

**DELAWARE NATIONAL GUARD  
STATE POSITION VACANCY ANNOUNCEMENT**

**ADMINISTRATIVE DATA:**

Position Title:	Announcement Number:	Opening Date:	Application Deadline:
Assistant Chief (Operations)	PVA # 3-26	23-Jul-25	6-Aug-25
Position Description #:	Position Number:	Pay Scale & Grade:	Salary Range:
S82691-11	63024	GS-11	\$81,474.00 - \$105,911.00
Appointment Type:	Military Requirement:	Department:	Occupational Series:
Permanent	Non-Dual Status	Air	0081
Supervisory/Managerial Status:	Work Schedule:	Travel Required:	Relocation Authority:
Yes - Both	Full-Time	Not Required	No
State Personnel Branch Contact Information:		Work Location:	
Email: ng.de.dearnng.list.hro-state@army.mil Phone: 302-326-7477		166th CES - Firehouse New Castle, DE	

**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.dearnng.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**

- The primary purpose of this position is: To serve as Assistant Chief of Operations in charge of the management and control one of three alternating 48-hour shifts, supervising all firefighters in fire ground situations as well as the performance of care and maintenance of apparatus and equipment.
- As shift supervisor, is in immediate charge of firefighting, crash rescue, and training activities, hazardous material incidents and fire prevention efforts.
- Assists the Fire Chief with planning, developing, and conducting coordinated training and inspection programs. As assigned, incumbent drafts plans, procedures, equipment modifications, in accordance with objectives outlined by the Chief or Deputy Fire Chief, and regulations, bullets, or other guide material.
- Trains fire crew for specified number of hours weekly in the operation and maintenance of equipment. Trains fire crew personnel in firefighting techniques for different type of fires such as aircraft, structural, petroleum, ammunition, chemical, and other hazardous materials. Directs and supervises scheduled preventive maintenance and technical inspections of installed fire protection systems and devices. Answers calls on defective alarm and sprinkler systems. Inspects trouble calls and make an assessment and initiate appropriate action. Monitors hydrant and hose inspections and record keeping activities pertaining thereto. Supervises the repairs and servicing of all types of fire extinguishers. Insures safe handling of high-pressure gases and equipment, and toxic extinguishing agents. Provides and supervises standby service during welding operations in hazard areas.
- Serves as initial on scene commander for all emergencies, directing fire crews, equipment placement and operation; prescribes fire-fighting procedures and media with due regard for safety of personnel and property. Leads a team of fire fighters in emergency situations involving wrecked or burning aircraft, building fire, explosions or other disasters to rescue trapped and or injured personnel. Responds to all structural fires, aircraft emergencies, and other emergencies requiring assistance. Attempts to contain and extinguish fires prior to arrival of firefighting team. Participates in firefighting to the fullest extent possible. Directs initial radiation contamination control at fires or accidents involving radioactive materials. Insures prompt medical aid to the injured persons. Reports all incidents, false alarms, providing preliminary data on obvious cause and extent of damage, with recommendations for necessary clearance or repairs and precautions to prevent recurrence or accidents. Special assignments may include also more extensive investigation as required. Frequently tours the post during duty period to check high hazard areas and places of public assembly, such as theaters, clubs, indoor athletic meets, to ensure conformance with fire prevention measures.
- Plans work schedules for personnel assigned to the shift and establishes a sequence of operations to ensure an equitable distribution of work among the crews on the shift. Assigns work to subordinates based on the priorities set and selective consideration of difficulty in requirements of assignments and capabilities of the employee. Evaluates work performance of subordinates and provides appraisals of employee performance during formal evaluations. Oversees attendance and leave with authority to approve ordinary sick and annual leave. Recommends promotions, reassignments and retention or release of probationary employees. Informs employees about the policies, procedures and goals of management as they relate to the work of the fire department. Informs management of employee's participation, suggestions and reactions. Hears and resolves complaints from subordinates referring group grievances and more serious unresolved complaints to higher level supervisor.

## SIGNIFICANT INFORMATION PERTAINING TO THIS POSITION

- Employee must participate in a mandatory physical fitness testing program
- Employee must meet medical standards IAW OPM GS-0081 Series and DoD Manual 6055.5
- This is a Testing Designated Position. The employee is subject to random drug testing (IAW HQ-USAF letter dated 29 Jan 90).
- The employee is required to work a 56-hour week on a 48 hour on/96 hour off basis which includes weekends and holidays. May be subject to recall.

## QUALIFICATION REQUIREMENTS:

### GENERAL EXPERIENCE:

Specialized Experience required

### SPECIALIZED EXPERIENCE:

DoD/ProBoard Required Certifications: Airport Firefighter (includes Firefighter I, II), Hazmat Operations (includes Hazmat Awareness), Apparatus Driver Operator- Aircraft Rescue and Firefighting, Apparatus Driver Operator- Pumper, Apparatus Driver Operator- Mobile Water Supply (MWS), Fire Officer III, Fire Instructor II, Fire Inspector II

Must have at least 36 months experience, education, or training controlling or extinguishing fires as a member of an organized military, industrial, volunteer, or governmental fire department or brigade. Have experience in rescue operations; experience in detection, reduction, or elimination of potential fire hazards; experience in operation of fire communications equipment; experience in controlling hazardous materials incidents; and, developing, implementing, or providing training in fire protection and prevention.

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:** see certification requirements

**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)