

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

25 February 2015

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #15-025

POSITION: Materials Handler Supervisor (D1949000) (WS-6907-06)
EXCEPTED POSITION

LOCATION: 101st Logistics Readiness Squadron, Bangor, Maine

SALARY RANGE: \$51,090 to \$59,646 per annum

CLOSING DATE: 10 March 2015

AREA OF CONSIDERATION:

AREA I: All permanent and indefinite Enlisted (**E5-E7**) Excepted Technicians in the Maine Air National Guard and personnel with reemployment rights to MeANG. (**E5's must be immediately eligible for promotion to E6**)

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 which demonstrates the applicant's ability to plan and organize work, provide technical assistance to subordinates and prepare work records and reports.

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

1. Ability to plan and organize the work of the assigned warehouse organization.
2. Ability to meet deadlines.
3. Knowledge of warehouse functions.
4. Ability to work with others.

5. Ability to oversee and train subordinate supervisors, to deal objectively with workers and render sound supervisory decisions.

6. Ability to devise new methods.

CONDITION OF APPOINTMENT: E5's must be immediately eligible for promotion to E6.

COMPATIBILITY CRITERIA: 2S0X1 **Note:** Personnel who do not possess this AFSC 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, 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 & Placement/Compensation)

a. INTRODUCTION:

This position is located in the Air National Guard Base Supply, Material Storage and Distribution Flight. The primary purpose of this position is to direct all warehouse operations under the responsibility of the Chief of Supply. This position has direct supervision over Materials Handlers, WG-6907-06, Tools and Parts Attendants, WG-6904-06, and administrative supervision over the General Supply Specialist (Hazardous Materials Pharmacy), GS-2001-09.

b. DUTIES:

(1) Planning: Plans weekly or monthly work schedules and sequence of operations. Establishes deadlines and priorities based on established general schedules, methods, and policies. Determines skills, materials and equipment required to do the work. Participates in the initial planning of current and future work schedules and development of budget requests. Provides workload data, estimates, and information on staffing needs and recommendations as the scheduling of projected work.

(2) Work Direction: Assigns tasks to be performed. Explains work requirements, methods and procedures. Instructs subordinates on new procedures or methods and provides assistance on difficult or new problems areas. Reviews work in progress or on completion. Makes adjustments as necessary to effectively and economically accomplish the work. Notes and investigates work related problems and independently implements corrective actions which can be taken without affecting work operations controlled by other supervisors. Assures that equipment and material is available when needed. Coordinates work with other flights.

(3) Administration: Recommends and participates in the selection of personnel to fill vacancies. Schedules and approves leave of subordinates. Sets performance requirements and makes formal and informal performance appraisals. Determines training needs of subordinates and arranges for its accomplishment. Counsels employees on problems. Resolves informal complaints through discussions with employees and union representatives. Takes informal corrective action on conduct or performance problems. Initiates proposals for disciplinary action where needed. Works to achieve the objectives of Government-wide programs and policies, e.g., Equal Employment Opportunity and Labor Management Relations. Promotes the participation of subordinates in programs such as the Suggestion Program, Cost Reduction Program, etc. Ensures that regulations governing safety and housekeeping are observed with appropriate protective clothing and equipment being utilized. Maintains production reports and records. Periodically reviews position descriptions of subordinates for currency and accuracy. Initiates the detailing of subordinates to positions other than their own. Initiates or participates in review and improvement of work methods, organizational features and the structuring of positions to eliminate unnecessary positions and achieve optimum content in those remaining.

(4) Performs the non-supervisory work of the function as needed.

(5) Implements regulatory safety requirements and ensures that subordinates wear appropriate safety equipment and follow pertinent safety precautions.

(6) Prepares for and participates in various types of readiness evaluations, inspections, mobilization and command support exercises. May be required to perform such additional duties as structural fire fighting, aircraft fire/crash/rescue duty, security guard, snow removal, munitions loading and handling, heavy equipment operation maintenance of facilities and equipment or to serve as a team member to cope with natural disasters or civil emergencies.

(7) Performs other duties as assigned.