

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

27 February 2014

TECHNICIAN POSITION VACANCY ANNOUNCEMENT # 14-023

POSITION: Supervisory Architect/Engineer (D1552000) (GS-0800-13) EXCEPTED POSITION

LOCATION: 101st Civil Engineer Squadron, Bangor, Maine

SALARY RANGE: \$82,642 to \$107,434 per annum

CLOSING DATE: 14 March 2014

AREA OF CONSIDERATION:

AREA1: All qualified permanent and indefinite Maine Air National Guard Officer (O4 -O3) Technicians who apply.

PERMANENT CHANGE OF STATION: 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.

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

Minimum Requirements:

- A. Degree: professional engineering. To be acceptable, the curriculum must: (1) be in a school of engineering with at least one curriculum accredited by the Accreditation Board for Engineering and Technology (ABET) as a professional engineering curriculum; or (2) include differential and integral calculus and courses (more advanced than first-year physics and chemistry) in five of the following seven areas of engineering science or physics: (a) statics, dynamics; (b) strength of materials (stress-strain relationships); (c) fluid mechanics, hydraulics; (d) thermodynamics; (e) electrical fields and circuits; (f) nature and properties of materials (relating particle and aggregate structure to properties); and (g) any other comparable area of fundamental engineering science or physics, such as optics, heat transfer, soil mechanics, or electronics.

OR

B. Combination of education and experience -- college-level education, training, and/or technical experience that furnished (1) a thorough knowledge of the physical and mathematical sciences underlying professional engineering, and (2) a good understanding, both theoretical and practical, of the engineering sciences and techniques and their applications to one of the branches of engineering. The adequacy of such background must be demonstrated by one of the following:

1. *Professional registration* -- Current registration as a professional engineer by any State, the District of Columbia, Guam, or Puerto Rico. Absent other means of qualifying under this standard, those applicants who achieved such registration by means other than written test (e.g., State grandfather or eminence provisions) are eligible only for positions that are within or closely related to the specialty field of their registration. For example, an applicant who attains registration through a State Board's eminence provision as a manufacturing engineer typically would be rated eligible only for manufacturing engineering positions.
2. *Written Test* -- Evidence of having successfully passed the Engineer-in-Training (EIT) examination, or the written test required for professional registration, which is administered by the Boards of Engineering Examiners in the various States, the District of Columbia, Guam, and Puerto Rico.

Applicants who have passed the EIT examination and have completed all the requirements for either (a) a bachelor's degree in engineering technology (BET) from an accredited college of university that included 60 semester hours of courses in the physical, mathematical, and engineering sciences, or (b) a BET from a program accredited by the Accreditation Board for Engineering and Technology (ABET) may be rated eligible for certain engineering positions at GS-5. Eligibility is limited to positions that are within or closely related to the specialty field of the engineering technology program. Applicants for positions that involve highly technical research, development, or similar functions requiring an advanced level of competence in basic science must meet the basic requirements in paragraph A.

Because of the diversity in kind and quality of BET programs, graduates of other BET programs are required to complete at least 1 year of additional education or highly technical work experience of such nature as to provide reasonable assurance of the possession of the knowledge, skills, and abilities required for professional engineering competence. The adequacy of this background must be demonstrated by passing the EIT examination.

3. *Specified academic courses* -- Successful completion of at least 60 semester hours of courses in the physical, mathematical, and engineering sciences and in engineering that included the courses specified in the basic requirements. The courses must be fully acceptable toward meeting the requirements of a professional engineering curriculum as described in paragraph A.

4. *Related curriculum* -- Successful completion of a curriculum leading to a bachelor's degree in engineering technology or in an appropriate professional field, e.g., physics, chemistry, architecture, computer science, mathematics, hydrology, or geology, may be accepted in lieu of a degree in engineering, provided the applicant has had at least 1 year of professional engineering experience acquired under professional engineering supervision and guidance. Ordinarily there should be either an established plan of intensive training to develop professional engineering competence, or several years of prior professional engineering-type experience, e.g., in interdisciplinary positions. (The above examples of related curricula are not all-inclusive.)

NOTE: APPLICATIONS MUST INCLUDE COPIES OF EDUCATIONAL TRANSCRIPTS (OR) PROOF OF PROFESSIONAL ENGINEER REGISTRATION, AS APPROPRIATE.

