

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

09 March 2016

**TECHNICIAN POSITION VACANCY ANNOUNCEMENT #16-038**

**POSITION:** Materials Handler Supervisor (D0953000) (WS-6907-06) EXCEPTED POSITION

**LOCATION:** USPFPO, NGB Publications Management Center, Camp Keyes, Augusta, Maine

**SALARY RANGE:** \$45,580 to \$53,156 per annum

**CLOSING DATE:** 04 April 2016

**AREA OF CONSIDERATION:** **AREA I-** Open to all qualified permanent and indefinite Maine Army National Guard Enlisted Technicians (SSG/ E6 & above) 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 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.

**COMPATIBILITY CRITERIA:** CMF: 88 MOS: 92A, 92Y, 92Z

**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](mailto: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)

25.

**INTRODUCTION:**

Serves as supervisor of the Distribution Center at the National Guard Bureau (NGB), Support Services Division, Publications Management Center, at Augusta, Maine, managing the receiving, storage/care and distribution of publications, forms, advertising materials, and convention booths. Exercises technical and administrative supervision over subordinate workers in accomplishing warehousing work

**DUTIES:**

Performs work-planning responsibilities: Plans and schedules specific work assignments for workers on a week-to-week or month-to-month basis within general work schedules, methods, and policies. Plans, evaluates and revises the organizational structure of the distribution and storage facility to determine storage space depending on demand or unplanned items. Arranges for adequate personnel, materials and equipment to accomplish the work. Participates with superiors in planning current and future work schedules and development of budget requests. Ensures that adequate stock is on hand to meet customer's needs and that excess items are properly disposed of in a timely manner.

Performs work direction responsibilities: Recommends selection of workers and assigns tasks to be performed. Explains prescribed methods and procedures; instructs subordinates on new procedures and provides assistance on problem. Reviews work in progress and upon completion for quality, and to anticipate and resolve problems. Obtains approval from supervisor for changes in standard or prescribed procedures and changes in work operations. On own initiative, notes and investigates work related problems; takes corrective actions within limits of authority.

Performs administration responsibilities: Recommends individuals for promotions, reassignments or to fill vacancies. Establishes performance standards and makes performance appraisals. Counsels employees on disciplinary issues and initiates disciplinary actions as needed. Resolves informal complaints and grievances, referring only the most serious issues to supervisor. Conducts on-the-Job training and recommends employees for formal training programs. Schedules and approves or disapproves leave. Encourages employees to participate in suggestion or cost reduction programs. Responsible for safety and housekeeping in the work place. Explains and implements such personnel programs as equal opportunity, position management, position description review, and labor-management relations. Maintains work reports and records.

Manages item with difficult supply and demand patterns (e.g. labels). Ensures that all distribution center equipment is in working order and maintenance contracts are renewed as required. Oversees operation of material handling equipment and ensures adherence to prescribe maintenance procedures. Ensures proper preparation of material for shipment in accordance with United States Postal Service and 'United Parcel-Service or common carrier regulations. Serves as primary contact for local couriers for incoming and outgoing shipments. Arranges for additional pick-ups during periods with heavy shipments. Maintains budget for postage equipment. Controls and authorizes funding for material so that the proper kind, quality and quantity are available. Develops consumable supply inventory system to prevent excessive usage, loss, or total depletion

of necessary items required to maintain operation of the distribution center. Responsible for selecting of the lowest priority and cost effective method that allows attainment of desired delivery date. Maintains records reflecting fund expenditure and safeguards metering equipment against postage pilferage. Inspects all shipments for compliance with Government Printing Office regulations to ensure quantity is correct and composition is in accordance with specifications.

Manages program for receipt and distribution of advertising materials, to include notifying NGB and customers of material received and available for shipment. Develops operating instructions to maintain advertising materials, ensure the customers receive items, and controls all material. Analyzes, evaluates, and revises storing systems. Oversees management of Publications and Forms Control Program. Replenishes and conducts inventory according to implementing rules and regulations. Provides technical direction and/or help in accomplishing surveys of supply and inventory.

Performs other duties as assigned.

**RESPONSIBILITY:**

Supervisor provides general instructions, standard procedures, overall priorities and policies and relies upon the incumbent to control work operations and accomplish an adequate quantity and quality of work. Work is reviewed for efficient and economical accomplishment within established priorities and controls.

**PHYSICAL EFFORT:**

Often required to stand on hard surfaces for extended periods of time, and to bend, stoop, and work in tiring and sometimes uncomfortable positions. May lift and carry items that weight up to 40 pounds. Heavier items are moved with weight handling equipment or assistance from other workers.

**WORKING CONDITIONS:**

Work is done inside or outside in areas that may be hot, damp, cold, drafty, or poorly lighted. Regularly exposed to the possibility of cuts, scrapes, bruises, abrasions, falls, and injury from falling stock or mechanized conveyor systems. May be exposed to dusts, dirt, grease, and solvents, and to high noise levels in mechanized work areas. Work may require wearing protective clothing such as hardhats steel toed shoes, rubber gloves, masks and rubber aprons.