

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

3 June 2015

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #15-060

POSITION: Bindery Machine Operator (D0952000) (WG-4402-05/07/08), EXCEPTED POSITION

LOCATION: USPFO (NGB Publications Management Center), Camp Keyes, Augusta, Maine

SALARY RANGE:

\$30,825 to \$35,960 per annum WG-05

\$34,874 to \$40,675 per annum WG-07

\$36,940 to \$43,117 per annum WG-08

CLOSING DATE: 16 Jun 2015

AREA OF CONSIDERATION:

AREA I - All permanent and indefinite Enlisted Technicians (**E6 and Below**) (**PRINT PLANT ONLY**) in the Maine Army National Guard.

DUTIES: See attached duties and responsibilities.

QUALIFICATIONS: This position may be filled at the WG-05, WG-07 or WG-08 grade. If filled at the WG-05 or WG-07 grade, the individual selected may be promoted to the next higher grade without further competition when it has been determined that the individual meets the qualifications required for promotion to the higher grade.

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 applicant's ability to follow oral directions, to use and maintain tools, instruments, and equipment.

SPECIALIZED EXPERIENCE: Must have six (6) months experience for the WG-05 level, twelve (12) months experience for the WG-07 level, or eighteen (18) 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. Skill in the basic setup, adjustment, and operation of machinery.
2. Ability to perform minor servicing of equipment.
3. Ability to use common hand tools under close supervision.
4. Ability to learn variables in paper.
5. Ability to learn mechanical functions of bindery equipment.

WG-07

1. Knowledge of a variety of single function manual machines that staple, drill, punch, and bind paper products.
2. Knowledge of the operating procedures and skill in using one or more types of powered bindery machines
3. Knowledge of precise adjustments and intricate set-ups on all types of binding machines.
4. Skill in making minor repairs to bindery machines and knowledge of periodic maintenance.
5. Ability to use common hand tools under minimal supervision.
6. Knowledge of variables in paper.

WG-08

1. Skill in making precise adjustments and intricate set-ups on all types of binding machines.
2. Skill in removing and substituting machine parts.
3. Skill in using all types of powered bindery machines.
4. Skill in repairing bindery machines and performing periodic maintenance.
5. Skill using common hand tools under minimal supervision
6. Skill using proper tools and precision equipment to attain accurate operation of machines.

COMPATIBILITY CRITERIA: MOS: 12Y 36B 42A 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

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 and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to TDY, school, illness, etc., should be notified.

WORK: DSN 626-6013/COM (207) 626-6013 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)

D0952000

a. INTRODUCTION:

The position is located in the National Guard Bureau (NGB), Support Services Division, Publications Management Center, at Augusta, Maine. The incumbent operates finish and bindery equipment to product collated, bound, drilled and trimmed publications in the form of Army and Air National Guard regulations, manuals, bulletins, pamphlets, components list and other special requirements prescribed by the National Guard Bureau.

b. DUTIES:

Performs bindery operation functions by using power operated 40-bin (finder feed) collator with dual head stitcher, saddle stitch capability, and receding stacker or a 45-bin air feed rotation collator with vibrating receiving tray. Other equipment used in conjunction with the collators are a power operated multi-station folder with perforating and scoring capabilities; a three-spindle paper drill; a power operated 30" paper cutter with clamp and back gauge; a one inch capacity single head book stitcher with saddle stitching capability; and a clear shrink wrapping machine with heat tunnel.

Operates collators, stitchers, and stacker/joggers as a single unit configuration by ensuring that delicate and precise adjustments to the sheet grippers, stock thickness detectors, phasing knob, conveyor board guides, mechanical joggers and dual head stitchers are synchronized and timed to produce a perfectly assembled, jogged and bound product. Eliminates possibility of unnecessary paper jams and process interruptions by applying knowledge of stock characteristics (e.g., size, weight, surface coating, humidity or static induced curl) to achieve exact function settings. Observes machine during operation and recognizes imminent malfunctions and takes corrective actions that result in continuous machine operation and quality product output.

Makes independent decisions after reviewing work requirements as to loading sequence, placement of stitches, punches, binding, and cutting. Uses knowledge of machine functional characteristics during consultations with customers or supervisor to determine final assembly and binding of product in unusual situations.

Uses technical and service manuals to diagnose malfunctions in equipment and takes corrective action. Performs equipment repairs including removal and replacement of major components and assemblies.

Maintains collating equipment and related attachments in fully functional condition through adherence to prescribed operating principle and maintenance schedules.

Maintains accurate machine production records to be used in analyzing bindery machine operations efficiency. These records are also necessary for verification of equipment replacement, plant production reports, and maintain operating level of consumable supplies.

Performs other duties as assigned.

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