

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

6 February 2015

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #15-021

***** TEMPORARY PROMOTION *****

NOTE: Incumbent selected may be non-competitively promoted permanently.

NOTE: Selection will not change the tenure of the selected individual's initial appointment.

POSITION: Safety & Occupational Health Specialist (D220500C / D2204000) (GS-0018-09/11) EXCEPTED POSITION

LOCATION: 101st Air Refueling Wing, Bangor, Maine

SALARY RANGE:

\$48,403 to \$62,920 per annum **GS-09**

\$58,562 to \$76,131 per annum **GS-11**

CLOSING DATE: 23 February 2015

AREA OF CONSIDERATION: AREA I – All permanent and indefinite Excepted Technicians in the Maine Air National Guard and personnel with reemployment rights to MeANG positions.

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: All GS-0018 series personnel must be certified at the next higher level before being eligible for that level and must have a minimum of one year on-the-job experience in the grade immediately below the next higher level.

SPECIALIZED EXPERIENCE: Must have twenty-four (24) months experience for the GS-09 and thirty-six (36) months experience for the GS-11 level, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

GS-09

1. Skill in periodic onsite surveys, to determine compliance with applicable occupational safety standards.
2. Skill in preparing or revising safety instructions and guides.
3. Skill in advising personnel of appropriate safety and occupational health measures to control or eliminate hazardous operating processes which may cause mishaps.
4. Skill in investigating mishaps, obtaining statements from witnesses, and photographing mishap scenes.
5. Skill in recording circumstances of mishaps and extent of injuries, preparing final report(s) of findings with recommendations to correct the unsafe acts or conditions which caused injuries or property damage.

GS-11

1. Skill in performing periodic/unscheduled inspections of base facilities, warehouses, and equipment maintenance operations and evaluated compliance with applicable regulations and hazard system.
2. Knowledge of recommended measures and methods to correct safety and occupational health deficiencies.
3. Skill in participating in planning for testing of munitions, and assured integration of explosive safety criteria in testing procedures.
4. Knowledge and skill in reviewing test implementation directives for inclusion of appropriate safety criteria.
5. Skill in developing supplements to regulations and manuals for aircraft weapons safety and developed local regulations defining applicable mishap prevention procedures.

COMPATIBILITY CRITERIA: 1S0X1, 2W0X1, 2W1X1

NOTE: Personnel who do not possess this AFSC must be prepared to attend the appropriate school.

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, EN
Human Resources Specialist
(Recruitment & Placement/Compensation)

D2204000

This position is located in an Air National Guard Wing, Safety Office. The primary purpose of this position is to perform work in a broad range of ground safety program elements such as, inspections/surveys, evaluations, mishap investigations, advisory safety services to tenant organizations and safety training.

MAJOR DUTIES:

1. Plans, directs, coordinates, and evaluates activities necessary to the overall management of the ground and weapons safety programs. Reviews health and safety plans/programs and develops and issues local directives and procedures establishing technical and administrative safety and occupational health requirements for industrial, construction, commercial, transportation activities, and explosives operations. Plans, schedules, and conducts periodic inspections and evaluations for the following: Facilities, equipment, operations to include munitions maintenance, loading/unloading explosives, missile handling, weapons firing ranges, combat training, sited explosives storage area, operational explosives storage locations and identifies deficiencies in the programs and variances to the standards using a comprehensive knowledge of regulations, standards, procedures, methods, and techniques to determine compliance with occupational safety and health regulations, DOD explosives safety standards and AF regulations. Evaluates a variety of complex, unconventional safety and occupational health problems or circumstances; determines risk assessment of the hazardous processes/conditions identified; and determines applicable methods and procedures for controlling or eliminating hazards. Documents and reviews inspection findings, initiates an appropriate program improvement based on findings, and prepares formal reports for dissemination to appropriate parties. Advises key managerial personnel of courses of actions affecting facility operations, work processes, human-machine relationships, and environmental conditions which impact on the safety and efficiency of personnel. Recommends appropriate measures to eliminate or control hazardous operating procedures. Conducts follow-up inspections to ensure violations and hazards are corrected.
2. Plans investigations and analyzes mishaps and hazardous conditions to determine origin, causes, and contributing elements and prepares written evaluation reports concerning findings. Work operations and environmental conditions involve a substantial number and diversity of hazards which include those with significant severity and loss. Obtains statements from witnesses, photographs mishap scene, records circumstances of mishap and extent of injuries, estimates cost of property damage, and prepares formal reports of findings with proposed recommendations and abatement dates to correct the unsafe acts/conditions. Compiles and analyzes mishap data, identifies trends, and develops comprehensive recommendations to reduce or eliminate mishaps. Reports typically contain graphs, charts, and recommendations for changes in operating procedures, local regulations, and use of protective devices.

