

NATIONAL GUARD OF ARIZONA
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: 04-321T

DATE: 04 OCT 2004

CLOSING DATE: 18 OCT 2004

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

AIRCRAFT MECHANIC SUPERVISOR, WS-8852-10, TC40082000, SMSgt/E8

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

SALARY RANGE:

\$26.45 - \$30.85 PH

SUPERVISORY (X) MANAGERIAL ()

NON-SUPERVISORY/NON-MANAGERIAL ()

LOCATION OF POSITION:

161st AIR REFUELING WING, PHOENIX, ARIZONA

AREA OF CONSIDERATION: This position is the Federal/Excepted Civil Service and is **open to current members of the Phoenix Air National Guard who are in the grade of MSgt immediately promotable to SMSgt and SMSgt.** Individual selected will receive a Permanent appointment subject to completion of a one-year trial period. If a Permanent technician is selected, they will remain in that status. **Priority consideration will be given to full-time members of the Phoenix Air National Guard before considering applicants from other sources.** 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 (AIR) National Guard (161st ARW), qualify for and be placed in the following compatible AFSC/MOS/AOC: 2A67X

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 aircraft systems and components in electrical, fuel, hydraulic, environmental and mechanical principles in sufficient detail to perform the duties and responsibilities as applied to aircraft and supporting systems.
2. Ability to provide technical assistance and organize assignments for subordinates.
3. Ability to communicate effectively both orally and in writing.
4. Ability to provide technical and administrative supervision of and Aircraft Maintenance function.
5. Ability to estimate materials and manpower needs for specific jobs and maintain records and reports.

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 SUBMITTED. FAILURE TO SUBMIT THIS FORM WILL CAUSE THE APPLICATION TO NOT BE CONSIDERED.** 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 the function; experience which requires the applicant to review work requirements and establish priorities to meet deadlines; experience that provides a knowledge of the various lines of work performed by the function and associated support 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, or the potential to perform such duties as evidenced by the ability to communicate, skill at applying human relations techniques, a knowledge of general supervisory concepts, and a knowledge of shop processes; experience in adapting existing equipment and techniques to new situations. Experience in and knowledge of trades and labor work associated with exercising technical and administrative supervision of this position is required.

BRIEF JOB DESCRIPTION: The purpose of this position is to supervise workers, either directly or through one or more subordinate leaders and/or supervisors, in accomplishing the operation of a distinct organizational unit and to perform associated non-supervisory work. The organization and non-supervisory grade level which best reflects the nature of the overall work operations supervised is Aircraft Mechanic, WG-8852-10. Plans weekly or monthly work schedules and sequence of operations. Establishes deadlines and priorities based on established general schedules, methods and procedures. Recommends and participates in the selection of personnel to fill vacancies. Schedules and approves leave of subordinates. Sets performance requirements and makes formal and informal performance appraisals. Performs the nonsupervisory work of the function as needed. Implements regulatory 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: CMsgt STEVEN R. REISDORF