

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

25 September 2015

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #15-112

POSITION: Safety & Occupational Health Specialist (D220500C) (GS-0018-07/09)
EXCEPTED POSITION

LOCATION: 101st Air Refueling Wing, Bangor, Maine

SALARY RANGE:

\$38,790 to \$50,431 per annum **GS-07**

\$47,448 to \$61,678 per annum **GS-09**

CLOSING DATE: 13 October 2015

AREA OF CONSIDERATION: All permanent and indefinite Enlisted (**E7 and below**) Excepted Technicians in the Maine Air National Guard and personnel with reemployment rights to MeANG positions.

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, the individual selected may be promoted to the next higher 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 General and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Experience, education, and or training which provided the candidate with a good understanding of administrative methods for accomplishing the work of an organization.

This experience must reflect the ability to analyze problems, develop practical solutions, and communicate effectively.

SPECIALIZED EXPERIENCE: Must have twelve (12) months experience for the GS-07 and 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 Air Force, ANG, OSHA, and DoD safety directives.
2. Knowledge of data analysis and interpretation methods
3. Ability to prepare presentations/briefings and formal training materials
4. 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 plan and conduct training.
3. Skill in analyzing and interpreting data for trend analysis.
4. Verbal and writing skills sufficient to prepare presentations/briefings and formal training materials.
5. Knowledge of organizational and communication skills to develop working relationships with diverse military, civilian, professional, and technical populations.

COMPATIBILITY CRITERIA: AFSC: 1S0XX 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: 1S0XX

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
MAJ, AG
Human Resources Specialist
(Recruitment & Placement/Compensation)

This position is located in an Air National Guard Wing, Safety Office. The primary purpose of this position is to manage the ground safety program for the installation involving diverse group industrial safety and occupational activities and provide advisory safety services to tenant organizations. The

incumbent advises command staff and operating officials on safety requirements, standards and procedures. The organizational goals or objectives of this position are to ensure the safety program is upheld by providing advisory safety service, guidance and direction to base personnel. The incumbent will work closely with the Chief of Safety.

MAJOR DUTIES:

1. Performs recurring assignments to control or eliminate unsafe physical conditions, equipment and machine hazards, and risks in human performance that may cause injury to persons or damage to property. Performs periodic inspections and evaluations of assigned unit to determine compliance with appropriate occupational safety and health regulations. Conducts independent safety and occupational health surveys of assigned functional facilities, equipment, and operations where normal safety risks are encountered. Uses agency checklists and criteria from different standards to determine compliance with conventional occupational safety and health regulations and program specific safety directives and methods. Makes minor changes to local procedures when necessary. Evaluates unsafe working practices/conditions; ensures correct safety and protective equipment is available and in use; and determines risk assessment of the hazardous processes/conditions identified. Recommends measures to eliminate or control hazardous practices/conditions that may cause mishaps. Documents and reviews inspection findings and prepares formal reports for dissemination to appropriate parties. Advises supervisors, and/or safety representatives on appropriate measures to eliminate or control hazardous operating procedures. Conducts follow-up inspections to ensure violations and hazards are corrected.

2. Conducts formal investigations of reportable and non-reportable mishaps of a recurring nature involving personal injury accidents, property damage, or occupational illnesses within the assigned functional area. Obtains statements from witnesses, photographs mishap scene, records circumstances of mishap and extent of injuries, estimates cost of property damage, and prepares a formal report of findings with proposed recommendations and abatement dates to correct the unsafe acts/conditions. Compiles and analyzes mishap data, identifies trends, provides managers with mishap/trend analysis data, and assists them in developing programs to reduce mishaps. Uses statistical data to prepare charts, tables, and reports. Based on observed trends, recommends and implements training aimed at accident prevention. Receives assistance from a higher-grade safety specialist or supervisor on investigations that may present problems or conditions not previously encountered. May accompany senior personnel in investigations of accidents/mishaps that include those with significant severity and loss.

3. Reviews and recommends revisions to standard local safety instructions and guides that are relevant to current or planned contractor operations and base employees. Evaluates specific safety standards adopted by national safety associations, societies, or institutes; publications on work processes; and current industrial problems and makes recommendations as to local application related to specific work operations of assigned functional areas. Obtains approval prior to significantly departing from established standards.

4. Reviews plans and specifications for minor construction, building alterations, and/or changes in installation equipment, to ensure compliance with safety codes and standards. Attends pre-construction conferences to brief contractor on safety requirements outlined on standardized checklists. Provides technical recommendations for safety and health in the repair and maintenance of installation facilities

and equipment. Identifies potential safety hazards to assure adequate fire exits, stairways, aisle space, sprinkler systems, etc. Randomly spot checks construction sites and notifies contracting officer when safety violations or practices are observed (e.g., improper scaffolding, construction pits not safeguarded, improper use of ladders). When need arises, receives approval from higher authority to stop any operation that is of imminent danger to personnel, property, or environment.

5. Provides technical safety training and instruction on specific safety procedures to supervisors, employees, and/or unit safety representatives on such areas as traffic safety techniques, proper storage of hazardous materials, common laboratory hazards, and building evacuation procedures. Uses a wide variety of formal training materials, such as outlines, handouts, publications, films, exhibits, protective devices, and visual aids to provide and/or reinforce information related to safe work practices, accident prevention techniques, and mishap reporting requirements. Promotes safety campaigns through oral presentations at local safety committee meetings; and extracts, compiles, and prepares safety articles, bulletins, and pamphlets for local use by base personnel. Maintains required course records.

6. Performs other duties as assigned.