



District of Columbia National Guard

Accelerated Hiring Announcement

Title 32 Dual Status Technician

DC-AHA-AF-24-002



<p>APPLICATION MUST BE FORWARDED TO:</p> <p>IN ORDER TO RECEIVE CONSIDERATION david.gilmer.1@us.af.mil</p>	<p>OPENING DATE: 29 Feb 2024</p>	<p>CLOSING DATE: 04 Mar 2024</p>
	<p>Position Title: Aircraft Maintenance Supervisor Min Grade: SMSgt (E8)- Promotable Max Grade: CMSgt (E9) AFSC: 2WXXX/2AXXX GRADE: WS-8801-14</p>	
	<p>AREA OF CONSIDERATION: GROUP II</p> <p>Current military members within the DCANG (AGR, Traditional, or DSG)</p>	
<p>Position Location: 113th Aircraft Maintenance Squadron Joint Base Andrews MD</p>	<p>NOTE: This position is subject to provisions of the DoD Priority Placement Program.</p>	
<p>INSTRUCTIONS FOR APPLYING: You must send applications electronically to the email addresses listed below.</p> <p style="text-align: center;">REQUIRED DOCUMENTS:</p> <ol style="list-style-type: none"> 1. Resume - resume highlighting your specialized experience. Ensure you include "from (mm/yy)" and "to (mm/yy)" dates along with a description of your relevant experience 2. Current SF-50 (if applicable) 3. Documentation substantiating DCANG military affiliation and rank 4. Please submit completed packages to: <p style="margin-left: 40px;">CMSgt David Gilmer Comm 360-314-7509 david.gilmer.1@us.af.mil</p>		
<p>SPECIALIZED EXPERIENCE: WS – In addition to the journeyman level knowledge, experience demonstrating the ability to plan, direct, and organize work assignments of lower grade personnel. Experience which required the review of work requirements and establishing priorities to meet deadlines. Experience that provided knowledge of various lines of work performed by this function. Experience which demonstrates the ability to supervise or the potential to perform such duties as evidenced by the ability to communicate knowledge of general supervisory concepts, and knowledge of shop processes. Experience in adapting existing equipment and techniques to new situations.</p>		

District of Columbia National Guard

Announcement Number: DC-AHA-AF-24-001

Position: Aircraft Maintenance Supervisor

Position Description:

- (1) **Planning:** Plans the overall allocation of personnel, funding and equipment resources to the organizational segments supervised to accomplish work operations which, because of their scope, volume, complexity, operational tempo, and total force integration must be planned on a annual or longer basis. Because of the Total Force Mission integration with the USAF, keeps unit assigned Air National Guard mission aircraft in combat ready status and able to be fully integrated with USAF aircraft and missions upon activation and regular contingency operations, in addition to daily training and support missions. Plans work on an annual or multiyear basis, to include: aircraft and aircraft system modifications (Time Change Technical Orders), maintenance equipment and facilities update and modernization, deployment and mobility planning, human resources and financial forecasting, recurring Air Force mandated inspection requirements, mission and weapons systems changes, contingency planning relating to carrying out the military mission of the wing, and the development of policies and procedures in the accomplishment of the work. Significant but shorter requirements involve daily, weekly, and quarterly planning. Analyzes work plans developed by subordinate supervisors for accomplishment of assigned directives. Determines status of work accomplished in relation to future demands, including unanticipated or emergency requirements mandating reallocation of resources as required. Provides higher level management and/or leadership information on status of work projects, budget estimates, changes in equipment, facilities, techniques etc. for mission planning purposes. Evaluates potential impact of improved technologies on existing programs and practices and recommends proposed changes to cognizant authority. Participates fully with higher level management and staff organizations in interpreting changing environmental requirements to include work techniques, specification changes, standard improvements, modifications to organizational structures, mission alignments and changes, equipment modernization, facility requirements and improved workflow processes. Functions as an integral member of unit's planning process, serving as the responsible technical resource for a maintenance division. Has national level impact, attending future systems road map planning conferences such as Product Improvement Working Group (PIWG), System Supportability Review (SSR) and Systems Safety Group (SSG) meetings as an Air National Guard subject matter expert.
- (2) **Work Direction:** Coordinates and directs the work of units supervised. Assigns and explains work requirements to subordinate supervisors and sets deadlines. Balances workload for subordinate work groups. Promotes economical and efficient work operations. Analyzes production, cost and personnel utilization records and makes adjustment in operations to correct problems. Prepares and/or provides inputs to operating instructions and initiates work plans to be followed by subordinate workers in accomplishing critical or emergency work projects. Spot checks work operations to assure production and quality standards are achieved. Coordinates work operations with other organizations and functions. Encourages employees to achieve management goals.
- (3) **Administration:** Recommends promotion or reassignment of subordinate supervisors and reviews personnel actions prepared by them. Makes formal appraisal of supervisors' work performance and reviews employee appraisals submitted by them. Determines long range and supervisory training needs for all levels of subordinates developing resource options, justifications and methods to accomplish training. Uses various management tools and computer technologies to ensure effective control of work activities. Chairs production meetings to set priorities in accomplishing the scheduled maintenance plan. Promotes and administers such programs as cost reduction, incentive awards, suggestions and quality assurance. Ensures that regulations governing safety and housekeeping are observed. Assures that subordinate supervisors carry out such programs as labor management and equal opportunity. Schedules and approves leave. Ensures that position descriptions are accurate and that position management principles are followed. Assures that appropriate production reports and administrative records are maintained. Acts on personnel problems referred by subordinate supervisors. Hears and resolves grievances and ensures proper corrective action is taken.
- (4) **Implements safety regulatory requirements.** Ensures that subordinates wear appropriate safety equipment and follow pertinent safety precautions.
- (5) **Prepares for and participates in various types of readiness evaluations, inspections, mobilization & command support exercises, and Operations Other Than War (OOTW).** May be required to perform such additional duties as structural firefighting, aircraft fire/crash/rescue duty, security guard, snow removal, munitions loading & handling, heavy equipment operation, maintenance of facilities & equipment.
- (6) **Performs other duties as assigned.**