3. Prepares supplements to regulations and manuals and develops specialized local regulations defining mishap prevention, handling, and storage procedures based on interpretation and/or adaptation of higher command instructions and policies formulated by other Federal government agencies. Coordinates with all installation offices, shops and sections regarding comprehensive occupational health matters affecting installation personnel and devises specialized operating practices involving diverse but recognized hazards. Prepares and revises local written procedures or abatement actions for conditions not directly addressed by existing standards or guidelines to include safety instruction and guides that are relevant to weapons/explosives safety, storage, and transportation of weapons/explosives and might affect base employees and current or planned contractor operations. Evaluates safety standards adopted by national safety associations, societies, or institutes; publications on work processes; and current industrial problems and modifies/adapts for local application. Drafts local procedures or abatement actions for conditions not directly addressed by existing standards or guidelines. Approves/disapproves explosives facility licenses submitted by operating units for explosives storage and operations locations.

4. Reviews plans and specifications for new construction, major building alterations, and/or changes in installation equipment and monitors project through completion to ensure compliance with safety codes and standards. Evaluates site plans, layout, and definitive drawings pertaining to weapons/explosives storage areas and recommends design changes not included in the original plan and provides technical recommendations to eliminate or control safety hazards in the repair and maintenance of installation facilities and equipment. Advises as to quantity, distance, and uses of weapons/explosives requirements for new construction or modification of existing facilities. Reviews request for exceptions, exemptions, deviations, variances, and waivers to mandatory safety standards. Develops specialized operating practices affecting construction matters associated with diverse but recognized hazards and attends pre-construction conferences to brief contractors on safety requirements. Identifies potential safety hazards to assure adequate fire exits, stairways, aisle space, adequate sprinkler systems, etc. Randomly spot checks construction sites and notifies contracting officer when safety violations or practices are observed (e.g., improper scaffolding, construction pits not safeguarded, improper use of ladders). Consults with engineering and/or logistics personnel to provide up-to-date safety and health criteria, or standards on equipment to be purchased, architectural drawings, or planned operating procedures. When need arises, stops any operation that is of imminent danger to personnel or property.

5. Develops and provides technical safety training/instruction to supervisors, employees, and/or unit safety representatives on a wide range of work operations areas, such as traffic safety techniques, proper storage of hazardous materials, common laboratory hazards, confined space, lockout/tag out and building evacuation procedures. Uses a wide variety of formal training materials, such as outlines, handouts, publications, films, exhibits, protective devices, and visual aids to provide and/or reinforce information related to safe work practices, accident prevention techniques, and mishap reporting requirements. Promotes safety through poster campaigns, displays of safety equipment, and oral presentations at local community and regional safety committee meetings. Extracts, compiles, and prepares safety articles, bulletins, and pamphlets for local use by base personnel. Maintains required course documentation/records.