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

1. Knowledge in technical data collection, commonly applied engineering calculations, and soil analyses.
2. Skilled in developing and evaluating proposals for designs and competitive bidding cost estimates.
3. Knowledge of the planning and design of single purpose structures (i.e., plumbing plant, bridges, etc.).
4. Skill in preparation of technical and engineering drawings and specifications.
5. Knowledge of the kinds of construction materials, methods, and equipment needed.
6. Skill in leading, directing and assigning work of engineering personnel.

COMPATIBILITY CRITERIA: AFSC: 32EX **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: 32E3G

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 626-6017/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)

D1552000

a. INTRODUCTION:

This is an interdisciplinary architect or engineer position. The nature of the work is common to architecture or several engineering disciplines. The duties assigned to this position can be classified in any of the following architecture or engineering occupational series: General Engineering, GS-801 (this includes Architectural and Construction Engineering); Architecture, GS-808; Civil Engineering, GS-810; Environmental Engineering, GS-819; Mechanical Engineering, GS-830; Electrical Engineering, GS-850. The position may be filled with an incumbent qualified in any of the above occupational series. The position will be classified to the occupational series of the incumbent selected at the time that the position is filled.

This position is located in the ANG Base Engineering Division. Serves as the ANG Base Architect/Engineer and, as such, plans, directs, supervises and develops all architect/engineering and personnel management activities in the broad areas outlined below regardless of source of funds or methods of accomplishment. Manages all Air Force real property, utilities, and custodial, sanitation, and entomological services. Provides for and manages the maintenance and repair of plant facilities and equipment; fire protection and inspection; recovery from damage to facilities from any cause including decontamination from a chemical, biological, and nuclear incident or direct terrorist and conventional attacks; natural disaster preparedness actions: reporting through the Air Force Operational Reporting System (AIM 55-11) installation damage, and the assistance and funding required to recover the ANG Base. An additional purpose of the position is to provide supervision and management of engineering, services, disaster preparedness and readiness (weapons of mass destruction, chemical, biological and nuclear defense), explosive ordnance disposal (EOD) (where applicable) and crash-fire-rescue (CFR) for the ANG installation including tenant organizations. Supervises, through subordinate supervisors, a sizable work force of professional engineers, architects and highly skilled supervisory and non-supervisory personnel having divergent occupational specialties and representing a wide range of grades.

This position requires military membership. It is designated for National Guard officer incumbency only. The incumbent provides supervision, subordinate guidance and team leadership to Non-Dual Status and Dual Status employees. Incumbent performs long term planning and organizational development necessary to accomplish architecture and engineering functions for programs essential to state Air National Guard daily operations, training, and readiness missions. Fosters an environment conducive to teaming among service providers and customers to meet state Air National Guard requirements.

b. DUTIES AND RESPONSIBILITIES:

1. Plans and organizes facility planning and public works architect and engineering activities and ANG Base-wide responses to natural disasters, terrorist attacks and fire response services in accordance with USAF directed concept of operations. Plans and directs the major functional areas such as readiness (wing-wide response to natural disasters, major civil and military aviation accidents, attacks, and terrorism responses; wing-wide nuclear, biological and chemical defense

preparation), plant facilities, engineering, long range facilities program development, engineering and construction, operations and maintenance, fire protection engineering, environmental engineering and fire department first responses to fires and hazardous chemical incidents. Provides the ANG Base with the following: (a) designs for ANG Base-accomplished work (contract or In-house); (b) project development plans and specifications for contract work; (c) engineering and planning incident to master planning, development of military construction programs, including preliminary design, and the preparation of maintenance, repair, and minor construction fund programs; (d) fire protection and prevention program; and (e) expertise on environmental protection requirements, reports, and written assessments. Exercises authority as the ANG Base Engineer in planning, supervising, managing, directing, controlling and coordinating activities. Such authority extends to engineering and management decisions in the operation and administration of the engineering program. Directs operations through subordinate technician, military, and/or state civilian supervisory personnel.

