

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

15 November 2013

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #13-111

POSITION: Fuel Distribution System Worker (D1952000) (WG-5413-05/08)
EXCEPTED POSITION

LOCATION: 101st Logistics Readiness Squadron, Bangor, Maine

SALARY RANGE:

\$35,792 to \$41,740 per annum WG-05

\$41,302 to \$48,168 per annum WG-08

CLOSING DATE: 04 December 2013

AREA OF CONSIDERATION: Consideration will be given to all qualified permanent and indefinite Maine Air National Guard Enlisted Technicians who apply. In the event no selection is made from the initial Promotion and Placement Certificate, concurrent consideration will be given to qualified Maine Air National Guard Enlisted personnel 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 demonstrates the candidate's ability to follow instructions and to safely operate the type of equipment required to accomplish the duties of the position.

SPECIALIZED EXPERIENCE: Must have six (6) months experience for the WG-05 level or twelve (12) months experience for the WG-08 level which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

WG-05

1. Ability to determine multiple fuel grades.
2. Knowledge of and skill in receiving, storing, transferring, issuing and testing of fuels.
3. Knowledge of safety regulations and use of safety equipment.
4. Ability to perform operator maintenance including inspection/minor repair of equipment.

WG-08

1. Knowledge of fuel depots or fuel farms.
2. Knowledge of and skill in receiving, storing, transferring, issuing and testing of fuels.
3. Knowledge of safety regulations and use of safety equipment.
4. Ability to perform operator maintenance including inspection/minor repair of equipment.
5. Knowledge of accountable documentation required to ensure audit trail of receipts and issued products.

COMPATIBILITY CRITERIA: 2F0XX **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: 2F0X1

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:

Study successfully completed in a college, university, technical or vocational school may be substituted for experience at the rate of one year of study (30 semester hours or 20 classroom hours of instruction per week) for 6 months of experience. Courses must be directly related to the work of a Fuel Distribution System Worker. **Applicant must provide a copy of transcripts to receive credit.**

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 626-6017/COM (207) 430-6017 FAX: DSN 626-4246/COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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CRAIG P. BAILEY
MSG, MEARNG
Human Resources Specialist
(Recruitment & Placement/Compensation)

25.

a. INTRODUCTION:

This position is located in the Fuels Management Flight, within the Logistics Readiness Squadron, Mission Support Group, at an ANG Aviation Wing. The primary purpose of this position is to operate and maintain a fuel distribution system that includes a fuels laboratory, cryogenic storage, bulk storage, base service station, fuels information service center, mobile fueling operations, and to manage all accounts for missile propellants, aviation fuels, ground fuels and cryogenics utilized in support of aircraft, motor vehicles, engine test cells, powered Aerospace Ground Equipment (AGE), generators and heating systems required to support the Wing mission and transient aircraft.

b. DUTIES AND RESPONSIBILITIES:

(1) Inspects, operates and maintains a complete fuels distribution system(s) to receive, store, transfer and issue both aviation and ground fuels. Inspects systems for leakage, corrosion, faulty fittings, and inoperative components such as distribution lines, storage tanks, hydrant pits/outlets, oil/water separator, pumps, automatic/manual valves, meters, and system control rooms. Performs operator maintenance to include checking components for operation, adjustment, pressures, and external leakage under pressure, removing/cleaning/inspecting receipt and dispensing strainers, calibrating additive injectors, draining water from lines, tanks, filter separator vessels and dike/containment areas. Reports more extensive repairs/needs. Receives and transfers fuel by coupling and uncoupling hoses, closing and opening valves, starting and stopping pumps, monitoring gauges, meters and filter separators. Maintains hazardous waste management program. Initiates emergency procedures as necessary.

(2) Operates, inspects and performs all required maintenance and repair on 400-5,000 gallon cryogenic storage tanks. Inspects, maintains, performs operator maintenance, and minor repairs to support equipment and cryogenic samplers to include the following: air purging units, vacuum gauges, vacuum pumps, portable efficiency meters, portable samplers and other support

equipment that is required to maintain the cryogenic storage tank in a ready condition to receive, store and transfer LOX or LIN. Applies safety or precautionary procedures required in handling cryogenic fluids. Analyzes, isolates, and corrects system malfunctions. Performs preventive maintenance on components and tanks, to include inspections. This includes routine maintenance/servicing of components such as compressors, safety valves, hand operated valves, pressure disks, filter/strainer assemblies, gauges, and various moving mechanical parts by disassembling, cleaning, accomplishing minor repairing or adjusting, and reassembling components. Ensures that parts are cleaned and certified as suitable for oxygen/nitrogen servicing. Purges and maintains insulating vacuum on tanks as required by technical orders or product testing results. Maintains inspection and maintenance records and performs quality control of cryogenic products. Establishes and maintains a level of spare parts or system subparts that are required to keep the tank(s) operational.

