

DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

31 October 2012

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #12-090

*****INDEFINITE*****

POSITION: Materials Handler (Forklift/Motor Vehicle Operator) (D0951000) (WG-6907-05/06)
EXCEPTED POSITION

LOCATION: USPFO (NGB Publications Management Center), Camp Keyes, Augusta, Maine

SALARY RANGE:

\$30,512 to \$35,583 per annum WG-05

\$32,495 to \$37,879 per annum WG-06

CLOSING DATE: 14 November 2012

AREA OF CONSIDERATION: First consideration will be given to all qualified permanent and indefinite Maine Army National Guard Enlisted (**E-6 and below**) Technicians who apply. In the event no selection is made from the initial Promotion and Placement Certificate, concurrent consideration will be given to qualified Maine Army National Guard Enlisted (**E-6 and below**) personnel who apply.

PERMANENT CHANGE OF STATION (PCS): PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

DUTIES: See attached duties and responsibilities.

QUALIFICATIONS: This position may be filled at the WG-05 or WG-06 grade. If filled at the WG-05 grade, the individual selected may be promoted to WG-06 grade without further competition when it has been determined that the individual meets the qualifications required for promotion to the higher grade.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must show how they meet the General Experience, Specialized Experience, Selective Placement Factor, and other requirements listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Experience, education, or training which demonstrates the applicant's ability to compare item identification against receiving reports and issue request forms; skill in using hand trucks, dollies, and other equipment to move stock; ability to use hammers, pliers, and other handtools; and to follow oral and written instructions.

SPECIALIZED EXPERIENCE: Must have twelve (12) months experience for the WG-05 level or eighteen (18) months experience for the WG-06 level, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

WG-05

1. Ability to perform common tasks such as receiving and processing of incoming and outgoing shipments under occasional supervision.
2. Skill in selecting and establishing specific locations for items.
3. Skill in examining items and cataloging by name, quantity, stock number, and location of stock.
4. Ability to read and interpret technical publications, manuals, and regulations.

WG-06

1. Ability to do the more difficult tasks, answer questions, and check the work performed at the next lower level.
2. Skill in setting up and rotating storage locations.
3. Skill in determining shortage and overage in inventory; inspecting items to determine fair wear and tear.
4. Ability to read and interpret technical publications, manuals, and regulations.

SPECIAL REQUIREMENTS:

1. Must be able to pass an operator's test for forklift equipment up to 10,000 lbs.
2. **MUST POSSESS A VALID MAINE STATE DRIVER'S LICENSE.** This will be verified by Interviewing Official.
3. Must be able to lift 40 lbs. on a repetitive basis.

OTHER REQUIREMENT: If offered this position, individuals shall complete a pre-placement medical examination as dictated by job hazard. Employees in health hazardous areas are required to participate in the MEARNG Medical Surveillance Program. If the position requires an immediate fill, individuals selected shall complete a baseline medical exam as soon as possible or within 30 days or will be terminated from that position.

COMPATIBILITY CRITERIA: CMF: 88; MOS: 92A, 92Y, 92Z

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: Study successfully completed in a college, university, technical or vocational school may be substituted for experience at the rate of one year of study (30 semester hours or 20 classroom hours of instruction per week) for 6 months of experience. Courses must be directly related to the work of a Materials Handler. **Must provide copy of transcript to receive substitution of education.**

SELECTED RESERVE INCENTIVE PROGRAM (SRIP): Non-Technician Maine National Guard personnel who are SRIP participants (bonus recipients/student loan repayment program) may have their benefits terminated and/or recouped if selected as a permanent military Technician. Applicants should contact the MEARNG Incentive Manager at 626-4278 to determine any possible termination and/or recoupment actions that may result from accepting this position.

HOW TO APPLY: Detailed instructions are contained in an Instruction Guide titled “Technician Vacancy Announcement Guide” which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA”. Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: HROTECH@me.ngb.army.mil.

