

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

5 December 2014

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #14-147

POSITION: HAZMAT Specialist (D1411P01) (GS-2001-09) EXCEPTED POSITION

LOCATION: 101st Logistics Readiness Squadron, Bangor, Maine

SALARY RANGE: \$47,448 to \$61,678 per annum

CLOSING DATE: 22 December 2014

AREA OF CONSIDERATION:

AREA I – All permanent and indefinite Enlisted Technicians in the Maine Air National Guard.

AREA II – All Enlisted members of the Maine Air 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.

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

GENERAL EXPERIENCE: Experience, education or training involving administration of supply management, storage, cataloging, packaging and distribution or other work which provided the applicant with a general knowledge of one or more aspects of the supply field. Experience using computer and automation systems.

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

GS-09

1. Knowledge of the policies, work procedures, methods, data information, and requirements of hazardous materials.

2. Knowledge of supply principles, concepts, and methodologies involving general supply, storage, distribution, and inventory specialties as they relate to hazardous materials.
3. Skill in dealing with cost estimates, budgets or funding management.
4. Skill in conducting extensive and exhaustive searches for required information; reconstruct records for complex supply transactions; and/or provide supply operations support for supply activities.
5. Ability to communicate in writing to prepare, compile and research information reports and communicate orally to conduct briefings.

COMPATIBILITY CRITERIA: AFSC: 2SXXX

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.

INCENTIVE PROGRAM: Non-Technician Maine National Guard personnel who are participants (bonus recipients/student loan repayment program) may have their benefits terminated and/or recouped when employed as a permanent military Technician.

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 626-6013/COM (207) 430-6013 FAX: DSN 626-4246/COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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LISA M. SESSIONS
CPT, EN
Human Resources Specialist
(Recruitment and Placement)

25.

a. INTRODUCTION:

This position is located in the Air National Guard, Mission Support Group, Logistics Readiness Squadron, Materiel Management Flight, Asset Management Section. The primary purpose of this position is to provide management control, oversight, coordination, and implementation of the base "HAZMAT Pharmacy" program and operation. This position facilitates the primary mission of receiving, distributing, tracking, reporting, and serving as the primary point of contact for base hazardous materials. Serves as a technical advisor to the Wing Commander, staff, and base personnel regarding hazardous materials. A broad knowledge of general supply, storage, distribution, and inventory specializations is required; in addition to a knowledge of Federal, State, and USAF safety and environmental rules and regulations to ensure regulatory compliance

b. DUTIES AND RESPONSIBILITIES:

-- Manages, controls, oversees, coordinates and implements the base HAZMAT Pharmacy program and function. Provides day-to-day management and oversight of assigned personnel and monitors daily HAZMAT operations and activities. Reviews computer-generated listings; coordinates office budget requirements; and provides work assignment, guidance, and direction to lower-graded personnel. Coordinates with a variety of functional elements, personnel, and off-base contacts to accomplish assigned mission. Serves as a technical advisor to the Wing Commander regarding the hazardous materials program and issues; and serves as a member of the HAZMAT Planning Team, the Environmental Protection Committee, and as an advisor to the base Safety Counsel.

-- Identifies new HAZMAT and customer requirements. Controls IEX-coded materials, processes and approves customer requests, enrolls new customers, requisitions hazardous materials, performs research, verifies data, etc. Receives, issues, stores, and ships hazardous materials. Determines storage requirements, arrangement of materials, and space utilization required. Uses safe and secure storage and distribution practices to ensure maximum protection of workforce personnel and the environment. Processes approvals, rejects, denials, waivers, or terminations; and provides interchangeable or substitute stock items. Utilizes the Government Purchase Card (GPC) for all local purchase requirements, and performs a monthly reconciliation of all purchases and expenditures. Manages shop excess, performs shelf life inspections, coordinates stock level adjustments, and distributes inventory listings to appropriate users. Develops, replenishes, and monitors stock levels. Maintains listing of partially consumed hazardous materials or "free issue" items. Stocks, inventories, and tracks deployable HAZMAT kits before and after deployments. Maintains accountability of hazardous materials owned by visiting units. Assists in the identification of less hazardous materials. Develops specialized purchase procedures for the purchase of hazardous materials in smaller quantities, to provide short lead time for deliveries, and to reconsider economic order quantities. Coordinates base-wide pick-up and delivery of hazardous materials.

-- Serves as the HAZMAT systems administrator utilizing the Standard Base Supply System (SBSS), Enterprise Supply Solution (ESS), Environmental Management Information System (EMIS), and Enterprise Environmental Safety Occupational Health-Management Information System (EESOH-MIS) to manage and update HAZMAT inventory data. Authorizes exceptions to user authorizations. Monitors and authorizes upgrades to EMIS, HMIS, EESOH-MIS, and/or to the network server. Authorizes access to the HAZMAT tracking system and provides backup to the EMIS or EESOH-MIS database. Researches EESOH-MIS master library database, and queries the AF HAZ tracking system for MSDS information. Maintains the base Material Safety Data Sheets (MSDS) library and the 3952 database; and obtains required HAZMAT information utilizing the Internet, as required. Trains personnel regarding the use of enhancements to the Depot Maintenance-Hazardous Material Management System and trains personnel regarding HAZMAT communication requirements. Manages the HAZMAT/ODS (Ozone Depletion System) tracking system and records maintenance data as required. Tracks hazardous materials for deployments and redeployments.

-- Develops base regulations and operating instructions and procedures involving hazardous material requirements and processes in accordance with Federal, State, and military regulations, guidelines, and instructions. Advises customers and assigned personnel of specialized or new HAZMAT policies, practices, and requirements. Reviews proposed regulation revisions and submits changes to initiating offices/agencies, as required. Insures that all affected organizations and personnel are aware of new regulations, requirements, or guidelines.

-- Develops and conducts HAZMAT training to managerial, supervisory, and base personnel. Develops lesson plans, course materials and schedules and conducts training.

-- Conducts worksite visits, identifies customer concerns, and determines materials usage. Makes recommendations to improve customer service and provides follow-up as required.

-- Gathers and compiles information for reports to Federal, State, USAF, and/or ANG agencies regarding program status, HAZMAT item status, compliance issues, budget information, etc.

-- Performs other duties as assigned.