

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

21 July 2014

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #14-084

POSITION: Safety Specialist (D0696000) (GS-0018-07/09) EXCEPTED POSITION

LOCATION: Safety Office, Camp Keyes, Augusta, Maine

SALARY RANGE:

\$39,179 to \$50,932 per annum **GS-07**

\$47,923 to \$62,297 per annum **GS-09**

CLOSING DATE: 05 August 2014

AREA OF CONSIDERATION

AREA I- All qualified permanent and indefinite MEARNG Enlisted (**E8 and Below**) Technicians in the Maine Army National Guard.

AREA II- All Enlisted (**E8 and Below**) members of the Maine Army National Guard.

AREA III – Enlisted (**E8 and Below**) eligible for membership in the Maine Army National Guard.

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-07 or GS-09 grade. If filled at the GS-07 grade, the individual selected may be promoted to GS-09 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 Minimum Requirements and Specialized Experience and other requirements listed below; otherwise, the applicant may lose consideration for this job.

MINIMUM REQUIREMENTS: *Undergraduate and Graduate Education:* Major study -- safety or occupational health fields (safety, occupational health, industrial hygiene), or degree in other related fields that included or was supplemented by at least 24 semester hours of study from among the following (or closely related) disciplines: safety, occupational health, industrial hygiene, occupational medicine, toxicology, public health, mathematics, physics, chemistry, biological sciences, engineering, and industrial psychology.

(Must provide an unofficial or official transcript showing award of the degree from an accredited college or university.)

OR

Experience in scientific or technical work that provided an understanding of the basic principles and concepts of the safety and occupational health field. Creditable general experience must have demonstrated the achievement of knowledge equivalent to the education described above.

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. Knowledge of general administrative practices and procedures enabling the technician to interpret and apply basic standards, criteria, and operating instructions to specific unsafe acts and conditions.
2. Ability to transfer information understandably to individuals and/or groups informally and in classroom situations.
3. Knowledge of safety and occupational laws, and inspection and survey techniques sufficient to identify hazardous work practices and to recommend corrective measures.
4. Ability to communicate with others to obtain and exchange information.
5. Ability to prepare reports.

GS-09

1. Knowledge of safety and occupational health laws, principles, standards, and inspection methods required to identify unsafe acts and working conditions.
2. Ability to transfer information understandably to individuals and/or groups informally and in classroom situations.

3. Knowledge of safety and occupational laws, and inspection and survey techniques sufficient to identify hazardous work practices and to recommend corrective measures.
4. Skill in analyzing mishap data to determine trends including type of mishaps and equipment involved, and frequency and severity of mishaps to Government personnel and property.
5. Ability to prepare reports.

COMPATIBILITY CRITERIA: MOS Inmaterial with ASI of 6Q required. **NOTE:** If you do not possess the compatible Additional Skill Identifier, you will not be disqualified from being considered. Selected applicant must be prepared to attend the appropriate school.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:

GS-07 Level

Completion of one year of graduate-level course of study directly relevant to safety and occupational health work will.

GS-09 Level

Two full academic years of graduation education, which is in safety and occupational health management or safety engineering, industrial engineering or directly related fields such as Industrial Hygiene, Fire Prevention Engineering or Industrial Psychology.

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 at 626-4278 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: 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) 626-6017 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)

D0696000

a. INTRODUCTION:

This position is located in the Army National Guard(ARNG)Joint Forces Headquarters, Safety and Occupational Health Office Ground Safety Section. The purpose of this position is to provide guidance, recommendations and assistance to supervisors and employees regarding established safety methods and techniques.

b. DUTIES AND RESPONSIBILITIES:

(1) Implements plans, policies and procedures to comply with DOD, DA, OSHA and NGB safety regulations and directives. Provides technical expertise to managers and supervisors in establishing techniques and procedures for the elimination or control of unsafe behaviors, environments and hazards.

(2) Plans and conducts periodic and unscheduled surveys and inspections of all ARNG facilities including ammunition storage, warehouse, and equipment maintenance facilities, to determine compliance with OSHA standards. Posts notices of unsafe or unhealthy working conditions. Assigns risk assessment codes, and prepares abatement plans and time frames of elimination of hazards. Observes work methods and recommends to supervisors or managers corrective measures to eliminate unsafe work practices.

(3) Serves as a technical representative to State Safety Councils and Committees.

(4) Evaluates the effectiveness of organizational safety programs through activity visits. Develops countermeasure programs to prevent or reduce accidents and hazardous conditions. Makes assessments based on conformance with established ARNG policies and safety criteria, OSHA standards, and work requirements.

(5) Coordinates with operating activities to provide safety training, and ensures safety awareness throughout the ARNG. Plans, schedules, and conducts safety demonstrations, lectures, meetings and conferences. Prepares or assists supervisors in preparing materials for safety meetings. Ensures preparation of graphs, charts, and other informational materials pertaining to accident trends and other aspects of the safety programs.

(6) Maintains close liaison with federal, state, municipal, and private industry to obtain safety materials and to facilitate adaptation of industrial safety practices to military methods. May coordinate utilization of laboratories, equipment and safety training materials and/or facilities.

(7) Provides technical assistance in accident investigations. Participates in fatality investigations as a team member. Conducts comprehensive investigations in cases of fatal or multiple injury accidents to determine causes and procedures for eliminating a recurrence. Collects, reviews and ensures timely submission of all accident reports to the DA Safety Center and ARNG Safety Office. Codes DA Form 285. Evaluates and analyzes all pertinent accident data to isolate significant facts and trends (seasonal accidents, location of hazards, extent of injuries and

property damage, etc.). Plans corrective actions and recommends specific measures to correct unfavorable accident trends.

(8) Prepares state safety standards for local implementation, writes regulations and prepares safety articles for state publications. Prepares SOPs pertaining to safety for special military training exercises and coordinates training and appointment of unit or organizational safety personnel.

(9) Conducts preliminary reviews of engineering plans for alteration or construction of buildings, structures, maintenance areas, machines or roadways to ensure integration of accident prevention principles (proper lighting, machine guards, ventilation, positioning of ground support equipment, proper placement of safety signs, markings, etc.).

(10) Provides technical guidance and direction to personnel involved in hazardous operations. Observes work areas and practices where dangerous conditions or operations exist. Develops safety checklists and distributes such to assist activities in conducting internal safety reviews.

(11) Coordinates with and provides assistance in the material and Petroleum Activity and DOD Explosive Safety Board inspections. Coordinates hazardous material movement with the Department of Transportation (DOT).

(12) Investigates ARNG employee OSHA/Safety complaints with the Labor Relations Specialist or other SPMO representatives. Classifies seriousness of complaint and determines abatement process and time frame.

(13) Surveys, inspects, certifies, and recertifies indoor/outdoor ranges. Processes renewal request for nonstandard range waivers.

(14) Presents safety budget requirements with justifications to superiors in support of the statewide ARNG safety program.

(15) May oversee the work of one or two employees performing safety functions and perform duties such as, providing on the job training; informing subordinates of agency policies and programs; and identifying developmental and training needs of employees and recommending formal training.

(16) Performs other duties as assigned.