

**DELAWARE NATIONAL GUARD
STATE POSITION VACANCY ANNOUNCEMENT**

ADMINISTRATIVE DATA:

Position Title:	Announcement Number:	Opening Date:	Application Deadline:
Maintenance Mechanic	PVA # 10-26	10-Nov-25	8-Dec-25
Position Description #:	Position Number:	Pay Scale & Grade:	Salary Range:
S86221-06	90373	WG-09	\$31.71 - \$37.06 hourly
Appointment Type:	Military Requirement:	Department:	Occupational Series:
Permanent	Dual Status	Army	4749
Supervisory/Managerial Status:	Work Schedule:	Travel Required:	Relocation Authority:
No - Neither	Full-Time	Not Required	No
State Personnel Branch Contact Information:		Work Location:	
Email: ng.de.dearng.list.hro-state@army.mil Phone: 302-326-7477		CFMO - River Road Training Site New Castle, DE 19720	

AREA OF CONSIDERATION:

- ☐ **AREA I** - All presently employed permanent/indef Title 20 Dual Status employees of the Delaware National Guard.
- ☐ **AREA II** - All presently employed permanent/indef Title 20 Non-Dual Status employees of the Delaware National Guard.
- ☒ **AREA III** - All current military members of the Delaware National Guard (Army or Air) eligible for Title 20 employment.
- ☐ **AREA IV** - All other presently employed permanent employees of the Delaware National Guard eligible for Title 20 employment.
- ☐ **AREA V** - All personnel eligible for Title 20 employment in the Delaware National Guard.

SELECTIVE PLACEMENT FACTORS:

APPLICATION PROCEDURES: All interested applicants for this position must submit a completed DNG State Employment Application, Resume, Copy of front and back of valid Driver's License (or State Issued ID), & supporting/miscellaneous documents as required in the individual PVA. Application packets should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the PVA. Do not include photo copies of awards, letters of commendation, enlisted or officer performance reports, performance appraisals, and personal photos unless specifically requested in the PVA.

Application packet must be forwarded to Joint Force Headquarters, ATTN: NGDE-HRO-SP via email to: ng.de.dearng.list.hro-state@army.mil as one package, NOT LATER THAN 5:30:00 p.m. on the business day of the Application Deadline of the position. Applications received AFTER the application deadline WILL NOT BE CONSIDERED.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must show how they meet the General and Specialized Experience and other requirements listed below; otherwise, the applicant may lose consideration for this job.

EVALUATION METHOD: All applicants will be evaluated against the mandatory qualifications identified on this announcement IAW the NGB Qualifications Standard and/or the OPM Qualifications Standards as appropriate. Evaluation is based on the information provided by the applicant to determine if the individual possesses the minimum qualifications necessary to perform the duties and responsibilities of the position.

EQUAL OPPORTUNITY: The Delaware National Guard is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, age, non-disqualifying physical challenges (applicable only to competitive appointments) or any other factor not job related.

CONDITIONS OF EMPLOYMENT

- Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment.
- No commitment will be made to any nominee prior to a review of qualifications by this office.
- A pre-placement physical/examination MAY BE required for employment. (see position description)
- Must be able to obtain and maintain a SECRET Security Clearance
- Applicants must be legally authorized to work in the United States. DNG participates in E-Verify.

Phillip M. Croall
Delaware National Guard
Director, Human Resources

DISTRIBUTION:
1 – Requesting Official
1 – DNG Website

SUMMARY OF DUTIES AND RESPONSIBILITIES

The complete position description is on file in the HRO (State Personnel Branch) and available for review upon request

Member of the Delaware Army National Guard preventative maintenance team responsible for but not limited to the following:

