

MORNING MEETING TOOLKIT

Where do I fit? A brief overview of facility management in the National Park Service and moving up in your career

GOALS: *At the end of this session, students should be able to:*

- Define the various avenues and ways in which you can advance in your career with the NPS
- Recall the job series and types in maintenance and facilities in the NPS
- Locate resources that will help them prepare for different positions in the NPS

WHAT DO I NEED?:

- 101 Developmental Activities Handout
- Good conversation!

FLOW:

- Field maintenance employees may not realize the many different jobs there are within the facilities career field in the NPS, particularly employees at smaller parks
- Different job series and types in maintenance:
 - GS, WG, WL, WS, WD positions
- There are several resources available that can help you expand your skills:
 - Learning Portal, Career Academy, DOI Learn courses, classroom opportunities may also be available
 - 101 Developmental Activities handout
- Review what your employees can include and highlight in their resumes
- For example, include everything you do in your current job, even if it's not in your PD

NOTES:

- <http://ncptt.nps.gov/mnt/careers/steps-of-development/exploring-careers-in-maintenance/maintenance-career-path/> - Great resource if employees want to learn more!