

**STATEWIDE
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4821; DSN 853-4821
WEBSITE:<https://dema.az.gov/azng-human-resources>
**EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT****

ANNOUNCEMENT NUMBER: 15-360T OPENING DATE: 16-Jul-2015 CLOSING DATE: 30-Jul-2015

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

Tools and Parts Attendant, WG-6904-06, E1-E6, D0918000, SEQ # 616935

APPOINTMENT FACTORS: OFFICER WARRANT OFFICER ENLISTED

SALARY RANGE: SUPERVISORY MANAGERIAL
\$17.91-\$20.89 PH NON-SUPERVISORY/NON-MANAGERIAL

LOCATION OF POSITION:

WESTERN ARMY AVIATION TRAINING SITE (WAATS), MARANA

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

INSTRUCTIONS FOR APPLYING: Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include: High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information, all applications should include AZNG Forms 335-1-R (Military Brief), and SF 181 (Ethnicity and Race Identification). Applications will be accepted without these forms. However, applications may not receive an adequate evaluation if these forms are not submitted. **Applications must contain a completed Optional Form 306 (Declaration for Federal Employment) and AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).**

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a current member of the Arizona Army National Guard (All Units) and be able to qualify for the following MOS/Branch: 15, 19 series 92A, 92Y, 92Z

KNOWN PROMOTION POTENTIAL: NONE

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

AREA OF CONSIDERATION: This position is the Federal/Excepted Civil Service and is **open to current members and those eligible for membership of the (All Units), Arizona Army National Guard.** Individual selected will receive a Indefinite Appointment and may be converted to permanent based on availability of funds or position no longer being encumbered. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will require a military medical records screening if applicable, to be completed prior to appointment, and/or may be required to take a pre-employment medical screening examination dependent on the position type and military medical records screening results. **PCS funds are not authorized.**

NOTE: Applications must contain a completed Optional Form 306 (Declaration for Federal Employment).

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NOTE: Applications must contain a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Knowledge of the range of items in stock to identify specific items requested by users from descriptions of their intended usage, and to suggest, in the absence of requested items, substitute and interchangeable items that might fit user's requirements.
2. Skill in determining when tools and equipment should be sent to test, repair, and calibration shops, and skill in providing evaluations to stock disposal personnel to aid them in determining whether items should be salvaged, repaired, and returned to stock, repair and calibration.
3. Skill in determining from records such errors as improper item issue and turn-in credit, and the failure of records to show that items have been sent out for repair. Skill to recognize errors from records, (i.e., improper item issue, turn-in, and property accounting).
4. Skill in identifying, setting up special storage locations, and ensuring that project assigned items are separated from regularly stocked items when they arrive and during their storage.
5. Ability to provide information on the status of stock for determining and keeping adequate numbers and types of items on hand.
6. Knowledge of automated systems for stock record accountability.
7. Skill in written and oral communications.

SPECIALIZED EXPERIENCE: Must have 6 months experience or training in verifying stock by opening, counting and visually checking the contents of the containers. Experience in establishing stock location by considering such factors as use, size, shape and weight of items. Experience in completing stock records by showing the names, quantities and location of stock. Experience in identifying correct nomenclature and stock number of items in order to locate stock for issue. Experience in performing maintenance such as replacing wooden handles on handsaws, changing blades on power saws, and greasing or oiling power and hand tools.

BRIEF JOB DESCRIPTION: This position is located in the Aviation Materiel Management Supply section of a Western Army Aviation Training Site (WAATS). The position is responsible to operate a tool and parts room, used in a trades operation; determining, identifying and selecting for issue items described by users in terms of their intended usage; recommending possible substitutes and interchangeable items; determining work sequences, methods, procedures, and techniques for setting up and shifting storage locations and determining when tools and equipment should be routed to appropriate shops for test, repair or calibration. Identifies user's tools, parts and equipment requirements and requisitions stock as needed. Watches and reports items that are in short supply because of breakage or are in need of repair. Recommends possible substitute or interchangeable items. Sets up, shifts and maintains storage locations. Determines methods of storage, identification, and stock location considering such factors as temperature, humidity, height and weight limits, turnover, floor loading capacities, space available, and convenience of handling items. Compiles records concerned with quantity, cost, and type of material received, stored, and issued for a particular job. Other Duties as assigned by supervisor.

SELECTING OFFICIAL: LTC FREDERIC L. EDQUID