(3) Performs required quality control testing in the fuels laboratory as set forth in TO 42B-1-1, AFI 23-201 and other governing directives. Draws product samples from receiving transports, pipeline, mobile equipment and bulk storage tanks. Performs base level laboratory analysis of these samples in accordance with applicable specifications, technical orders and other quality assurance manuals. Maintains constant surveillance over all fuels equipment and systems to ensure no deviation from accepted quality assurance standards. Uses independent judgment and a comprehensive understanding of product specifications to make field-type visual and/or instrument checks that are necessary to identify product or product contamination. Directs, implements and monitors the Lock Out/Tag Out program IAW applicable AFOSH Standards. Responsible for placing and removing AF Form 979 (Danger Tag) and AF Form 980 (Caution Tag) on any suspected contaminated or off specification products or equipment. Responsible for maintaining the Quality Control module in the Fuels Automated System (FAS)/Fuels Manager Defense (FMD) database. Documents all sampling, sample due dates and the status of all equipment in the FAS/FMD. Builds and maintains test sets in the Quality Control Module of FAS/FMD. Follows Federal, state and local requirements when storing, using, handling, labeling and disposing of contaminated materials and waste. Maintains a crashed aircraft sampling kit and responds to aircraft mishaps. Lab personnel obtain all fuel samples associated with aircraft incidents and submit samples IAW TO 42B-1-1. Ensures aviation and cryogenic samples are recorded in the Air Force Test and Analysis Tool (AFTAT) and forwarded to the Fuels Area Lab IAW applicable directives. Manages the laboratory correlation program.

(4) Administers Fuels Information Service Center. Monitors ongoing operations to ensure hardware and software are functioning properly and operational standards are met. Uses established computer techniques to identify and promptly resolve network-related problems within the organization. Trouble shoots hardware, software, and Local Area Network (LAN) problems. Identifies and determines corrective action to be taken in case of individual job failures not covered by standard procedures. Resolves partial system failures (software or hardware-related) by providing for revised applications of system operating capabilities, which involves working through or around the problems with reduced capacity, and readjusting the system when full operating configuration is resolved. Participates with application programmers and operations personnel to identify problems with applications, operating systems, or hardware that are difficult to pinpoint. Adapts or develops new work procedures and lesson plans for application by self and others. Installs, upgrades and maintains all hardware and software for the

fuels unique systems, which include the FAS/FMD, Fuels Manager, DoD Fuel Master and Automated Data Collection System (ADC). Works with Air Force Petroleum Office and contract support personnel to ensure systems' integrity. Serves as the Flight Telephone Control Monitor. Performs all accounting functions pertaining to forecasting, requisitioning, procuring, scheduling, ordering, reporting and document preparation for aviation fuels, ground fuels, cryogenics, and missile propellant transactions in the FAS/FMD. Ensures all billing information is accurate and reconciles daily/monthly ledgers with the Defense Energy Support Center (DESC). Maintains daily, weekly, monthly and annual FAS/FMD, Fuels Manager, Leak Manager, DoD Fuel Master and ADC database backups. Creates and maintains DoD and DESC file plans. Implements computer security program.

(5) Operates one or more types of special purpose design aviation and ground fuel tank truck vehicles having a capacity of up to 6,000 gallons and gross vehicle weight of 70,000 pounds used for fueling/defueling various types of aircraft and ground fuels applications such as AGE, power production, heating and engine test cells. Transports fuel from the bulk storage area to the flightline issue point, positions the vehicle for the refueling/defueling task as required. Monitors vehicle mounted main control panel, gauges, meters and instruments. Operates deadman control safety system and coordinates with personnel at the aircraft or receiving point. Exercises safety precautions during fueling/defueling operations. Inspects and performs operator maintenance and safety checks to ensure that refueling equipment is safe and operational.

(6) Maintains a consolidated tool kit program.

(7) Plans, monitors and conducts On-The-Job Training (OJT), for assigned Fuels Management Flight personnel.

(8) Uses and assures proper fit of required safety equipment and personal protective equipment (PPE).

(9) Performs other duties as assigned.