspection license
* Inspection and maintenance with emergency lighting systems

**Education**

All degrees must be from an accredited college or university. Education may be substituted for specialized experience as follows:

**GS 5**: Four (4) year course of study leading to a Bachelor’s degree.

**GS 7**: Applicant must have a bachelor’s degree with superior academic achievement or one (1) full year of graduate level education.  Superior academic achievement is the completion of all the requirements of a bachelor’s degree from an accredited college or university, which is based on (1) class standing, (2) grade-point average of 3.0 or higher as recorded on an official transcript, or as based on courses completed during the final two years of the curriculum, or (3) honor society membership.

**GS 9**: Applicant must have a master’s or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related.

**GS 11**: Applicant must have a Ph.D. OR equivalent doctoral degree OR 3 full years of progressively higher level graduate education leading to such a degree OR LL.M., if related.

Graduate Education:  Major study -- fields related to the position to be filled

Education completed in foreign colleges or universities may be used to meet the above requirements provided that you can show the foreign education is comparable to that received in an accredited educational institution in the United States.

**How to Apply**

For detailed instructions related to applying, uploading documents, withdrawing an application or updating your application, please review instructions on [How to Apply](http://www.fbijobs.gov/working-at-FBI/how-to-apply).  You must complete this application process and submit all required documents by 11:59 p.m. Eastern Standard Time (EST) on the closing date of this announcement. If applying online is a hardship, please use the contact information listed in the vacancy announcement prior to the closing date for assistance.

**Required Documents**

The required documents include:

1. A resume (noting relevant work experience and associated start and end dates)
2. A complete online assessment questionnaire
3. College transcript(s) (if qualifying based on education)

**For current or former federal employees:**

* Notification of your most recent Personnel Action, SF-50 (showing current grade level and salary).
* Most recent Performance Appraisal (if available). Please Note: This does not apply to current FBI employees.

**For Veterans:**

* Please attach your DD-214 and/or statement of eligibility
* Disabled Veterans – attach your DD-214, SF-15, and VA letter dated 1991 or later.

**Additional Information**

* The FBI is in the Executive Branch of the federal government. It is one of the components of the Department of Justice (DOJ). The FBI is the principle investigative arm of the DOJ. All FBI positions are in the excepted service.
* Applicants must be U.S. citizens and consent to a complete background investigation, urinalysis, and polygraph. You must be suitable for Federal employment; as determined by a background investigation.
* Failure to provide necessary and relevant information required by this vacancy announcement may disqualify you from consideration. Additional information will not be requested if your application is incomplete. You application will be evaluated solely on the basis of information you have submitted.
* Management may select any grade for which this position has been announced.
* Identification of promotion potential in this announcement does not constitute a commitment or an obligation on the part of management to promote the employee selected at some future date. Promotion will depend upon administrative approval and the continuing need for an actual assignment and performance of higher-level duties.
* If you are hired, you will be required to serve a two-year probationary period. Probationary employees are precluded from being considered for all job opportunities until 12-months of their two-year probationary period has concluded. Probationary Employees may be considered for competitive vacancies that are advertised within their respective division or field office after serving 90 days within the FBI.
* **Limited Movement:**Policy has been implemented wherein support employees entering a position through a competitive OR non-competitive action may be precluded from moving to another position within the Bureau by means of reassignment or change to lower grade for a minimum of 12 months. **HRD will waive this limited movement policy for qualified employees, who have received an official notification letter that their current position is being relocated to Redstone Arsenal in Huntsville, Alabama by 2021, so those employees can compete for a position elsewhere.**
* **Memorandum of Understanding:** Work performed outside assigned duties (that would not normally be documented on an SF-50, i. e., back-up duties), has to be documented in detail by an immediate supervisor in order to receive full credit for amount of time worked in that position. If no documentation is furnished no credit will be given for time worked in that position. The following notations must be specified in the documentation (Memorandum of Understanding):

        a. Percent of time worked in the particular position (cannot conflict with main duties)  
        b. The month/year work began  
        c. Frequency worked (i.e., daily, monthly, etc.)  
        d. Specific duties performed

Attach the Memorandum of Understanding to your application in the “Cover Letters and Attachments” section of My Career Tools on the Careers Home page. Please upload the attachment as type “Other.”

**Veterans' Preference**

If you are entitled to veterans' preference, you should indicate the type of veterans' preference you are claiming on your resume and application. Your veterans' preference entitlement will be verified by the employing agency.

**Nepotism**

Nepotism is the act of favoring relatives in the hiring process, and is prohibited by law. Public officials are prohibited from hiring or promoting relatives or relatives of officials in their chain of command, as well as actively or indirectly endorse a relative’s appointment or promotion.  During the hiring process, all selected candidates and FBI hiring managers will be required to certify they are not related to anyone involved in the hiring process.

**Reasonable Accommodation Request**

The FBI provides reasonable accommodations to qualified applicants with disabilities.  If you need a reasonable accommodation for any part of the application and/or hiring process, please notify the Office of Equal Employment Opportunity Affairs (OEEOA) Reasonable Accommodation (RA) Program by either e-mail at [REASONABLE\_ACCOMMODATIONS@ic.fbi.gov](mailto:REASONABLE_ACCOMMODATIONS@ic.fbi.gov), telephone at 202-324-4128, or FAX at 202-324-3976.  Your request will receive an individualized assessment.  This e-mail address is only for reasonable accommodation requests.  Please do not submit your application and/or any questions unrelated to reasonable accommodations.  Should any applications be received, they will not be forwarded for consideration during the hiring process.

**Equal Employment Opportunity**

The FBI is an Equal Opportunity Employer and all qualified applicants will receive consideration for this vacancy. Except where otherwise prohibited by law, selection will be made without regard to, and there will be no discrimination because of color, race, religion, national origin, political affiliation, marital status, parental status, physical or mental disability, genetic information, age, sex, sexual orientation, membership or non-membership in an employee organization, or on the basis of personal favoritism, or any other non-merit factors.