

DUAL STATUS STATE (TITLE 20) TECHNICIAN VACANCY ANNOUNCEMENT

NGDE-HR-RP 250 Airport Road New Castle, DE 19720-1502	ANNOUNCEMENT # 22-16	OPENING DATE: 8 Jan 16	CLOSING DATE: 29 Jan 16
WORKING LOCATION: RRTS New Castle, DE	MIL GRADE LIMIT(s): Min: CW2 / E-7 Max: CW5 / E-9	SELECTION METHOD: PANEL	SALARY RANGE(s): \$33.63 - \$39.24 PH
POSITION TITLE: Labor & Trades Supervisor (11547)	PD NUMBER(s): S8624042	OCCUPATIONAL SERIES: 4749	PAY PLAN & GRADE(s): WS-11

APPOINTMENT FACTORS

<p style="text-align: center;"><u>AREAS OF CONSIDERATION</u></p> <ul style="list-style-type: none"> ▪ AREA I - Current On-Board DE ARNG State Employees assigned to the CFMO. 	<p style="text-align: center;"><u>APPOINTMENT STATUS</u></p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">OFFICER</td> <td style="text-align: center;">WARRANT</td> <td style="text-align: center;">ENLISTED</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td style="text-align: center;">Managerial</td> <td style="text-align: center;">Supervisory</td> <td style="text-align: center;">Neither</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td colspan="3"> Army National Guard: <input checked="" type="checkbox"/> Air National Guard: <input type="checkbox"/> Permanent: <input checked="" type="checkbox"/> Indefinite: <input type="checkbox"/> Temporary: <input type="checkbox"/> </td> </tr> </table>	OFFICER	WARRANT	ENLISTED	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Managerial	Supervisory	Neither	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Army National Guard: <input checked="" type="checkbox"/> Air National Guard: <input type="checkbox"/> Permanent: <input checked="" type="checkbox"/> Indefinite: <input type="checkbox"/> Temporary: <input type="checkbox"/>		
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SELECTIVE PLACEMENT FACTORS

MILITARY REQUIREMENTS: This is a dual-status position. As a condition of initial appointment and continued retention, the selected applicant must be an actively participating member of the Delaware Army or Air National Guard as appropriate.

- Military uniform is required to be worn. Acceptance of this position constitutes concurrence with this requirement and is a condition of continued employment.
- Applicants are responsible to ensure they meet all military requirements, including ASVAB and PUHLES. Please contact an Army/Air Recruiter or Retention Manager to ensure that you meet mandatory MOS/AFSC entry level requirements.
- Be advised that if selected for a military technician position where membership in a reserve component is a condition of employment and you are receiving a bonus, your bonus will be terminated and may or may not be subject to recoupment.
- **OTHER:** The compatible MOS is: **IMMATERIAL**

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 knowledge, skills, and abilities necessary to perform the duties and responsibilities of the position. National Guard or Reserve M-Day experience is considered part-time and credit is awarded based on actual days the applicant performed duty in a relevant SSI/MOS/AFSC.

QUALIFICATION REQUIREMENTS: The basic qualification requirements are indicated on the reverse of this announcement. These requirements must be met in addition to all military requirements and selective placement factors indicated in order to be considered qualified for this position. Applicants selected for a position at a trainee level will be promoted non-competitively upon completion of the established individual development plan (IDP) along with the recommendation of the supervisor.

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.

APPLICATION PROCEDURES: All interested applicants for this position must submit a **Resume, OF 306, DNG Form 51, DNG Form 87-R** (form is optional, information is required), **SF 181** (Optional), & **supporting/miscellaneous documents**. Documentation from the military personnel office must be submitted indicating eligibility for placement in a position requiring Officer/Warrant Officer status. Candidates must describe on the application all knowledge, skills, abilities, experience, education, and self-development as pertains to the requirements of this position. **DO NOT attach position descriptions. COMPLETE applications must be provided to HRO by close of business (COB) on the closing date of the announcement; INCOMPLETE or LATE applications WILL NOT be considered.** Applications can be hand-carried, mailed, faxed or emailed to: usarmy.de.dearng.list.ngde-staff-hro-pss@mail.mil. Use this guide to follow the proper steps in submitting a complete application: <http://delawarenationalguard.com/wp-content/uploads/2015/03/How-to-Apply-for-a-DENG-Technician-Position.pdf>

REMARKS: Permanent Change of Station Costs will not be paid. Enrollment in Electronic Fund Transfer (Direct Deposit) pay is a condition of employment. A pre-placement physical/examination is required for employment.

