

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

01 March 2013

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #13-025
****DUAL BID****

(Also advertised under AGR Position Vacancy Announcement 13-025)

POSITION: Powered Support Systems Mechanic Supervisor (D0795000) (WS-5378-10)
EXCEPTED POSITION

LOCATION: 101st Maintenance Squadron, Bangor, ME

SALARY RANGE: \$58,331 to \$68,099 per annum

CLOSING DATE: 21 March 2013

AREA OF CONSIDERATION: Consideration will be given to all qualified permanent and indefinite MeANG Enlisted (**E-7 to E-8**) Technicians who apply.

DUTIES: See attached duties and responsibilities.

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

GENERAL EXPERIENCE: Experience, education, or training which demonstrates the candidate's ability to provide technical advice and assistance on difficult work operations; plan, schedule and direct work operations; evaluate work of subordinates; and maintain reports and records.

SPECIALIZED EXPERIENCE: Must have thirty-six (36) months experience, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

1. Ability to plan and organize the work of the assigned repair organization.
2. Ability to meet deadlines.
3. Knowledge of powered support systems equipment repair functions.
4. Ability to work with others.
5. Ability to oversee and train subordinate supervisors, to deal objectively with workers and render sound supervisory decisions.

6. Ability to devise new methods.

COMPATIBILITY CRITERIA: 2A6X2 NOTE: Personnel who do not possess this AFSC must be prepared to attend the appropriate school.

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, 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 626-6017/COM (207) 430-6017 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)

INTRODUCTION:

The purpose of this position is to supervise workers, either directly or through one or more subordinate leaders and/or supervisors, in accomplishing the operations of a distinct organizational unit and to perform associated nonsupervisory work. The occupation and nonsupervisory grade level which best reflects the nature of the overall work operations supervised is Powered Support Systems Mechanic, WG-5378-10.

DUTIES:

Planning: Plans weekly or monthly work schedules and sequence of operations. Establishes deadlines and priorities based on established general schedules, methods and policies. Determines skills, materials and equipment required to do the work. Participates in the initial planning of current and future work schedules and development of budget requests. Provides workload data, estimates, information on staffing needs, and recommendations as the scheduling of projected work.

Work Direction: Assigns tasks to be performed. Explains work requirements, methods, and procedures. Instructs subordinates on new procedures or methods and provides assistance on difficult or new problem areas. Reviews work in progress or on completion. Makes adjustments as necessary to effectively and economically accomplish the work. Notes and investigates work related problems and independently implements corrective actions which can be taken without affecting work operations controlled by other supervisors. Assures that equipment and material is available when needed. Coordinates work with other units.

Administration: Recommends and participates in the selection of personnel to fill vacancies. Schedules and approves leave of subordinates. Sets performance requirements and makes formal and informal performance appraisals. Determines training needs of subordinates and arranges for its accomplishment. Counsels employees on problems. Adjusts informal complaints through discussions with employees and union representatives. Takes informal corrective action on conduct or performance problems. Initiates proposals for disciplinary action where needed. Works to achieve the objectives of Government-wide programs and policies, e.g., equal employment opportunity and labor management relations. Promotes the participation of subordinates in programs such as the suggestion program, cost reduction program, etc. Ensures that regulations governing safety and housekeeping are observed. Maintains production reports and records. Periodically reviews position descriptions of subordinates for currency and accuracy. Initiates the detailing of subordinates to positions other than their own. Initiates or participates in review and improvement of work methods, organizational features, and the

structuring of positions to eliminate unnecessary positions and achieve optimum content in those remaining.

Performs the nonsupervisory work of the function as needed.

Implements safety regulatory requirements. Ensures that subordinates wear appropriate safety equipment and follow pertinent safety precautions.

Prepares for and participates in various types of readiness evaluations, inspections, mobilizations and command support exercises. May be required to perform such additional duties as structural fire fighting, aircraft fire/crash/rescue duty, security guard, snow removal, munitions loading and handling, heavy equipment operation, maintenance of facilities and equipment, or to serve as a team member on boards to cope with natural disasters or civil emergencies.

Performs other duties as assigned.

RESPONSIBILITY:

Supervisor provides general instructions, standard procedures, overall priorities and policies and relies upon the incumbent to control work operations and accomplish an adequate quantity and quality of work. Work is reviewed for efficient and economical accomplishment within priorities and controls received.

PHYSICAL EFFORT:

Physical effort involves frequent bending, reaching, crouching, standing and arm movement. Sometimes must work in awkward positions or cramped areas. Frequently lifts and carries items weighing up to about 40 pounds. Lifts heavier items using jacks, hoist, or helpers.

WORKING CONDITIONS:

May work inside or outside. Inside, is frequently exposed to drafts, changing temperature and loud noise. Outside, may work in bad weather, in rain or snow, or in wet or icy areas. Both inside and outside, is frequently exposed to irritation or discomfort from dust, heat fumes, and hard damp floors or surfaces.