

# West Virginia National Guard

## TECHNICIAN VACANCY ANNOUNCEMENT



*This announcement must be posted on unit boards until the day following the closing date.*



<b>Announcement Number:</b> MT TT-003	<b>POSITION TITLE, NUMBER, GRADE &amp; SALARY RANGE:</b>  <b>Surface Maintenance Mechanic Leader</b> <b>PD # D1287000</b> <b>WL-5801-10</b> <b>\$26.00 – \$30.30 hourly</b> <b>LOCATION OF POSITIONS:</b> <b>NMP Tire Program, WVARNG, Point Pleasant, WV</b> <b>**Pending availability of resources**</b>	
<b>Opening Date:</b> N/A <b>Closing Date:</b> N/A This is an Open Continuous Announcement to fill temporary technician vacancies. Eligible and qualified applicants may be referred until all vacancies are filled.		
<b>Type of Appointment:</b> <input checked="" type="checkbox"/> Excepted (Dual Status) <input type="checkbox"/> Officer <input type="checkbox"/> Warrant Officer <input checked="" type="checkbox"/> Enlisted <input type="checkbox"/> Competitive (Non Dual Status) <input type="checkbox"/> Permanent <input type="checkbox"/> Indefinite <input type="checkbox"/> Indefinite (may become permanent) <input checked="" type="checkbox"/> Temporary	To obtain forms online go to: <a href="http://www.wv.ngb.army.mil/jobs/">http://www.wv.ngb.army.mil/jobs/</a> All Personnel applying for this position that do not meet the minimum military grade requirement must provide proper documentation from your Military Personnel Office to show that you are eligible to obtain the required grade upon accepting the position.	
<b>Compatibility:</b> <input type="checkbox"/> Officer – <input type="checkbox"/> Warrant Officer – <input checked="" type="checkbox"/> Enlisted –	<b>Military Grade Placement Factor:</b> Minimum: E-3 Maximum: E-8 <i>Grade Inversion is prohibited</i>	<b>Bargaining Unit Status:</b> <input type="checkbox"/> Bargaining Unit <input type="checkbox"/> Non-Bargaining Unit
<b>Area(s) of Consideration</b> <input checked="" type="checkbox"/> Area one: current on-board full-time support personnel in the WVNG. <input checked="" type="checkbox"/> Area two: all members of the West Virginia National Guard. <input type="checkbox"/> Area three: all members of the National Guard nationwide and others when eligible for membership in the WVNG.		
<b>NATIONAL GUARD MEMBERSHIP STATUS</b>		
Employment in an excepted service position requires concurrent military assignment to a compatible military position in the West Virginia National Guard in one of the above occupational specialty (MOS) codes or Air Force specialty codes (AFSC). Assignment to a compatible military position is not required for application but will be required if selected for appointment.		
<b>CONDITIONS OF EMPLOYMENT</b>		
Individual selected for this position will be required to sign up for direct deposit/electronic fund transfer upon appointment. Males born after December 31 1959 must be registered with the Selective Service Systems to be employed by the Federal Government. Military membership in the appropriate service, wearing of the uniform appropriate to the service, and federally recognized grade are requirements for appointment in the excepted service. As a condition of employment, all National Guard Military Technicians are appointed in the excepted service under the authority of 32 U.S.C. 709, and are required to serve a one (1) year trial period. Veteran's preference does not apply to National Guard Technician positions in accordance with Title 32 U.S.C. 709 (f). Military technicians are ineligible for military enlistment, retention, and student loan repayment bonuses, accepting a technician position may terminate these military incentives. Contact Incentive Specialist for current policy. The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA, 38 U.S.C. §§ 4301 – 4335) prohibits discrimination because of past, current, or future military obligations in hiring, promotion, reemployment, termination and benefits.		
<b>Baseline Physical:</b> <input type="checkbox"/> Is required within 30 days of employment per OSHA and NGB.	<b>Current Drivers License Required:</b> <input checked="" type="checkbox"/> Must have a valid state driver's license.	
<b>Security Clearance:</b> <input type="checkbox"/> Must possess or be eligible to obtain the <b>appropriate</b> security clearance for the position.		
<b>Permanent Change of Station:</b> <input checked="" type="checkbox"/> PCS funds are not available <input type="checkbox"/> PCS funds may be authorized if payment is deemed to be in the best interest of the West Virginia National Guard	<b>Hiring Incentives:</b> <input type="checkbox"/> Relocation Incentive (may be available) <input type="checkbox"/> Recruitment Incentive (may be available)	
<b>For instructions on how to apply, see the last page of this job announcement.</b>		

