

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

31 August 2012

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #12-068

POSITION: Facility Operations Specialist (D1269000) (GS-1640-09/11) EXCEPTED POSITION

LOCATION: Construction Facilities Management Office, Camp Keyes, Augusta, Maine

SALARY RANGE:

\$47,448 to \$61,678 per annum GS-09

\$57,408 to \$74,628 per annum GS-11

CLOSING DATE: 21 September 2012

AREA OF CONSIDERATION: First consideration will be given to all qualified permanent and indefinite Maine Army National Guard Officer (**0-4 and Below**) Warrant Officer and Enlisted 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 Officer (**0-4 and Below**) Warrant Officer and Enlisted 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 GS-09 or GS-11 grade. If filled at the GS-09 grade, the individual selected may be promoted to the next higher 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 and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Experience, education, or training which provided knowledge of practices and procedures related to property management; general maintenance systems, materials requirements, and scheduling procedures.

SPECIALIZED EXPERIENCE: Must have twenty-four (24) months experience for the GS-09 level or thirty-six (36) months experience for the GS-11 level which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

GS-09

1. Knowledge of estimating and contracting procedures.
2. Skill in dealing with representatives of other agencies, contractors and suppliers in the private sector.
3. Ability to make cost and budget analysis and project operating expenditures.
4. Ability to communicate effectively both orally and in writing.
5. Ability to evaluate operations and isolate areas for improvement.

GS-11

1. Knowledge of estimating and contracting procedures.
2. Skill in dealing with representatives of other agencies, contractors and suppliers in the private sector.
3. Knowledge of maintenance and construction techniques.
4. Ability to assign responsibilities and delegate authority.
5. Ability to evaluate operations and isolate areas for improvement.
6. Ability to gather and organize various data, distinguish priorities and plan further contingencies.
7. Knowledge of established policies, procedures, and regulations regarding fire prevention, security and safety programs.

COMPATIBILITY CRITERIA: OFF: BR 01A WO: BR 01A ENL: 00F

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in fields directly related to the type of work of the position, i.e., Engineering, Architecture, Industrial Arts, Property Management and Business Management/Administration. **Applicant must provide a copy of transcripts to receive credit.**

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 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, 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:

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

D1269000

a. **INTRODUCTION:** This position is located in the Joint Force Headquarters – State (JFHQ-S), Construction and Facilities Management Office, (CFMO), Design and Project Management Branch. The primary purpose of this position is to implement the programming and execution of Army National Guard (ARNG) major/minor construction and renovation projects in a geographically separated area.

b. **DUTIES AND RESPONSIBILITIES:**

(1) Administers, coordinates, and verifies design work performed by Architect/Engineer firms often exceeding one million dollars and one year in duration per project. Prepares design scopes of work that reference National Guard Bureau (NGB) design criteria and establishes standards for project design. Selects, or recommends selection of, Architect/Engineer firms for award of design contracts. Manages and schedules design development and obtains Federal/State approval at each design stage, normally conceptual, preliminary, final, and bid final. Chairs and coordinates meetings between facility users and design team and ensures that work stays within (NGB) design and space criteria for economical utilization of facilities and equipment. Reviews, accepts or amends work by Architect/Engineer firms and rejects work not meeting established standards. Reviews payment requests for accuracy, verifies work billed, and recommends payment.

(2) Requests construction funding. Manages bidding process, in coordination with the Contracting Officer, and recommends award of construction contracts. Administers, coordinates and verifies construction work performed by contractors often exceeding five million dollars in cost and one year in duration per project. Conducts regular construction progress meetings and resolves differences between design team, contractors, and facility users. Resolves disputes over plans and specifications and administers change orders. Conducts substantial and final completion inspections and verifies expenditure of appropriated funds. Coordinates initial start up of, and movement of, users into new facility. Resolves disputes and assigns repair work to contractor and maintenance personnel that arise during the warranty period. Manages and verifies work performed during the warranty period. Conducts end of warranty inspection.

(3) Serves as the senior technical employee overseeing one or more employees performing technical work within the Design and Project Management Branch. Assists the branch chief in preparing performance standards; gives advises in appraising work; and makes suggestions in maintaining an effective position management program by reviewing position descriptions to ensure positions are operating as intended and that duties and responsibilities are adequately reflected. Supports and promotes Equal Employment Opportunity (EEO), Upward Mobility, and other special emphasis personnel programs.

(4) Provides guidance on the development of building environmental, energy, security, and communication systems both for programmed new construction and for retrofit of existing buildings. Prepares initial plans and specifications for alterations/repairs. Investigates construction requests to determine propriety. Determines the initial scope of minor and recurring construction projects through coordination and consultation with using agencies. Identifies and/or recommends appropriate funding sources. Reviews and processes programming documents to include project booklets, initial cost estimates for construction, maintenance, or repair of facilities. Reviews historical maintenance data and writes reports to explain technical difficulties in upgrading facilities and recommends useable solutions to meet mission

requirements. Assists facility managers in determining safe, effective, and economical use and operation of ARNG facilities.

(5) Provides guidance and input to the Improvement Program for ARNG readiness centers. Serves as project manager for board delegated readiness center improvement design and construction projects. May function as a consultant to state and federal agencies and serve on Architect/Engineer selection boards for those agencies. Coordinates with appropriate state agencies to obtain required approvals and permits for construction projects.

(6) Coordinates with military, federal, state and local government agencies on matters concerning fire prevention, protection and suppression. Coordinates major facility maintenance and construction projects with the Safety and Occupational Health Office to ensure all safety factors are considered. Performs inspections of new or altered facilities to ensure compliance with the Occupational, Safety and Health Act (OSHA) and contract specifications. Conducts Architect and Engineering (A&E) firm selection boards, preparing and presenting briefings, and administering the ARNG energy program. Serves as a project manager for construction projects. Serves as federal Contracting Officer's Representative, and assumes the duties of the Branch Chief as needed. Represents the Branch Chief at meetings and conferences.

(7) Performs other duties as assigned.