2. Reviews mission change documents, program guides, regulations and directives, and determines engineering requirements for the construction, alteration, modification, repair and maintenance of all buildings, hangars, nose docks, shops, utility plants, ramp areas, roads and grounds, etc. to provide the installation with the capability for accomplishing the unit mission, (i.e., provide for the training of a Group/Wing to achieve combat readiness). Considers a variety of elements in determining funds available, contour of land, soil condition, weather and its effect upon building material, new engineering concepts, USAF Guides, etc.

3. Serves as advisor and sole recommending agent to the Commander, and a variety of inter-governmental regulatory agencies on all activities within the scope of the assigned functions. Provides professional advice pertaining to the accomplishment of engineering work in all disciplines as related to engineering projects pertaining to repair, rehabilitation, replacement and/or construction projects. Represents the Wing Commander in a staff capacity at higher command levels, presenting and defending projects, manpower and budget requirements as well as revisions to the master plan to meet emergency needs of this installation. Serves as voting member of the facilities board, setting the agenda, providing advice, recommendations, and resolution of problems relating to ANG Base engineering facilities operations and maintenance, construction, ANG Base planning, and status of projects. Serves as the Wing's sole officer in planning and execution of readiness homeland defense measures, major accident responses, and training of the ANG Base personnel in the ability to survive and operate in nuclear, biological or chemical environments that results from hostile action. Serves, on orders, as the Assistant United States Property and Fiscal Officer for Real Property and is responsible for all ANG Base real property and facilities programs.

4. Plans, organizes, and directs the development and implementation of policies and procedures to secure maximum efficiency and economy in total operations, sound organizational structure, and maximum utilization of skills within legal, regulatory and professional engineering requirements established by ANG Base regulations, building, life safety and environmental codes, higher echelon, and funds limitations. Directs the timely accomplishment of design and construction activities with full local responsibility for technical adequacy and accuracy of all professional engineering data; insures timely accomplishments and preparation of design and specifications development for locally solicited and administered contracts, and assures compliance with requirements of environmental protection and energy conservation. Establishes

and monitors internal controls; ensures uniform application of regulations, policies, directives, and professional architect/engineering practices. Determines operational trends and forecasts requirements. Determines and coordinates acquisition and use of money, manpower, equipment and material. Plans organizational structures and operations carrying out architectural or engineering responsibilities effectively and economically.

Assigns and explains work requirements for new or changed programs, and resolves technical, administrative and management problems submitted by subordinates. Selects or assists in selection of key civilian and military supervisory personnel and initiates other personnel actions such as step increases, promotions, etc. Establishes performance requirements, and accomplishes performance evaluations of immediate subordinates. Reviews performance evaluations as well other personnel actions prepared by subordinate supervisors and approves as appropriate.

Determines need for in-house training program or secures off-base training geared to needs of subordinates. Participates in the resolution of formal grievances to include negotiation with union officials as necessary. Initiates informal and formal disciplinary action.

5. Consults and gains consensus approval with ANG Engineering Directorate and Engineering Divisions, selected civilian professional engineers, and/or the Navy Facilities Engineering/Corps of Engineers (COE) offices for higher echelon-approved projects under the Military Construction Program and Real Property Maintenance Program and the requirements pertinent thereto.

Receives preliminary plans and specification, as furnished by architect/engineer related to proposed new construction. Studies drawings, specifications, and cost estimates and makes recommendations for anticipated mission changes. Assures surveillance over, and directs the inspection of, contractor accomplishment of projects to insure maintenance of scheduled progress and compliance with architect/engineering specifications and safety requirements. Coordinates problem solutions with the COE, A&E and HQ ANG and participates in joint inspection of completed projects. Provides the sole technical engineering recommendations for approval and acceptance of all ANG Base facility and public works projects.

6. Directs and assures submissions of detailed specifications and related engineering and cost data to the ANG Base Contracting Officer or to the United States Property and Fiscal Officer on capabilities required of contractors and related essential data pertaining to ANG Base let and Base administered contracts. Reviews abstracts of bids, analyzes capabilities of contractors and recommends selection of contractor for award of contract. This includes contractual services, architectural-engineering services, and/or construction contracts. Participates in negotiations during preconstruction conferences and insures continuing surveillance of contractor's project accomplishment for adherence to schedules, compliance with specifications, contractual provisions, and safety requirements. Determines need for changes in engineering requirements as project progresses. Recommends change orders by approving deviations (such as field changes, relocations) from plans and specifications which do not conflict with standards prescribed in contracts, and are within funds limitations. For changes requiring higher echelon approval, prepares

and formulates necessary information and reports pertinent to project accomplishment. Makes final inspection of contractor-accomplished projects for technical adequacy, accuracy, compliance with contract provisions, and final acceptance or disapproval.