- Maintenance - Under minimal supervision, perform the full range of work in support of others involved in repairs, maintenance, overhaul, maintenance, and troubleshooting on electric, plumbing, carpentry, and painting. Incumbent must have knowledge of and skills in using tools in a variety of trades such as, hammers, levels, drills, saws for carpentry, multi-meters, linesmen, circuit testers for electrical, auger snakes, plungers, pipe wrench for plumbing, rollers, and brushes for painting, etc. Requires ability to understand and follow Supervisor's instructions and manufacturer's directions.
- Electrical - Repairs electrical power systems. Works with electrical power to include, but not limited to, 10DC/24AC to 480v single to 3 phase. The work involves replacement of electrical outlets, both wall and floor mounted. Makes minor repairs that can be accomplished by removing, replacing, tightening, splicing, soldering, and insulating defective wiring, controls, equipment, and fixtures such as broken and bare wiring, burned out switches and relays, loose connections and fittings, damaged light fixtures, and poorly operating thermostats.
- Plumbing – To include but not limited to repairs and replaces toilets and flush meters. Installs electric water coolers and faucets. Replaces trap drains and installed new sinks, unclog toilets, and drains.
- Carpentry – To include but not limited to, performs a variety of basic carpentry tasks to include basic construction and painting. Makes minor repairs on buildings and structures. Replaces broken doors. Constructs, repairs, or replaces wall and ceiling materials such as sheetrock, plaster, and suspended ceilings. Use skilled techniques to construct, install, repair, wood and wood substitute structures and items requiring close tolerance fit and structural soundness. Must be able to complete work on rafters and makes headers for the wall to make it fit. Installs doors and hinges. Skilled in use and operation of a variety of hand and power tools such as hammers, hand saws, drills, planes, routers, screwdrivers, power nailing tools and fasteners, glue guns, metal shears, screw guns, power saws, and power sanders and planes.
- Painting - Paints a variety of prepared surfaces such as interiors and exteriors of buildings. Stains and varnishes wood constructed items. Paints with brush and rollers using latex or oil-based paints, gloss and semigloss, and spray can paint. Must be able to apply coating materials so that the surfaces are fully covered and free from skips, runs, and drips.
- Locksmith - Independently performs the full range of installs, repairs, and maintains installed lock systems, which requires the enforcement of a control system on all locks by utilizing an intricate coding system for cylinders for multiple uses so that a single key may be restricted or utilized for several locks. Studies and interprets requirements to obtain necessary information and details to produce the required results. Develops a plan to afford maximum security with a minimum of keys. Sets up codes, using small and precision tools to make up coded locks and keys for all locks as required for the several types of keys to include master and ground master. Keeps computer data base records and related documents and/or logbooks for all lock systems and is responsible for specified accountable property items in conjunction with locksmith duties. Ensure safekeeping of master keys, codes, combinations, charts identifying location of locks, and similar items.
- Operates a light truck or van to and from job site in the performance of these duties. Lifts, moves, carries and transports supplies and equipment; loads and unloads materials from the vehicle.
- May be required to perform administrative/clerical duties such as typing, working with computers, record keeping and answering telephones.

SIGNIFICANT INFORMATION PERTAINING TO THIS POSITION

This position is part of a ladder position and has a full promotion potential of WG-11 without further competition (completion of requirements for two higher grade levels, WG-10 and WG-11, will result in conversion to Non-Dual Status).

QUALIFICATION REQUIREMENTS:

GENERAL EXPERIENCE:

Requires specialized experience

SPECIALIZED EXPERIENCE:

Three (3) years minimum experience level or equivalent in the installation, operations and maintenance within mechanical trades and all associated equipment.

AND/OR

Complete two (2) years in the Delaware Tech Community College Facility Maintenance Certificate Program, or its equivalent.

AND/OR

Complete three (3) years in a Board approved Apprenticeship program in one of the following trades: HVAC, Electrician, Plumber, or Carpentry.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: see specialized experience for education substitution

QUALITY OF EXPERIENCE: Length of time is not of itself qualifying. Applicant's experience will be evaluated on the basis of duties performed rather than strictly on the rank of the individual. The applicant's record of experience, training, and education must show possession of the knowledge, skills and abilities needed to fully perform the duties of the position.

PROBATIONARY PERIOD

Employees will normally serve a one year probationary period. The probationary period is the initial one year intended to ensure the employee is capable of performing the duties of the job and to determine whether they have the qualities needed for continued employment. (TPR 300 para 1-7)