MICHAEL J. FEELEY Col, DE ANG Human Resource Officer	DISTRIBUTION: 1 – Requesting Official 1 – DENG Website 1– Union Official
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LABOR & TRADES SUPERVISOR (11547)
S8624042,WS-4749-11

SUMMARY OF DUTIES AND RESPONSIBILITIES: (A complete position description is on file in the HRO)

- Plans weekly or monthly work schedules and sequence of operations. Establishes deadlines and priorities based on established general schedules, methods, and policies. Provides workload data, estimates, information on staffing needs, and recommendations as the scheduling of projected work.
- Assigns tasks to be performed. Explains work requirements, methods, and procedures. Instructs subordinates on new procedures or methods and provides assistance on difficult or new problem areas. Reviews work in progress or on completion. Makes adjustments as necessary to effectively and economically accomplish the work. Notes and investigates work related problems and independently implements corrective actions which can be taken without affecting work operations controlled by other supervisors. Assures that equipment and material is available when needed. Coordinates work with other units.
- Recommends and participates in the selection of personnel to fill vacancies. Schedules and approves level of subordinates. Sets performance requirements and makes formal and informal performance appraisals. Determines training needs of subordinates and arranges for its accomplishment. Counsels employees on problems. Adjusts informal complaints through discussions with employees and union representatives. Takes informal corrective action on conduct or performance problems. Initiates proposals for disciplinary action where needed. Works to achieve the objectives of Government-wide programs and policies; e.g., equal employment opportunity and labor management relations. Ensures that regulations governing safety and housekeeping are observed. Promotes the participation of subordinates in programs such as the suggestion program, cost reduction program, etc. Maintains production reports and records. Periodically reviews position descriptions of subordinates for currency and accuracy. Reports detailing of subordinates to positions other than their own. Initiates or participates in review and improvement of work methods, organizational features, and the structuring of positions to eliminate unnecessary positions and achieve optimum content in those remaining.
- Performs the nonsupervisory work of the function as needed. Implements regulatory safety requirements. Ensures that subordinates wear appropriate safety equipment and follow pertinent safety precautions.
- Prepares for and participates in various types of readiness evaluations, inspections, and mobilization and command support exercises. May be required to perform such additional duties as structural firefighting, aircraft fire/crash/recue duty, security guard, snow removal, munitions loading and handling heavy equipment operation, maintenance of facilities and equipment, or to serve as a team member on boards to cope with natural disasters or civil emergencies.
- Performs other duties as assigned.

QUALIFICATION REQUIREMENTS

GENERAL EXPERIENCE: Experience, education, or training which demonstrates knowledge of work procedures in all the areas that will be involved; ability to organize assignments for subordinates, estimate material and manpower needed for specific jobs; able to explain manuals and work procedures; and to prepare work records and reports.

SPECIALIZED EXPERIENCE: Thirty-Six (36) months of specialized experience must include the following KSAs: (Each KSA should be addressed separately in writing as it applies to the duties and responsibilities above.)

- a. Experience which demonstrates the ability to plan and organize work assignments for a repair function.
- b. Experience which required the applicant to review work requirements and establish priorities to meet deadlines.
- c. Knowledge and skill in the various lines of work performed by the function and associate support organizations.
- d. Experience which demonstrates the ability to deal effectively (oral and written) with other people and gain their cooperation in achieving common goals.
- e. Experience which demonstrates the ability to supervise through subordinates 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.
- f. Skills in adapting existing equipment and techniques to new situations.

**** 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.

OTHER: Must have valid civilian and military driver's license (Applicant must provide copies with application). Light to moderate physical exertion is required in lifting and carrying items weighing from 10 to 40 pounds and occasional objects weighing in excess of 40 pounds. Required to stoop, bend, and stand for long periods.

**** The Human Resource Office is unable to furnish applicants with copies of their applications after they have been submitted. Please make copies of your application prior to submitting it to the Human Resource Office. ****

**** NOTE:** Federal Law prohibits use of U.S. Government postage paid envelopes for mailing applications. Applicant is responsible for his/her own postage. Applications received in U.S. Government Postage paid envelopes **WILL NOT BE CONSIDERED.** **