

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

28 January 2015

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #15-012

POSITION: Industrial Hygiene Technician (D1720000) (GS-0640-08) EXCEPTED POSITION

LOCATION: 101st Medical Group, Bangor, Maine

SALARY RANGE:

\$43,823 to \$56,974 per annum GS-08

CLOSING DATE: 16 February 2015

AREA OF CONSIDERATION:

AREA I - All permanent and indefinite Enlisted Technicians in the Maine Air National Guard.

AREA II - All Enlisted personnel of the Maine Air National Guard

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 Minimum Requirements and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

SPECIALIZED EXPERIENCE: Must have eighteen (18) months of experience which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities.

GS-08

1. Knowledge of technical installation work processes/operations and equipment relative to their effect on the health and efficiency of employees working in machine shops, warehouses, on aircraft parking areas, and in adjacent office areas, etc.
2. Knowledge and skill sufficient to communicate effectively and educate employees, supervisors, and managers.
3. Skill in analyzing and recommending solutions to complicated problems.
4. Skill in various administrative areas such as budget, personnel and public relations within a medical activity.
5. Skill in developing and implementing various policies and procedures used in the state medical programs.

COMPATIBILITY CRITERIA: 4B0X1,

SELECTED RESERVE INCENTIVE PROGRAM (SRIP): Non-Technician Maine National Guard personnel who are SRIP participants (bonus recipients/student loan repayment program) may have their benefits terminated and/or recouped if selected as a permanent military Technician. Applicants should contact the MeANG Incentive Manager Norman Stanton, MSgt DSN - 698-7391 to determine any possible termination and/or recoupment actions that may result from accepting this position.

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

25.

a. INTRODUCTION:

This position is located in the Medical Group at an Air National Guard Wing. The purpose of the position is to plan, schedule, execute, manage, and administer the installation-wide Industrial Hygiene/Bioenvironmental Engineering Program (IH/BEE), which includes occupational health/industrial hygiene, radiation safety, and environmental monitoring to maintain and promote the health and well-being of military and technician personnel.

b. DUTIES AND RESPONSIBILITIES:

(1) Ensures statutory and regulatory compliance with applicable Occupational Safety and Health Administration (OSHA) and Air Force Occupational Safety and health (AFOSH) directives in the ANG area of assignment. Serves as a technical advisor to Wing leadership on all issues pertaining to above directives. Serves as an advisor concerning OSHA, the Environmental Protection Agency (EPA), Nuclear Regulatory Commission (NRC), and US Air Force on installation health matters, such as health hazard identification, evaluation and abatement; workplace surveillance; medical-legal documentation; asbestos abatement; lead based paint; ionizing and non-ionizing radiation; Thermo Luminescent Dosimetry (TLD); air emissions; drinking water; wastewater discharges; hazardous wastes; Agency for Toxic Substances and Disease Registry (ATSDR) activities; pesticide use; environmental noise; environmental assessment; environmental sampling; and other environmental monitoring. Serves as an installation advisor regarding Nuclear Biological and Chemical readiness issues.

(2) Researches industrial operations and develops, implements, and executes surveillance strategies, inspections and evaluations of operational facilities, and various activities to detect and eliminate health hazards. Writes industrial facility case files on installation industrial shops in accordance with Air Force Instruction (AFI) 48-145, Occupational Health Program. Designs appropriate methods and techniques of surveys. Performs no-notice, spot, and special inspections of operational facilities and worksites base wide when statistical analyses and conditions dictate need, when new equipment is to be installed, and/or when hazardous conditions exist. Identifies potential physical, biological, and chemical health hazards in the workplace; evaluates exposure to workers and prescribes corrective measures, which may include changing work processes/procedures, adding/modifying engineering systems, making chemical substitutions, or using personal protective equipment. As necessary, invokes authority to cease any operation due to potentially life threatening conditions. In the case of serious or acute conditions, chronic illnesses, etc., performs follow-up interviews and provides guidance to the affected or involved employee(s), physician(s), hospital/clinic(s), and supervisor(s) to prevent future similar situations. Documents findings using complex inter-relational data basing systems.

