

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

20 January 2016

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #16-009

POSITION: Production Controller (D1255000) (GS-1152-09) EXCEPTED POSITION

LOCATION: FMS #1, Portland, Maine

SALARY RANGE: \$53,610 to \$69,668 per annum (Salary Table 2016-BOS)

CLOSING DATE: 08 February 2016

AREA OF CONSIDERATION: Open ONLY to all qualified permanent and indefinite MEARNG Enlisted and Warrant Officer (CW2 and Below Only) 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 and other requirements 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 eighteen (18) months experience for the GS-09 which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

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.

SELECTIVE PLACEMENT FACTORS:

GS-09 - Must have 18 months combined SAMS-1E/SAMS-2E/GCSS-A experience.

SPECIAL REQUIREMENT: MUST HAVE A VALID STATE DRIVER'S LICENSE. This will be verified by Interviewing Official.

OTHER REQUIREMENT: If offered this position, individuals shall complete a pre-placement medical examination as dictated by job hazard. Employees in health hazardous areas are required to participate in the MEARNNG Medical Surveillance Program. If the position requires an immediate fill, individuals selected shall complete a baseline medical exam as soon as possible or within 30 days or will be terminated from that position.

COMPATIBILITY CRITERIA:

Career Management Field (CMF): 91 (Mechanical Maintenance), 92 (Supply and Services), 94 (Electronic Maintenance)

Enlisted MOS: 88M

NOTE: Personnel who do not possess the appropriate CMF or MOS will NOT be disqualified from consideration.

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:

//////Signed\\\\\\\\\\
LISA M. SESSIONS
MAJ, AG

Human Resources Specialist
(Recruitment & Placement/Compensation)

a. INTRODUCTION:

D1255000

This position is located in the Joint Forces Headquarters—State, Logistics Directorate (J-4/G-4), State Surface Maintenance Management Office. The purpose of this position is to perform maintenance production management, to achieve or maintain desired production levels, to serve as an equipment readiness expert for units supported by the facility, and to provide technical guidance and oversight to a lower-graded Production Controller.

b. DUTIES AND RESPONSIBILITIES:

(1) Establishes plans and schedules for maintenance and repair, using multiple process production methods and procedures for a variety of vehicles and equipment such as combat vehicles, heavy-duty engineering and mobile equipment, tracked vehicles, towed and self-propelled artillery, communications and electronic equipment, guided missile systems, and small arms. Implements maintenance plans and monitors progress of accomplishments. Using readiness, production and management reports available from the current automation support program and/or manual system, provides status of equipment, maintenance actions in progress, and location of equipment as required or requested. Responsible for data input of work order information, status changes, supply updates, and other pertinent information. Makes on-the-spot adjustments to repair priorities necessitated by unscheduled maintenance requirements.

(2) Ensures Modified Table of Organization and Equipment (MTO&E) or Table of Distribution and Allowances (TDA) reportable Line Item Numbers (LIN) are properly managed, reported and accounted for with respect to readiness reports, property accountability reports, and system management. Based on guidance received, prioritizes resources to ensure the highest level of readiness in support of training and mobilization requirements of supported units. Ensures that Army Materiel Status System (AMSS) equipment readiness reports are correct and submitted in a timely manner to meet Department of the Army (DA) reporting suspense.

(3) Programs workload, shop space, and available personnel on a short and long-term basis. Conducts initial and long range planning on matters which include multiple process production, maintenance operations, equipment readiness, including mechanical skills, availability of test and diagnostic equipment, repair parts, annual training requirements, mobilization requirements; and other factors influencing the repair, modification, and maintenance of equipment and readiness reporting.

(4) Ensures that unit Class 9 (CL IX) accounts are funded, budgeted, and executed to maximize readiness. Performs demand analysis on unit CL IX expenses to determine proper stockage to sustain unit mission requirements.

(5) Designates and maintains current maintenance priorities by Force Activity Designator, pacing items, Equipment Readiness Codes (ERC) A, B, and C equipment type, available funds, commander's priority, state/national priorities (in the case of floods, fires, and mobilizations), and unit supported. Using the current automation support system, authorizes the acceptance of equipment for repair; monitors work priorities, current status, and completion of work orders; requisitions and provides status of repair parts; and assures the effective utilization of maintenance personnel. Provides both standard and ad hoc reports on the status of work orders to the supervisor and/or units. Assists supervisory personnel regarding readiness, CL IX funding, production problems and work planning. Assists in the resolution of problems encountered between scheduled or unscheduled production or priority requirements.

(6) Analyzes repair methods and develops control procedures and policies to assure accomplishment of programs to meet priorities and deadlines established by higher authority or support activities. Ensures that this is performed in the most effective and efficient manner possible with good quality control and quality assurance procedures in place. Coordinates with units and other support activities concerning the delivery, status of repair operations, and/or pick up of completed work orders. Coordinates with logistical personnel, equipment specialists, higher ranked management officials, item managers at depots concerning critical shortages of repair parts required to support the maintenance repair program.

(7) Provides technical guidance and oversight to a lower-graded Production Controller. May provide guidance and oversight of mechanics, Tools and Parts Attendants, or other positions assisting in the maintenance production or maintenance management processes. Ensures necessary maintenance workers are available and that required reports are submitted to units and higher headquarters in a timely manner.

(8) Performs other duties as assigned.