

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

06 September 2013

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #13-090

POSITION: Production Controller (Aircraft) (D0752000) (GS-1152-07/09)
EXCEPTED POSITION

LOCATION: 101st Maintenance Operation Flight, Bangor, Maine

SALARY RANGE:

\$38,790 to \$50,431 per annum **GS-07**

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

CLOSING DATE: 19 September 2013

AREA OF CONSIDERATION: Consideration will be given to all qualified permanent and indefinite MeANG Enlisted Technicians who apply.

DUTIES: See attached duties and responsibilities.

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.

QUALIFICATIONS: This position may be filled at the GS-07 or GS-09 grade. If filled at the GS-07, 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.

GENERAL EXPERIENCE: Experience, education, or training which indicates the candidate can reason in quantitative terms, can express himself/herself orally and in writing, and understands the terminology and data pertaining to the repair operations and processes characteristic of the production activity.

SPECIALIZED EXPERIENCE: Must have twelve (12) months experience for the GS-07 level or twenty-four (24) months experience for the GS-09 level which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

GS-07

1. Ability to communicate both orally and in writing.

2. Knowledge of functions and procedures of production control and of recordkeeping.
3. Ability to ascertain the causes for delays in completion of work orders.
4. Ability to exercise initiative in taking timely action to schedule and obtain required materials.

GS-09

1. Ability to communicate both orally and in writing.
2. Ability to exercise initiative in taking timely action to schedule and obtain required materials.
3. Knowledge of the organization and work procedures of the production activity.
4. Ability to exercise considerable initiative in taking prompt and decisive action to prevent or alleviate delays due to conflicts in scheduling, lack of materials, or faulty work processes.

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 Production Control. **Must provide copy of transcript to receive consideration for substitution for specialized experience.**

COMPATIBILITY CRITERIA: AFSC: 2AXXX, 2WXXX, 2RXXX **NOTE:** If you do not possess the compatible AFSC, you will not be disqualified from being considered. Selected applicant must be prepared to attend the appropriate school.

MILITARY ASSIGNMENT: 2R1X1

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/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 626-6017/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
(Classification)

a. INTRODUCTION:

This position is located in the Plans, Scheduling, Documentation/Engine Management Section of the Maintenance Control Branch. The purpose of this position is to perform preliminary (advance) planning and long term scheduling for the utilization and maintenance of all assigned aerospace vehicles, propulsion units/associated equipment and related support training equipment, and to perform duties related to the documentation function.

b. DUTIES AND RESPONSIBILITIES:

1. Coordinates and develops operational and maintenance requirements for all assigned aerospace vehicles and related support and training equipment into long range, quarterly, monthly, and weekly plans to produce a schedule which makes efficient use of resources. Ensures that the Maintenance Control Supervisor and the Chief of Maintenance are advised of maintenance capability, problem areas, and adherence to schedules. Schedules aerospace vehicles and related equipment through all phases of maintenance. In coordination with Job Control, assigns work priorities to all scheduled maintenance to assure a balanced workload for all maintenance sections. Coordinates with upper level management and other functional areas on master parking plan, bulk munitions requirements, supply support, food service support, security, motor vehicle maintenance, petroleum oil and lubricant (POL) requirements, fire department service and civil engineering functions. Compiles and publishes required maintenance plans in a timely manner to project aircraft, equipment and personnel utilization.
2. Schedules and conducts daily maintenance planning meeting to refine and incorporate unscheduled maintenance requirements into the Weekly to Daily Maintenance Plans and workload requirement. Reviews specialist dispatch and in-shop production workload to ascertain production delay, recommends corrective actions and makes necessary adjustments in production schedules. Processes requests for and manages local manufactured items to insure that unauthorized work is not scheduled. Coordinates with Quality Assurance in scheduling activity, technical inspections and publication changes. Coordinates with Training Management to minimize impact of training schedule on maintenance production. Conducts and manages aircrew debriefing in accordance with pertinent ANG directives. Initiates and maintains maintenance operating instructions establishing procedures for the assignment and application of job control numbers.
3. Preplans requirements to support operational launch schedules, emergency war orders (EWO) and contingency plans. Designates and schedules aerospace vehicle for maintenance training purposes. Plans and schedules time compliance technical order (TCTO) accomplishment. Schedules and insures that life support and critical items are replaced in accordance with the time change program. Performs the aerospace vehicle distribution function in accordance with directives. Analyzes maintenance capabilities in conjunction with Production Analysis. Coordinates and maintains input schedules to prime depots for accomplishment of depot level maintenance such as TCTO modifications and Programmed Depot Maintenance (PDM). Computes and evaluates scheduling effectiveness in order to improve management efficiency and

decrease deviations. Reviews and verifies the accuracy and validity of aerospace vehicle weapons documents. Establishes procedures for the identification of repeat, recurring and cannot duplicate type discrepancies which impair mission performance or affect safety of flight, and for review of corrective action for adequacy.

4. Represents the Chief of Maintenance in coordinating actions such as aircraft and equipment utilization, sortie rates, flying hours and simulator utilization with the Air Commander, Operations and other members of the flight scheduling committee.

5. Develops inspection work package for aircraft; schedules and conducts the pre-inspection meeting for scheduled inspections such as periodic, isochronal and phase. In coordination with maintenance supervisors, develops work packages for major, intermediate level maintenance such as battle or crash damage.

6. Performs the following documentation functions: review, filing, maintenance and disposition of historical documents for assigned equipment. Manages documents for TCTO reports, time change forecast, mechanized reports, master ID number files and flight status register. Submits request for parts or kits for TCTO and time change items to the maintenance supply liaison for processing to Base Supply.

7. Makes required inputs to the automated data system and retrieves data and/or computer generated products as required.

8. Conducts training of assigned technician and military personnel.

9. Performs other duties as assigned.