

ARMY NATIONAL GUARD
MILITARY TECHNICIAN VACANCY

HUMAN RESOURCES OFFICE
NEW MEXICO NATIONAL GUARD
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ANNOUNCEMENT NUMBER: T-04-1067 **CLOSING DATE: 20 October 2004**

<u>POSITION TITLE, SERIES, AND GRADE</u>	<u>SALARY RANGE</u>
Heavy Mobile Equipment Repairer Supervisor WS-5803-09	\$22.51-\$26.25 per hour

TEMPORARY PROMOTION. SEE POSITION POTENTIAL BELOW.

For a complete listing of current vacancy announcements, please visit our website:
<https://www.nm.ngb.army.mil>

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AREA OF CONSIDERATION: Permanent Presently Employed Excepted Federal Technicians in the New Mexico Army National Guard.

APPOINTMENT FACTORS: Excepted Federal Service – **Warrant Officer (CW3 and below) or Enlisted (E-7 and above).**

POSITION LOCATION: Maneuver Area Training Equipment Site, New Mexico Army National Guard, Doña Ana Range Camp, New Mexico.

OPENING DATE: 05 October 2004.

DATE VACANCY EXISTS: Currently exists.

POSITION NUMBER: 40060000.

POSITION POTENTIAL: The top grade of this position is WS-09. Individual selected for this position will be given a **TEMPORARY PROMOTION**. Applicants should be aware that the temporary promotion may be terminated at any time at the discretion of management. If management terminates the temporary promotion, the individual selected will be returned to the technician position and salary held prior to the temporary promotion. Management may extend the temporary promotion.

APPOINTMENT REQUIREMENTS: Excepted Civil Service. Individual selected must be assigned to a warrant officer or an enlisted position in the New Mexico Army National Guard. Individual must wear the uniform as prescribed by National Guard Bureau policies and the Adjutant General of New Mexico. Employment is contingent upon the successful completion of a preplacement physical examination.

RE-PROMOTION STATEMENT: New Mexico Army National Guard technicians who were previously downgraded from a grade equal to, or higher than that advertised at the target grade in this announcement, and who are still receiving pay retention benefits from that downgrade, may be considered for this position as an exception to competition. Technicians who desire re-promotion consideration must send a letter to the Human Resources Office, prior to the closing date of this announcement, requesting consideration for re-promotion.

PERMANENT CHANGE OF STATION (PCS) BENEFITS: PCS benefits are not authorized.

REASONABLE ACCOMMODATION: This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determination for reasonable accommodation will be made on a case-by-case basis.

EQUAL OPPORTUNITY: The New Mexico National Guard is an Equal Opportunity Employer. Selection for a position will be made without regard to race, religion, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization, non-disqualifying physical handicap, age (except military requirement for excepted technicians) or any other non-merit factor. Under Public Law 90-486, veterans' preference is not applicable.

INSTRUCTIONS FOR APPLYING: Individuals who think that they meet the basic qualification requirements may apply. Application will be made by resume, Optional Form 612, Standard Form 171, or in any other written format. Permanent presently employed technicians of the New Mexico National Guard may submit AGONM Form 300. Although the federal government does not require a standard application form for most jobs, we do need certain information to evaluate your qualifications and determine if you meet legal requirements for federal employment. If your application does not provide all the information requested in the job vacancy announcement, you may lose consideration for a job. Applications will be accepted only if they are received in the Human Resources Office by close of business on the closing date of the vacancy announcement; received postmarked (or other common carrier receipt mark) on or before the closing date of the vacancy announcement; or delivered to the Human Resources Office representative during her/his regularly scheduled Thursday trip to the New Mexico Air National Guard Headquarters Building. Assurance of a legible postmark or other carrier receipt mark is the responsibility of the applicant. It is a violation of 18 USC 1719 to use government postage to send applications and violators may be subject to disciplinary action and fine as prescribed by law. Applications submitted by facsimile equipment (FAX) will be accepted for consideration. The New Mexico National Guard is not responsible for monitoring the quality or completeness of the FAX. Technicians who wish to be considered for technician positions while absent, (deployment, service schools, extended illness, etc.), may request that their supervisor submit their applications during the period of absence.

It is recommended that the technician who anticipates an absence furnish the supervisor with a written request and a sufficient supply of applications to cover the period of absence. It is a regulatory responsibility of the supervisor to ensure that the applications are submitted to the Human Resources Office on, or before, the closing date of the announcement.

EVALUATION METHOD: All applications will be initially screened against mandatory qualifications. A staff representative of the Human Resources Office will conduct the evaluation. The evaluation will be based on the knowledge, skills, and abilities (KSAs) considered necessary for successful performance in the position.

MILITARY COMPATIBILITY: Individual selected must be assigned, prior to appointment, to a compatible Duty Military Occupational Code of: Warrant Officer: Branch 13, 14, 21, 91 or MOS 915A, 915E, 919A; Enlisted: CMF 14, 31, 33, 35, 51, 63 or MOS 88H, 88M, 88N, 88Z.

BASIC QUALIFICATION REQUIREMENTS: The basic qualification requirements are indicated below. These qualification requirements must be met, in addition to any military requirements, in order to be found qualified for and selected to this position.

GENERAL EXPERIENCE: Experience, education or training in the repair and operation of heavy mobile equipment. Must be able to plan schedules and sequence of operations, and instruct subordinates in work requirements and difficult operations/repairs. Must be able to read and interpret blueprints, schematics, drawings, technical manuals, modification work orders, publications and directives, and be able to relate these into everyday instructions by which subordinate personnel are to accomplish work.

OTHER REQUIREMENTS: Candidate's must possess a valid driver's license for the State in which they live or are principally employed.

SPECIALIZED EXPERIENCE: Must have thirty-six months' experience that has demonstrated the following knowledge, skills, and abilities:

1. Ability to plan weekly or monthly work schedules, sequence of operations and establish deadlines and priorities based on established general schedules, methods and policies.
2. Ability to provide workload data, estimates, information on staffing needs, and recommendations as the scheduling of projected work.
3. Knowledge of heavy mobile equipment repair functions, methods and procedures.
4. Ability to set performance requirements and make formal and informal performance appraisals.
5. Knowledge of safety requirements and ensures that subordinates wear appropriate safety equipment and follows pertinent safety precautions.
6. Ability to prepare for and participates in various types of readiness evaluations, inspections, mobilization and command support exercises.
7. Knowledge to review position descriptions of subordinates for currency and accuracy.

QUALITY AND TYPE OF EXPERIENCE: The required amount of experience/education will not in itself be accepted as proof of qualification. The quality, type and scope of the experience/education must be of such nature as to demonstrate that applicants are fully qualified to perform the duties at the level for which they apply.

DOCUMENTATION: Applicants must explain in detail, in the application, how the specialized experience was acquired, including applicable dates. Applicants should include, with application, any training completion certificates/transcripts in the areas covered in the KSAs.

SUMMARY OF DUTIES: Supervise workers, either directly or through one or more subordinate leaders and/or supervisors, in accomplishing the operations of a distinct organizational unit and to perform associated non-supervisory work. Determines skills, materials and equipment required to do the work. Participates in the initial planning of current and future work schedules and development of budget requests. Instructs subordinates on new procedures or methods and provides assistance on difficult or new problem areas. Sets performance requirements and makes formal and informal performance appraisals. Ensures that regulations governing safety and housekeeping are observed with appropriate protective clothing and equipment being utilized.