(3) Determines and assigns Risk Assessment Code (RAC) to health hazards. Establishes RAC based on potential of significant health risk in relation to occupational health related exposure. Maintains deficiency log. Prepares, reviews for comments/clarification, and submits AF Form 457, USAF Hazard Report, to safety office. Reviews AF Form 457 from unit for comment and clarification and forwards to safety office. Prepares and issues AF Form 1118, Notice of Hazard, to shop supervisor and ensures its posting. Assists shop supervisor in completing AF Form 3, AF Hazard Abatement Plan, for hazard identified by RAC 1, 2, or 3. Monitors abatement of occupational health hazard to ensure corrective action has been initiated. Maintains record of occupational health-related RAC 4 and 5 hazards until appropriate corrective action is completed.

(4) Reviews plans for new and existing facility construction projects. Ensures applicable OSHA, AFOSH, and EPA criteria are incorporated and notes where deficiencies are, recommending appropriate changes to facilities environments that would assure integration of occupational/environmental health and industrial hygiene controls to prevent adverse health and environmental impact.

(5) Manages and assesses installation environmental sampling, analysis and monitoring requirements and performs ambient, source, and substance tests and monitoring. Complies and evaluates pollution emission inventories to include air, waste water, and hazardous materials/wastes. Determines human health impacts, works with Air Force, federal, and state officials collaboratively to ensure all laws are followed properly.

(6) Serves as the installation point of contact and coordinator for Agency Toxic Substances and Disease Registry (ATSDR) activities, including assembling and maintaining an inventory of information sources and documents; provides information and advisory services relative to ATSDR health assessments/risk, and prepares related correspondence and reports.

(7) Develops, implements, and manages the Federal Hazard Communication Standard as mandated by OSHA. Interprets Material Safety Data Sheets (MSDS) for employees, management and other health professionals, and maintains the base master MSDS file. Provides education concerning MSDS's to new and existing employees. Interfaces with manufactures of hazardous materials in order to obtain the most current health hazard information available for chemicals located at each installation. Analyzes information used in preparing hazardous materials inventories and operating instructions. Provides technical assistance to employees for proper completion of hazardous chemical labeling, and recommends processes to assure handling, storage, and disposal of toxic and other hazardous waste in accordance with applicable Federal, State, and local regulatory directives.

(8) Authorizes, reviews, and validates new hazardous material issued on AF Form 3952, Chemical Hazardous Material Request/Authorization. Identifies low level less hazardous substitutes through chemical and process knowledge. Reviews and

approves issues related to hazardous material including personal protective equipment (PPE) and disposal requirements. Researches technical orders (T.O) for possible substitutes (i.e., environmentally friendly products). Provides and enters data in hazardous chemical information from AF Form 3952 and MSDS into AF-EMIS, ACES-EM, or EESOH. Acts as the health specialist advisor to Wing leadership on issues pertaining to the Hazardous Materials Management Plan (HMMP) and other pertinent issues.

(9) Serves as a competent authority on radioactive material on base, controlling management of these materials from receipt to disposal. Performs leak tests of incoming and outgoing materials, takes swipe samples of radioactive waste, and analyzes/documents results. Writes guidance to users of radioactive materials to ensure related documentation is complete and properly prepared. Approves transfer and shipment of radioactive materials.

(10) Serves as the Base Radiation Safety Officer for Radio-Frequency radiation, ionizing radiation, and laser radiation. Develops and implements local directives for the installation radiation program. Interprets TLD reports as they apply to the base program, ensures instructions comply with applicable directives, and develops and monitors local emergency cleanup procedures for accidental releases. Routinely surveys workplaces for compliance, providing corrective measures when non-compliance situations arise. Investigates potential radiation overexposures by conducting interviews with potentially exposed personnel, witnesses, and management/supervisory personnel and by calculating probe burnout conditions, permissible exposure limit distances, and incident exposure levels. Recreates exposure levels and measures exposure levels at re-creation, formulating determination of exposures from available hard data and mathematical re-creations. Provides reports of findings with recommended preventative/corrective measures to the installation commander and other state and federal agencies (i.e. OSHA, Department of Transportation, and EPA). Coordinates with the medical group ensuring the incident is documented in the individual's medical record.

(11) Ensures the installation is in compliance with OSHA confined space standards. Evaluates the areas to determine hazards. Develops and writes guidance on local controls and procedures for personnel entry into confined spaces. Reviews and approves entry permits, and provides training as needed.