APPOINTMENT: Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors/Commanders please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-7860/COM (207) 626-7860 FAX: DSN 626-4246/COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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CRAIG P. BAILEY
MSG, MEARNG
Human Resources Specialist
(Recruitment & Placement/Compensation)

a. INTRODUCTION: This position is located in the National Guard Bureau (NGB) Support Services Division, Storage/Distribution Section, Publications Management Center at Augusta, Maine. Its purpose is to perform warehousing duties, which include receiving, storing, and assembling for shipment publications, blank forms, component lists, National Guard Recruiting and Retention advertising materials, and convention booths. The position requires the use of a forklift truck and a motor vehicle.

b. DUTIES: Receives stores and distributes a large variety of National Guard Publications and Blank Forms, Recruiting and Retention Advertising material, Public Affairs material, and Convention Program material.

Receives, unloads and processes incoming shipments. Assembles items into groups based on information shown on receiving documents. Segregates items based on condition, type transaction and routes along appropriate processing lines. Holds material for inspection according to established warehousing procedures, routing items not requiring inspection to proper storage areas. Inspects incoming shipments for damage or discrepancies and reports findings to supervisor. Conducts quality checks for appropriate appearance, quantity, page sequence, etc. Completes and signs receiving and shipping documents. Maintains warehouse location system. Marks and identifies storage locations, and makes, warehouse location changes. May assist the supervisor in developing plans for storage and arrangement of stock in accordance with center regulations, which determines the configuration, setup, movement, rearrangement and traffic flow.

Stores, stacks/restacks inventory to straighten and/or relocate materials. Marks and identifies storage locations. Alerts supervisor of materials having serious discrepancies or need to relocate inventory items. Transfers items to proper location, or establishes new locations as necessary. Counts types and quantities of items during cycle and/or annual inventory, maintaining tally listings. Brings to supervisor's attention unusual problems of difficulties encountered during inventory.

Receives and processes requisitions from States, utilizing automated database systems. Produces automated reports to expedite selection and shipment of material. Locates, selects, and assembles items for shipment based on requisition, priority, type of material, or picking documentation. Ensures materials are packaged, labeled, and assembled appropriately for mode of transportation, to include truck, airfreight, or US mail. Maintains adequate supply of shipping materials, advising appropriate personnel when procurement of additional supplies is required.

Operates and maintains automated shipping manifest systems, updating address and postage databases as required. Selects most economical and time efficient carrier to meet the customers need for the material requested. Ensures proper postage/shipping cost and labeling is applied to each package for shipment. Checks shipping containers prior to loading. Sees that shipments are properly loaded onto correct conveyances. Builds pallet loads of items according to type of conveyance and destination. Ensures loading of materials in such a manner as to prevent damage and expedite unloading. When necessary, transports parcels to US Post Office or other parcel shipment terminal.

Maintains adequate supply of shipping and mailing materials to include envelopes, shipping containers, labels, boxes, tape, tags, pallets, etc. Operates and maintains various material handling equipment in accordance with office policies. May operate paper cutter, stapling machine and three-hole spindle paper drill.

Operates forklifts capable of lifting loads up to and exceeding 10,000 pounds to a height of 168" or more and other material handling equipment. Operates the lifting and tilting controls and steers the vehicle into position to load, transport, and stack goods and material contained on pallets, skids, crates or boxes about warehouses.

Maneuvers forklift in all kinds of weather, in confined places over dirt, wood, concrete, or similar type floors. Drives trucks, which typically have a gross vehicle weight of up to 25,300 pounds, with power tailgate to move, transfer, or transport material for storage, assemble or shipment, on public roads at highway speeds. Determines the maneuver and sequence of loading cargo to achieve a load balance and adequate protection for materials being moved. Operates vehicle through congested areas exercising caution when backing to load or unload at a dock ramp and similar locations. Checks routine items on forklift and the vehicle checklist (such as oil, tire pressure, windshield washer fluids, power steering fluids, gas, etc.).

Performs other duties as assigned.