

**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****

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**ANNOUNCEMENT NUMBER: 15-449T OPENING DATE: 23-Sep-2015 CLOSING DATE: 8-Oct-2015**

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**POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:**

**Surface Maintenance Manager, GS-1601-13, LTC/O5, D1249000;MPCN:5020-001**

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**APPOINTMENT FACTORS: OFFICER  WARRANT OFFICER  ENLISTED**

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**SALARY RANGE: SUPERVISORY  MANAGERIAL   
\$85,369.00-\$110,978 PH NON-SUPERVISORY/NON-MANAGERIAL**

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**LOCATION OF POSITION:**

Surface Maintenance Office (SMO), Phoenix, Arizona

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**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.

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**CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a current member of the Arizona Army National Guard (All Units) and must possess the following MOS/Branch: 90A, 91A, 88A, 92A**

**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 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).**

**NOTE: Applications must contain a completed Optional Form 612 (Application for Federal Employment) or must include a Resume.**

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

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**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 managerial principles, procedures, and techniques used in the performance of all types of equipment maintenance.
2. Ability to review and analyze LIS management reports to identify inefficiencies, resource shortfalls and poor management practices, and to develop and implement changes to improve performance.
3. Ability to provide technical supervision for field and sustainment maintenance on ground equipment issued to the ARNG, including specialty equipment.
4. Knowledge of purchasing and contracting, supply management, shop stock/bench stock and standard price and credit procedures sufficient to provide guidance to all surface maintenance activities.
5. Knowledge of property accountability, including hand receipt procedures and TDA management.
6. Knowledge of technician personnel management including hiring, firing, training and setting performance standards.
7. Knowledge of Equal Employment policies and familiarity with Labor Relations, including union requirements related to dual-status federal technicians.
8. Skill in supervising diverse personnel to maximize job performance and maintain a positive working environment.

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**SPECIALIZED EXPERIENCE:**

Must have at least 36 months experience in applying principles, concepts, and methods of equipment, facility, or service operations sufficient in planning assignments. Experience using well-established occupational methods and techniques to determine facility, grounds, equipment overhaul, maintenance, restoration, repair needs, etc. Experience in determination of resource needs, allocation of resources, and budgeting/funding needs. Experience in human resources management policy matters affecting the entire organization, with personnel actions affecting key employees to include experience coordinating work forces and resources and negotiating with management or clients concerning problems.

**BRIEF JOB DESCRIPTION:** This position is located in the Joint Forces Headquarters, Logistics Directorate (G-4), State Surface Maintenance Management Office. The primary purpose of this position is to serve as the Army National Guard (ARNG) Surface Maintenance Manager. Provides management direction, control, and accountability for ARNG surface maintenance programs and activities, consisting of the Combined Support Maintenance Shop (CSMS), and numerous Field Maintenance Shops (FMS). Work requires comprehensive managerial knowledge of the principles, concepts, and practices involving ARNG surface maintenance facilities, equipment, and services. Manages, directs, coordinates, and oversees the ARNG State Surface Maintenance program. Determines goals and develops plans independently or jointly with higher management. Implements and administers the safety, hazardous waste, and industrial hygiene programs for all surface maintenance facilities. Analyzes, coordinates and manages on-hand equipment readiness for the AZARNG. Serves as the principal advisor to the CFMO on surface maintenance facilities construction. Makes or recommends organizational changes that have considerable impact, such as those involving basic structure, operating cost, and key positions. Manages surface maintenance funds allotted to the AZARNG. Coordinates program efforts with other organizations or with National Guard Bureau (NGB) personnel. Assesses the impact of the Surface Maintenance Division's programs on other organizations in the state. Sets policy for the Surface Maintenance Division in such areas as determining priorities and operating guidelines. Understands and communicates NGB policies and priorities throughout the Surface Maintenance Division. Ensures compliance with the National Maintenance Program (NMP) business procedures. Deals with human resources management policies affecting the entire organization, with personnel actions affecting key employees, or other staffing actions having significant impact. Delegates authority to subordinate supervisors and holds them responsible for the performance of their units.

**SELECTING OFFICIAL:** COL Cammie Spence COMM:602-267-2819

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