7. Provides technical instructions and information on engineering and other technical requirements and assigns phases of projects to subordinate engineers, engineering technicians, and draftsmen. Reviews the progress of the project and, upon completion, directs changes to achieve technically accurate and adequate layout and design computations, specifications, and estimates. Directs and reviews establishment and maintenance of record drawings, related files, compilation of data for annual budgets and revisions thereto, and project capitalization.

8. Establishes technical engineering and architectural, processes, criteria and functions. Prepares or directs the preparation of engineering and architectural drawings, specifications and cost estimates for the construction, modification and maintenance of a wide variety of military buildings, structures, pavements, grounds and utilities systems. Assures uniform application of guiding principles contained in published regulations, directives, and policies, and recognized professional engineering practices in the fields of civil, structural, mechanical, heating, refrigeration, air conditioning, sanitation, water supply, sewage treatment, paving, liquid fuels storage and dispensing, fire prevention, agronomy and entomology, environmental protection, and energy conservation. Reviews architectural drawings, sketches, and specifications for technical adequacy, constructability, maintainability, operability, and interpretation in terms of requirements for manpower, supplies, and equipment. As required, designs non-standard facilities to meet local conditions, and assumes full professional responsibility for the technical sufficiency of completed engineering and architectural work. Participates, as technical consultant and government engineering/architectural representative, in conferences with architectural-engineering firms to insure that completed designs meet Air Force requirements in terms of technical sufficiency and economical use of funds, and materials. Indicates and takes follow-up action on such changes in plans and specifications as may be required in order to meet technical, functional, and utilization requirements. Prepares for record and higher authority, studies, briefs, reports, summaries, etc., pertaining to the ANG Base engineering functions and responsibilities.

9. Serves as the ANG Base Fire Marshal and exercises full federal authority over the ANG Base's fire protection program. Acting with the assistance and/or through a subordinate experienced fire protection specialist, administers the ANG Base fire protection program by insuring the incorporation of essential fire protection engineering in all project work. Additionally, insures that operational fire fighting and rescue by ANG Base forces or contract is adequate for Air National Guard requirements, and assures that inspections and education of ANG Base facilities and personnel respectively are appropriate and thorough. Assures development of plans for fire fighting and mutual support by agencies involved during fire fighting emergencies.

10. Serves by appointment as the ANG Base environmental coordinator and as such is authorized direct contact with regional offices of the Environmental Protection Agency in order to keep the ANG Base and appropriate committees current on requirements.

11. Supervision exercised: Through subordinate supervisors, directs approximately twenty-five or more civilian, state, and military employees engaged in readiness, crash fire- rescue, engineering design, explosive ordnance disposal, engineering and operational facility maintenance duties. Is responsible for providing training and facilities for the OJT and proficiency training of

approximately 100 drill status officers and airmen. Exercises personnel management responsibilities normally found in positions at this level including identification of training needs for supervisors and technical staff members.

12. Serves as the Air Commander's representative at meetings and conferences with the National Guard Bureau, Headquarters Air Force, and Air National Guard; other federal agencies such as the Corps of Engineers, OMB, FAA, EPA, state, local government and civil bodies, as well as private agencies. Coordinates plans on proposed projects as well as matters concerning ongoing operations and problems of mutual concern. Has authority to make decisions and commitments in line with prior ANG Base policy and planning, such as, priority of new construction and maintenance accomplishment, acceptance of completed work, facility disposal, real estate acquisitions, budget and personnel requirements, accommodations of new and proposed equipment, etc. Acts as a liaison with local municipal and civil organizations in establishing and presenting the Air National Guard image.

13. Develops and maintains effective engineering staff relationships with ANG Base and tenant organizations. In staff meetings and in daily activities, presents briefings on acquisitions, construction, operation, maintenance, and financial management concerning real property facilities. Identifies and discusses problems as well as corrective actions being taken, program status, including fiscal aspects of the engineering portion of the annual budget, and related matters of interest to the Commander and his/her staff.

14. Performs other related duties as assigned.