

HUMAN RESOURCE OFFICE
5636 East McDowell Road, Phoenix, AZ 85008-3495
PHONE (602) 267-2783; DSN 853-2783
WEBSITE: www.az.ngb.army.mil/hro
EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 04-306T

DATE: 05 OCT 2004

CLOSING DATE: 29 OCT 2004

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

HEAVY MOBILE EQUIPMENT REPAIR SUPERVISOR, WS-5803-09, TC40060000

APPOINTMENT FACTORS: OFFICER () WARRANT OFFICER (X) ENLISTED ()

SALARY RANGE:

\$26.47 - \$30.87 PH

SUPERVISORY (X) MANAGERIAL ()

NON-SUPERVISORY/NON-MANAGERIAL ()

LOCATION OF POSITION:

ORGANIZATIONAL MAINTENANCE SHOP #6 (OMS #6), BELLEMONT, ARIZONA

AREA OF CONSIDERATION: This position is the Federal/Excepted Civil Service and is **open to current Federally Recognized Warrant Officers in the grade WO1 – CW4 of the Arizona Army National Guard, those Federally Recognized Warrant Officers in the grade of WO1-CW4 that are eligible for membership, and those who are eligible for appointment as a Federally Recognized Warrant Officer** . Individual selected will receive a Permanent appointment subject to the completion of a one-year trial period. If a Permanent employee is selected they will remain in that status. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will be required to take a pre-employment medical screening which will be paid for by the Agency. **PCS funds are not authorized.**

NATIONAL GUARD REQUIREMENTS: Excepted employees must wear the uniform prescribed by the Adjutant General. Acceptance of the position constitutes concurrence with this requirement. Once the selection is made, the candidate(s) must be a member of the Arizona (ARMY) National Guard (OMS #6), qualify for and be placed in the following compatible AFSC/MOS/AOC: WO MOS: 915A

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

KNOWN PROMOTION POTENTIAL: NONE

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Knowledge of the principles, procedures, and techniques used in the performance of vehicle and heavy equipment maintenance.
2. Knowledge of modern diagnostic and test equipment to determine problems in electrical, hydraulic and engine systems.
3. Ability to estimate materials and manpower needs for specific jobs and maintain records and reports.
4. Skilled in written and oral communication.
5. Skilled in evaluation of direct support work requirements, coordination, sequencing and scheduling of actions.
6. Knowledge of STAMIS to include ULLS, SAMS, and SARSS.
7. Knowledge of OSHA and EPA requirements.
8. Ability to plan for, organize and manage multiple priorities, both long and short range.
9. Ability to supervise maintenance personnel in multiple tasks pertaining to equipment repair issues.

INSTRUCTIONS FOR APPLYING: Individuals who meet the basic qualification requirements (General and Specialized Experience) may apply. **Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment) , or a Resume. OPTIONAL FORM 306 (DECLARATION FOR FEDERAL EMPLOYMENT) MUST BE COMPLETED. FAILURE TO COMPLETE THIS FORM WILL CAUSE THE APPLICATION TO NOT BE REVIEWED.** Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include; High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include; Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-1-R (Military Brief), 335-2-R (Knowledge, Skill and Ability Supplement), and 335-4-R (Applicant Research Questionnaire). Applications will be accepted without the AZNG Forms. However, applications may not receive an adequate evaluation if these forms are not submitted. Applications must arrive in the HRO Office by close of business on closing date shown on announcement. All applicants must be citizens (or owe allegiance to the U.S.). **USE OF GOVERNMENT RESOURCES (FAX, MAIL, ETC.) TO SEND APPLICATIONS IS PROHIBITED AND WILL NOT BE ACCEPTED BY THE HUMAN RESOURCES OFFICE. FAXED APPLICATIONS WILL NOT BE ACCEPTED.** For further information call 267-2783 or DSN 853-2783. **EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must fully substantiate on their application how they meet the requirements listed below in the Specialized Experience area; otherwise applicant will be considered unqualified for this position.

SPECIALIZED EXPERIENCE: Must have 36 months experience which demonstrates the ability to plan and organize work assignments for a repair function; experience which required the applicant to review work requirements and establish priorities to meet deadlines; experience that provided a knowledge of the various lines of work performed by the repair function and associated supported organizations; experience which demonstrates the ability to deal effectively with other people and gain their cooperation in achieving common goals; experience which demonstrates the ability to supervise through subordinate supervisors, the potential to perform such duties as evidenced by the ability to communicate, skill at applying human relations techniques, a knowledge of general concepts and a knowledge of shop processes; experience in adapting existing equipment and techniques to new situations.

BRIEF JOB DESCRIPTION: The purpose of this position is to supervise workers, in accomplishing the operations of a distinct Organizational Maintenance Shop (OMS). Plans weekly or monthly work schedules and sequence of operations. Establishes deadlines and priorities based on established general schedules, methods and policies. Assigns tasks to be performed. Recommends and participates in the selection of personnel to fill vacancies. Schedules and approves leave of subordinates. Explains work requirements, methods, and procedures. Instructs subordinates on new procedures or methods and provides assistance in difficult or new problem areas. Performs the nonsupervisory work of the function as needed. Implements regulatory safety requirements and ensures that subordinates meet appropriate safety requirements and ensures that subordinates wear appropriate safety equipment and follow pertinent safety precautions. Prepares for and participates in various types of readiness evaluations, inspections, mobilization and command support exercises.

SELECTING SUPERVISOR: MAJ ROBERT MOSCARELLO