

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

03 May 2016

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #16-054

*****INDEFINITE POSITION*****

POSITION: Training Technician (D137800A) (GS-1702-07) EXCEPTED POSITION

LOCATION: 101stARW Maintenance Operations Flight, Bangor, Maine

SALARY RANGE:

\$40,033 to \$52,043 per annum GS-07

CLOSING DATE: 18 May 2016

AREA OF CONSIDERATION:

AREA I - All permanent and indefinite Enlisted Technicians in the Maine Air National Guard.

AREA II – Enlisted personnel in the Maine Air National Guard.

DUTIES: See attached duties and responsibilities.

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

GENERAL EXPERIENCE: Progressively responsible clerical experience or other work which demonstrated the ability to acquire and to apply a practical knowledge and understanding of the program objectives, policies, procedures, and requirements relating to the work of the position.

SPECIALIZED EXPERIENCE: Must have twelve (12) months experience for the GS-07 level, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

1. Ability to develop, administer and evaluate education/training programs.
2. Ability to secure facilities and coordinate training.
3. Ability to gather data and compile plans and reports.
4. Ability to coordinate and control testing programs.

EDUCATION REQUIREMENTS:

Army National Guard and Air National Guard Enlisted Technicians – High school or general equivalent degree is mandatory. An undergraduate academic degree, with courses in education, English grammar and composition, speech, psychology, guidance, and sociology; or, social and behavioral sciences, is desirable.

COMPATIBILITY CRITERIA: 3S2X1, 3S0X1, 3S3X1, 2AXXX, 2WXXX, 2RXXX

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: ng.me.mearng.list.hro-applications@mail.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, 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 626-6013/COM (207) 430-6013 FAX: DSN 626-4246/COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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LISA M SESSIONS
MAJ, AG
Human Resources Specialist
(Recruitment & Placement/Compensation)

D137800A

a. INTRODUCTION:

This position is located within a National Guard aircraft maintenance organization. Its purpose is to initiate, research, develop, manage, and control training programs.

b. DUTIES AND RESPONSIBILITIES:

(1) Responsible for development, management and control of the Maintenance Technical Training and Career Development. Responsible for Automated Training Systems and products and a multimedia library. Develops training policies and procedures. Provides technical training guidance and/or assistance to branch/section chiefs and workcenter supervisors. Chairs and conducts meetings with management to resolve critical or controversial training issues.

(2) Identifies and resolves training deficiencies from document research, subject matter experts, interviews, and work observations. Advises on critical or controversial training and training management issues which may arise, and provides solutions to these issues. Works with personnel at all levels to ensure training programs provide skill, upgrade and technical knowledge necessary to meet continuously changing mission requirements. Interviews and counsels new personnel to identify formal training deficiencies and indoctrinates them in the division training processes and programs. Reports status of maintenance training programs to the Maintenance Division Foreman.

(3) Performs curriculum development functions. Researches available resources to ensure cost effective quality training. Recommends revision to training programs. Develops maintenance operating instructions (MOIs) and other training policy documents. Recommends to management procedural changes/policies that will affect numerous facets of aircraft maintenance. Obtains data for Training Personnel Requirements (TPR); forecasts/budgets to identify Air Education and Training Command (AETC) or Mobile Training Team (MTT) requirements. Determines and establishes the type of training requirements for new systems and equipment based upon advance notice.

(4) Maintains liaison with activities conducting, scheduling, or supporting training requirements. Coordinates scheduling of training and facilities. Ensures availability of training materials. Develops and publishes training schedules. Communicates directly with other organizations to include NGB, AETC, and gaining Major Air Commands (MAJCOMs) when arranging for training resources.

(5) Establishes and maintains a skills and knowledge testing

program for the Aircraft Maintenance Division and Aircraft Generation Division (AGD). Reviews test results and other qualification data of newly assigned personnel to determine requirements for additional qualification and/or proficiency training, and certifications.

(6) May be required to augment the Quality Assurance team during activity inspections.

(7) Performs other duties as assigned.