## DUTIES AND RESPONSIBILITIES

This position is located in the Joint Forces Headquarters—State, Logistics Directorate (J-4), Surface Maintenance Facility. The purpose of this position is to serve as a working leader of three or more Surface Maintenance Mechanics, WG-5801-10. Performs mechanic duties involving maintenance, troubleshooting, repair, inspection, and/or overhaul of a variety of combat, tactical, commercial, and special purpose vehicles and equipment. Provides technical subordinate guidance and group leadership to employees on the team. Assigns work orders to specific crewmembers and selects workers for various jobs on the basis of knowledge, skills, and abilities. Passes on to workers instructions received from the supervisor, demonstrates proper work methods, and starts work. Insures that needed plans, blueprints, material, and tools are available, and that needed stock is obtained from supply locations. Works along with other workers and sets pace performing non-supervisory repair work of the same kind and level as that done by the group led. Work performed by the incumbent involves troubleshooting, maintenance and major repairs on heavy-duty mobile equipment, combat, tactical, and automotive vehicles. Assures that there is enough work to keep the work crew busy. Checks work in progress and when finished for compliance with supervisor's instructions, work orders, and established shop procedures on work sequence, procedures, methods and deadlines; and directs or advises other workers to follow supervisor's instructions and to meet deadlines. Answers workers' questions regarding procedures, policies, written instructions, and other directives. Interprets work instructions and assists lower graded repairers or trainees in the more difficult and complex tasks. Provides information to the supervisor on status and progress of work, causes of delays, and overall work operations and problems. Assures that safety and housekeeping rules are followed. Troubleshoots, performs maintenance and major repairs on heavy-duty mobile equipment, combat, tactical and automotive vehicles. This may include self-propelled artillery, tracked cargo and personnel carriers, road graders, mobile cranes, front loaders, conveyors, bulldozers, power shovels, compressors, generators, tanks, tracked combat vehicles, sedans, buses, all-terrain vehicles, trucks, semi-trailers, forklifts, tractors, and accessory equipment. Incumbent troubleshoots repairs and may overhaul major systems to include internal combustion engines, turbine engines, automatic and non-automatic transmissions, heavy duty drive line systems, and hydraulic utility systems and controls. Makes repairs to assemblies and components such as voltage regulators, generators/alternators, brake cylinders, etc. Performs work in accordance with Modification Work Orders, Technical Manuals, Lubrication Orders, Maintenance Bulletins, Regulations or management policies. Incumbent may repair a variety of more complex major systems to include engines, cross drive or similar multi-system transmissions and a variety of intricate fuel injection systems. Troubleshoots equipment and diagnoses the cause of mechanical failures by means of visual and auditory checks and/or uses test equipment such as engine analyzers, compression testers, voltmeters, ohmmeters, pressure gauges, and computer diagnostic tools. Utilizes embedded diagnostics in equipment and a wide variety of original equipment manufacturer system analyzers in order to determine the exact nature or extent of repair. Determines what adjustments may be necessary to complete work orders, and whether any additional repairs other than those specified or indicated on the work order are necessary. Removes and disassembles engines and major assemblies, sub-assemblies, components, and fuel, hydraulic, and oil pressure systems. Makes the appropriate repairs, overhaul, or modifications in accordance with the proper repair specifications and procedures. Reassembles engines and other systems, and adjusts, tests, and reinstalls in vehicles and equipment as necessary. Makes adjustments and repairs to electrical and suspension systems. May install pistons, sleeves, rings, bearings, rods, crankshafts, timing gears, and rocker arms. May be required to perform fuel injection equipment repair, overhaul, rebuild, and calibration duties utilizing a variety of complex test and calibration equipment. Independently performs repairs and maintenance functions with little or no supervision in remote locations that can be accomplished by removing, cleaning, reinstalling, or replacing defective parts of components and systems such as injectors, leaking wheel cylinders, corroded mufflers, fuel tanks, brake cylinders and worn brake shoes, voltage regulators, generators, injector pumps, and fuel pumps. Provides technical guidance and specialized team leadership to lower grade employees within the team. Assists lower grade mechanics in performing major repair work. May provide Field and limited Sustainment maintenance at unit locations as part of a "contact team". Recovers and evacuates inoperable vehicles from the unit location of breakdown. May assist higher graded mechanics in repairing a variety of interconnected systems such as electrical, air and hydraulic systems, complex state of the art electrical and electronic systems which use specialized diagnostic equipment to identify problems, complex fuel injection systems, and other similar complex systems. Conducts readiness and repair inspections on vehicles and associated equipment supported by the activity. Performs operational inspections and ensures vehicles and equipment are properly serviced, including brake adjustments, replacing hydraulic fluids, greasing, cleaning, etc., and performs other preventive maintenance operations as required. Inspects supported equipment prior to use during Inactive Duty Training (IDT) and Annual Training (AT), to ensure that it is functioning properly. May inspect in-process repair work of lower graded repairer to ensure equipment is being repaired in accordance with pertinent requirements. May serve as a commodity inspector during Command Maintenance Management evaluations (COMET) or as a member of a Maintenance Assistance Instruction Team (MAIT). Instructs operator/crew in the maintenance of equipment and provides technical advice and assistance to supported units when requested. May maintain and repair electronics communication equipment by removing and replacing components and elements. Equipment includes such items as radios, field telephones, amplifiers, switchboards, recorders, intercoms. Assists in the maintenance of production reports and records, and makes

