

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

18 February 2015

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #15-015

POSITION: Production Controller (Aircraft) (D0749000) (GS-1152- 07/09)
EXCEPTED POSITION

LOCATION: 101st Maintenance Operations Flight, Bangor, Maine

SALARY RANGE:

\$39,570 to \$51,437 per annum **GS-07**

\$48,403 to \$62,920 per annum **GS-09**

CLOSING DATE: 9 March 2015

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

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 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. Knowledge of Functions and procedures of production control.
2. Knowledge of Records, References and Techniques for developing production control data.
3. Ability to assist and maintain workflow.

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.

COMPATIBILITY CRITERIA: 2RXXX, 2AXXX, 2WXXX **NOTE:** Personnel who do not possess these AFSC's must be prepared to attend the appropriate school.

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:

///S\\
LISA M. SESSIONS
CPT, EN
Human Resources Specialist
(Recruitment & Placement/Compensation)

D0749000

a. INTRODUCTION:

This position is located in the **Maintenance Operations Flight**. The purpose of this position is to provide planning, scheduling and control of aircraft maintenance through a variety of support maintenance shops.

b. DUTIES AND RESPONSIBILITIES:

1. Implements preliminary (advance) maintenance plans for assigned weapon systems and schedules immediate maintenance for transient aircraft. Designates, maintains and monitors current maintenance repair priorities of aircraft to ensure actuality and compliance with flying schedules. Authorizes and assigns aircraft maintenance jobs, job control numbers either manually or through a computerized maintenance system, work priorities, and start and completion times for scheduled and unscheduled maintenance of aircraft. Conducts the control and dispatch of shop assignments. Monitors progress of job completion by dispatched personnel. Controls maintenance on assigned aircraft and related support and training equipment. Takes prompt and decisive action to make on-the-spot adjustments to maintenance repair priorities necessitated by unscheduled maintenance requirements, and incorporates all unscheduled maintenance into a daily plan.
2. Maintains visual aids depicting status of maintenance actions in progress, specialist availability and status of aerospace vehicles, aerospace ground equipment (AGE), training equipment, transportation and tow vehicles, munitions loads, arming of guns and munitions, and location of aircraft and dispatched AGE. Maintains a visual schedule of daily flying, noting deviations and cancellations.
3. Coordinates with Material Control on mission capable (MICAP) and non-mission capable status (NMCS) of parts, adjustments to in-shop work priorities, and verification of urgency of need designators. Determines the source of supply for cannibalization actions.
4. Coordinates with Quality Assurance on functional check flight (FCF) requirements, Air Operations on flying schedule, other maintenance shops for coordination of repair work and with other functional areas as required.
5. Requests necessary support services such as fire fighting activity standby, fuel and defuel and civil engineer support. Directs physical movement of aircraft and aerospace ground equipment.
6. Controls the maintenance communications and transportation systems to provide for the effective transmission of information and movement of material and maintenance personnel.
7. Develops and maintains current procedural check sheets for use during actions such as mass loads, combat turnaround, broken arrow (nuclear emergency), emergency war orders (EWO) notification, aircraft crash, flightline fire, severe weather warning or evacuation. Monitors and reviews the sequence of preselected aircraft required for contingency commitments.
8. Makes required inputs to the automated data system and retrieves data and/or computer generated products as required.

D0749000

9. Conducts training of assigned military personnel.

10. Performs duties to facilitate the control and coordination of the maintenance flight line activity. Monitors aircraft maintenance in progress and provides estimated completion time follow-up on all flight line activity to provide continuing surveillance of progress and requirements. Anticipates problems and provides alternatives and recommendations to meet mission schedules.

11. Performs other duties as assigned.