

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

16 December 2013

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #13-125

TEMPORARY PROMOTION

POSITION: Surface Maintenance Mechanic Supervisor (D1290000) (WS-5801-10)
EXCEPTED POSITION

LOCATION: FMS #3, Bangor, Maine

SALARY RANGE: \$58,332 to \$68,099 per annum

CLOSING DATE: 02 January 2014

AREA OF CONSIDERATION: Consideration will be given **ONLY TO Enlisted (E-7 and Above)**
On-board Technicians.

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 candidate's ability to provide technical guidance on work operations, plan work schedules, direct work, and maintain reports and records.

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 repair organization.
2. Ability to determine priorities and meet deadlines.

3. Knowledge of surface maintenance equipment repair 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.

SPECIAL REQUIREMENT: MUST HAVE A VALID STATE DRIVER'S LICENSE.

This will be verified by Interviewing Official.

COMPATIBILITY CRITERIA: OFF BR: 88, 90A, 91A, 92
WO BR: 91, 94 WO MOS: 882A, 920A, 920B

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)

a. INTRODUCTION: This position is located in the Joint Forces Headquarters—State, Logistics Directorate (J-4), Surface Maintenance Facility. The purpose of this position is to supervise workers directly or through subordinate leaders and/or supervisors in accomplishing work of the function. Plans work operations of great scope, complexity, and administrative authority. Determines the sequence, priority, and time for performance of operations within the limits of broad work schedules and time limits. The occupation and non-supervisory grade level which best reflects the nature of the overall work operations supervised is Surface Maintenance Mechanic, WG-5801-10.

b. DUTIES:

(1) Planning: Plans use of subordinate workers, equipment, facilities, and materials on a week-to-week or month-to-month basis. Establishes deadlines, priorities, and work sequences, and plans work assignments based on general work schedules, methods, and policies set by the supervisor. Coordinates work with supporting or related work functions controlled by other supervisors. Determines the number and types of workers needed to accomplish specific projects. Determines skills, materials, and equipment required to do the work. Redirects individual workers and resources to accomplish unanticipated work. Informs the supervisor of the need to revise work schedules and re-estimate labor and other resources. Participates in the initial planning of current and future work schedules, staffing needs, estimates, and recommendations as to scheduling projected work. Assists the supervisor with quarterly funding distribution and decisions, based on operational needs for units supported by customer activities. Reviews funding requirements, prioritizes request and allocates funding based on readiness, training, and mobilization requirements. Provides management with workload data, estimates, and recommendations to facilitate more effective management decisions for staffing and funding requirements to support customer units.

(2) Work Direction: Assigns tasks to be performed based on readiness and explains work requirements, methods, and procedures. Investigates work related problems such as excessive costs or low productivity and determines causes. Implements corrective actions within their authority to resolve work problems. Recommends solutions to staffing problems, engineering requirements, and work operations directed by other supervisors. Ensures work in progress and completed work meets established standards by implementation of a Quality Control and Assurance program within the organization. Ensures equipment repairs do not exceed maintenance expenditure limits in accordance as established by regulation and or policies. Effectively, efficiently, and economically makes adjustments as necessary to maximize production, accomplish specified tasks, and manage resources. Notes work related problems and independently implements corrective actions, which can be taken without affecting work operations controlled by other supervisors. Assures tools, special tools, test measurement and diagnostic equipment, personal protective equipment, repair parts, petroleum, oils and lubricants, and other materiel are available when needed. Manages maintenance backlog through coordination with other maintenance activities. Evacuates and accepts equipment, repairs, and services to and from other maintenance facilities.

(3) Administration: Plans and establishes overall leave schedules. Determines training needs of subordinates and arranges for accomplishment. Sets performance standards, and makes formal appraisals of subordinate work performance. Initiates recommendations for promotion or reassignment of subordinates. Ensures that regulations governing safety and housekeeping are observed with appropriate protective clothing and equipment being utilized.

(4) Performs non-supervisory work, such as, transporting equipment, performing maintenance tasks, etc.

(5) Develops, publishes, and ensures employee compliance with standing operating procedures for the activity supervised. Implements and complies with agency, state, and federal regulatory Occupational Safety and Health, and environmental requirements. Ensures use of quality conformant products through compliance with established materials shelf life programs. Ensures all aspects of Force Protection to include physical security, facility and vehicle key control, property accountability, access control and employee protection in accordance with established policies and regulations. Implements procedures to account for all real property, installation property, MTO&E (Modified Tables of Organization and Equipment) property, TDA (Tables of Distribution and Allowances) property, and installed equipment located at or assigned to the facility in accordance with state and federal regulations and policies. Ensures subordinates are trained, qualified, and equipped with proper personnel protective equipment, environmental mediation equipment and materials. Ensure the employees 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 on boards to cope with natural disasters or civil emergencies.

(7) Performs other duties as assigned.