

**DELAWARE NATIONAL GUARD
STATE POSITION VACANCY ANNOUNCEMENT**

ADMINISTRATIVE DATA:

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|--|------------------------------|---|------------------------------|
| Position Title: | Announcement Number: | Opening Date: | Application Deadline: |
| HVAC Mechanic | PVA # 14-25 | 30-Apr-25 | 20-May-25 |
| Position Description #: | Position Number: | Pay Scale & Grade: | Salary Range: |
| S86231-06 / S86231-05 | 11546 | WG-11/10 | \$33.01 - \$40.19 hourly |
| Appointment Type: | Military Requirement: | Department: | Occupational Series: |
| Permanent | Non-Dual Status | Army | 5306 |
| 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/indefinite Title 20 Non-Dual Status employees of the Delaware National Guard.
- ☐ **AREA II** - All presently employed permanent/indefinite Title 20 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

1. Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment.
2. No commitment will be made to any nominee prior to a review of qualifications by this office.
3. A pre-placement physical/examination MAY BE required for employment. (see position description)
4. Must be able to obtain and maintain a SECRET Security Clearance
5. 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

- Performs the full range of work involved in the repair, overhaul, maintenance, and servicing of heating, ventilation and air conditioning units and systems. The employee works with a wide variety of commercial and industrial systems up to including those which require that the employee troubleshoots, installs, repairs, and modifies special purpose air conditioning, refrigeration, or climate regulations systems that are frequently modified and used to provide specific, critical conditions. Knowledge of interpreting blueprints and schematics.
- Performs the full range of work in support of others involved in repairs, maintenance, overhaul, maintenance, and troubleshooting on electric and plumbing. Incumbent must have knowledge of skills and trade specific equipment. Requires ability to understand and follow Supervisor's instructions and manufacturer's directions.
- Works with but not limited to electrical power components from 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.
- Works with minor repairs and plumbing associated with HVAC equipment.
- 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.
- 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 covered by the Domestic Violence Misdemeanor Amendment (30 Sep 96) of the Gun Control Act (Lautenberg Amendment) of 1968. An individual convicted of a qualifying crime of domestic violence may not perform the duties of this position.

Must possess a current State Driver's License

QUALIFICATION REQUIREMENTS:

GENERAL EXPERIENCE:

Specialized experience required for position

SPECIALIZED EXPERIENCE:

WG-11: Must possess HVACR License and Universal CFC Certification, as well as a minimum 12 years experience in HVACR installation, trouble shooting, and repair.

WG-10: Must possess Apprenticeship Coursework completion certificate from Board-certified program in HVAC and Universal CFC Certification, as well as a minimum 7 years experience in HVACR installation, trouble shooting, and repair.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: N/A

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)