(12) Researches, formulates and implements workplace air sampling strategy, performs air sampling surveys, and evaluates results. Evaluates existing controls, and determines and prescribes corrective measures to management, such as implementation of administrative or engineering controls and/or use of personal protective equipment. Briefs installation leadership and management committees on survey results that have a potential positive/adverse impact, and provides technical advice on plans and correction.

(13) Conducts noise surveys before commencement of new operations or work processes, when notified that operations/processes have changes, or on a periodic basis. Researches needs and conducts sound/decibel tests in facilities or other areas where potential overexposures to noise may exist, such as machine shops. Analyzes and implements appropriate engineering and/or administrative/procedural controls. Recommends personal protective equipment where excessive noise is evident. Ensures proper documentation of surveillance is provided to other agencies (i.e. Public Health) to help meet physical exam requirements.

(14) Directs the base Respiratory Protection Program (RPP) in accordance with AFOSH Standard 48-137, Respiratory Protection Program based on air sampling results and professional judgment. Ensures respiratory protection device chosen will provide proper protection against hazard identified. Controls issue of respiratory protective devices in coordination with installation base supply. Authorizes issue of respiratory protection for specific industrial processes and ensures respirator users are quantitatively fit tested. Provides RP training to personnel during their annual fit testing of respirators.

(15) Manages the base drinking water surveillance program, ensuring full compliance with all aspects of the EPA Safe Drinking Water Act (SDWA). Determines requirements, develops sampling strategies, and coordinates exchange of data with the consumers, Civil Engineering, local potable water providers and state regulators. Conducts the base potable water vulnerability assessment by collecting samples and performing water quality analyses. Provides the wing with a formal written assessment of the potential risks associated with the installation. Notifies base populace and state regulators when standards are exceeded and provides advice regarding follow-up health/safety actions that should/must be taken.

(16) Develops, implements, manages and institutes the base ergonomic program, which includes work site surveys to evaluate compliance with the most current practices and determines if there are work practices which could be cause cumulative trauma disorders. Provides management with corrective alternatives to risk the adverse health effects to base personnel.

(17) Coordinates and performs internal and external Environmental, Safety and Occupational Health audits. Provides information and data concerning base facilities/programs and acts as escort for auditors during external audits, and includes medico-legal documentation into medical records. Reviews and validates findings and recommends corrective actions to the Environmental Protection Committee. Conducts and provides data and status of corrective actions for internal audits.

(18) Reviews and provides input to the installation Environmental Engineer regarding federal and state environmental permit applications. Ensures accuracy and completeness of radioactive material permits before forwarding to the USAF and state regulatory agencies.

(19) As a member of the Environmental Differential Pay (EDP) review Committee, evaluates proposed EDP situations for degree of health risk and functions as the technical specialist on availability and soundness of protective equipment or clothing. Periodically reevaluates existing EDP situations for continued validity. Advises the State Human Resource Officer and Position Classification Specialist of any required additions/deletions/amendments to the state EDP plan.

(20) Updates and reviews base disaster/contingency/response plans. Participates in planning and implementation of the Full Spectrum Threat Response (FSTR) cell, for control of real world and exercise incidents. Provides input to the base security vulnerability assessment plan. Responds to actual disasters or exercises. Serves as the principal advisor to the on-scene commander on chemical, biological, and nuclear materials and recommends personal protection equipment requirements.

(21) Manages the base Quantitative Fit Test (QNFT) program. Identifies, tests, and trains base personnel requiring the issue of the chemical warfare gas mask. Validates individuals on the proper wear of the gas mask, and reports statistics to the base commander upon completion. Ensures entire base personnel are ready to deploy, providing a safe protective mask that will save the life of the individual properly fitted to a mask. Recommends corrective measures when adequate fit can not be achieved.

(22) Maintains regulations, standards, and manuals; writes supplemental guidance to ANG and AF directives; prepares correspondence and a variety of reports relative to the local IH/BEE program. Develops and writes management plans containing program goals, objectives and priorities. Designs/develops pamphlets and brochures that provide specific guidance and direction for the area of assignment.

(23) Serves as an advisor to state occupational safety and health councils and member/advisor on management boards and committees concerning industrial health and bioenvironmental issues. Prepares the IH/BEE program budget.

(24) Performs other duties as assigned.