recommendations to the supervisor. Plans, organizes, and performs technical analyses as required or assigned. Makes recommendations to the supervisor as to adjustments necessary to effectively, efficiently and economically accomplish the work and maximize production. Performs other duties as assigned.

#### MINIMUM QUALIFICATION REQUIREMENTS

**Minimum Requirements:** Experience or training that has provided you with sufficient knowledge to complete the work of this occupational series. Experience or training which demonstrates your ability to lead other technicians engaged in the duties performed by this occupational series.

**Specialized Experience:** Must have at least **36 months** of the following: In addition to the journeyman level knowledge, experience which demonstrates the ability to plan, organize, and lead the work of others in fields directly related the repair function of this occupational series. Must have the ability to perform administrative functions; to read and interpret a variety of technical publications used in the repair of supported equipment. The ability to provide guidance to others in work related directly to this occupational series.

**When explaining duties and responsibilities, you must give examples. Do not copy the General and Specialized Experience or the duties and responsibilities from the job announcement. Write it in your own words giving examples.**

Must be able to report to work within 60 days, unless deployed or unless prior arrangements have been coordinated and approved by management.

#### HOW TO APPLY

The following shall be in accordance with WV HRO 300-1. Anyone interested in applying for this position should submit a completed WV HRO Form 300, "Application For WVNG Technician Employment" with attachments, **E-mail your application to Christina M. Mann at [Christina.m.mann26.civ@mail.mil](mailto:Christina.m.mann26.civ@mail.mil)**. **Carefully read and comply with all instructions contained on the required forms.**

1. Applications must be signed either by hand or electronically. Applications that are not signed will not be considered for certification unless extenuating circumstances are involved, at which time the HRO will make the determination.
2. Individuals will be qualified on the general and specialized experience; requirements may be met by submitting the following form(s):
  - WV HRO Form 300 Application for WVNG Technician Employment. **It is critical that you list beginning and ending dates (mm/yy) of your experience.**
3. Applications will not be returned. Please make a copy prior to submitting it for consideration.

**Give examples when explaining duties and responsibilities; do not copy the General and Specialized Experience from the duties and responsibilities on the job announcement. Write your application in your own words and give examples.**

Complete and accurate data is essential to ensure evaluation of candidates. It is the applicant's responsibility to ensure the data provided is accurate and complete. Only the experience shown on the application, and qualifications provided can be used to evaluate your qualifications for this position. A false statement on any part of your application may be grounds for not hiring you, or termination after you begin work. Also, you may be punished by fine or imprisonment (U.S. Code, title 18, section 1001).

**TO OBTAIN FORMS ONLINE GO TO: <http://www.wv.ngb.army.mil/jobs/>**

#### **SUBMIT YOUR APPLICATIONS TO:**

Christina M. Mann

Email [Christina.m.mann26.civ@mail.mil](mailto:Christina.m.mann26.civ@mail.mil)