6. Performs other duties as assigned.

D220500C

This position is located in an Air National Guard Wing, Safety Office. The primary purpose of this position is to manage the ground safety program for the installation involving diverse group industrial safety and occupational activities and provide advisory safety services to tenant organizations. The incumbent advises command staff and operating officials on safety requirements, standards and procedures. The organizational goals or objectives of this position are to ensure the safety program is upheld by providing advisory safety service, guidance and direction to base personnel. The incumbent will work closely with the Chief of Safety.

MAJOR DUTIES:

1. Performs recurring assignments to control or eliminate unsafe physical conditions, equipment and machine hazards, and risks in human performance that may cause injury to persons or damage to property. Performs periodic inspections and evaluations of assigned unit to determine compliance with appropriate occupational safety and health regulations. Conducts independent safety and occupational health surveys of assigned functional facilities, equipment, and operations where normal safety risks are encountered. Uses agency checklists and criteria from different standards to determine compliance with conventional occupational safety and health regulations and program specific safety directives and methods. Makes minor changes to local procedures when necessary. Evaluates unsafe working practices/conditions; ensures correct safety and protective equipment is available and in use; and determines risk assessment of the hazardous processes/conditions identified. Recommends measures to eliminate or control hazardous practices/conditions that may cause mishaps. Documents and reviews inspection findings and prepares formal reports for dissemination to appropriate parties. Advises supervisors, and/or safety representatives on appropriate measures to eliminate or control hazardous operating procedures. Conducts follow-up inspections to ensure violations and hazards are corrected.

2. Conducts formal investigations of reportable and non-reportable mishaps of a recurring nature involving personal injury accidents, property damage, or occupational illnesses within the assigned functional area. Obtains statements from witnesses, photographs mishap scene, records circumstances of mishap and extent of injuries, estimates cost of property damage, and prepares a formal report of findings with proposed recommendations and abatement dates to correct the unsafe acts/conditions. Compiles and analyzes mishap data, identifies trends, provides managers with mishap/trend analysis data, and assists them in developing programs to reduce mishaps. Uses statistical data to prepare charts, tables, and reports. Based on observed trends, recommends and implements training aimed at accident prevention. Receives assistance from a higher-grade safety specialist or supervisor on investigations that may present problems or conditions not previously encountered. May accompany senior personnel in investigations of accidents/mishaps that include those with significant severity and loss.

3. Reviews and recommends revisions to standard local safety instructions and guides that are relevant to current or planned contractor operations and base employees. Evaluates specific safety standards adopted by national safety associations, societies, or institutes; publications on work processes; and current industrial problems and makes recommendations as to local

application related to specific work operations of assigned functional areas. Obtains approval prior to significantly departing from established standards.

4. Reviews plans and specifications for minor construction, building alterations, and/or changes in installation equipment, to ensure compliance with safety codes and standards. Attends pre-construction conferences to brief contractor on safety requirements outlined on standardized checklists. Provides technical recommendations for safety and health in the repair and maintenance of installation facilities and equipment. Identifies potential safety hazards to assure adequate fire exits, stairways, aisle space, sprinkler systems, etc. Randomly spot checks construction sites and notifies contracting officer when safety violations or practices are observed (e.g., improper scaffolding, construction pits not safeguarded, improper use of ladders). When need arises, receives approval from higher authority to stop any operation that is of imminent danger to personnel, property, or environment.

5. Provides technical safety training and instruction on specific safety procedures to supervisors, employees, and/or unit safety representatives on such areas as traffic safety techniques, proper storage of hazardous materials, common laboratory hazards, and building evacuation procedures. Uses a wide variety of formal training materials, such as outlines, handouts, publications, films, exhibits, protective devices, and visual aids to provide and/or reinforce information related to safe work practices, accident prevention techniques, and mishap reporting requirements. Promotes safety campaigns through oral presentations at local safety committee meetings; and extracts, compiles, and prepares safety articles, bulletins, and pamphlets for local use by base personnel. Maintains required course records.

6. Performs other duties as assigned.