DEPARTMENTS OF THE ARMY AND AIR FORCE
JFHQ-LA NGLA-JPM-HA
5445 Point Clair Road
Gillis Long Center
Carville, Louisiana 70721

STATEWIDE AGR VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 009-16

OPENING DATE: 2 June 2016

CLOSING DATE: 17 June 2016

UMDA POSITION TITLE: Facility Manager

UMDA MAX AUTH GRADE: SMSgt/E8

DUTY AFSC: 3E090

AREA OF CONSIDERATION: Current enlisted AGR members in the Louisiana Air National Guard

OCCUPATIONAL REQUIREMENTS:

Incumbent is subject to uncommon tours of duty, rotational shift assignments and overtime duty. May be required to fly in military aircraft or commercial aircraft for TDY purposes. Participation with unit of assignment during UTAs, annual training, deployments, special projects and exercises is required.

QUALIFICATION REQUIREMENTS:

- Compatible AFSC: 3E6X1
- Member must meet physical qualifications IAW Chapter 7, ANGI 36-101, AFI 48-123.
- Member must also meet the requirements of AFI 36-2903, AFI 36-2905, and other regulations as required.
- Minimum acceptable grade: **MSgt/E7** promotable to: **SMSgt/E8**
- **Must have completed the Senior Noncommissioned Officer Academy(SNCOA)**
- **Must have a seven-skill level in the required AFSC for all initial appointment.**
- Must be able to effectively manage/lead multiple subordinates regardless of limiting factors due to mission or personnel.
- Must be willing to work long and irregular hours, be subject to intense public scrutiny, and become involved in civic and military activities that support the local community.
- Must ensure all subordinate's training requirements and job capabilities are met/above standard.
- No record of disciplinary action that resulted in an Article 15 or Unfavorable Information File.
- No history of emotional instability, personality disorder, or other unresolved mental health problems.
- No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.

- No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of malpractice or misconduct as defined in AFRSI 36-2001, *Recruiting Procedures for the Air Force*, engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, *Professional and Unprofessional Relationships*, or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA) REQUIRED FOR THIS POSITION:

1. Knowledge of the following computer programs: Microsoft Word, Excel and PowerPoint.

2. Knowledge of Facility Operations and Maintenance Agreement (FOMA).

3. Knowledge of Facility Maintenance programs in accordance with Air National Guard Civil Engineer regulations and technical letters.

4. Knowledge of construction and construction standards.

5. Skill in executing and administering minor construction contracts.

6. Skill in compiling and administering financial plans.

SUMMARY OF DUTIES:

-- Responsible for the sustained reliability of real estate facilities in support of ANG organizations. Establishes and executes work involving the planning and directing of comprehensive programs for the operation, maintenance, repair, and improvement of Government facilities for the Wing/units Operation and Maintenance (O&M) programs. Adapts or modifies procedures and practices concerning property facilities, utility systems, buildings, equipment, plans, and grounds to meet the unique requirements of the Wing. Determines deficiencies and prepares packages for unusual or new construction, modification, and repair. Provides critical input to the CE Commander, Facility Investment Matrix (FIM), Base Master Plan, Space Utilization Plan and Facility Utilization Board (FUB) agendas. Prepares, develops and defends current and out-year operating and maintenance requirements regarding material and manpower needs for input to the Planning, Programming and Budgeting Systems (PPBS).

-- Serves as CE budget analyst and primary representative to the Base Financial Working Group. Oversees and directs the formulation, integration and advocacy of organizational financial budgets and provides inputs to support PPBS issues. Serves as primary consultant to organizational commander for all CE financial issues. Provides financial planning, direction, and determination of funding requirements for facility operation and maintenance programs. Develops procedures and techniques used in developing, presenting, defending and evaluating organizational financial inputs. Submits and defends budget request to higher headquarters.

-- Directs recurring service and preventative maintenance programs, and repair and maintenance requirements through customer based work order requests, self-help, and building manager programs. Establishes and executes service contracts that include custodial, waste removal, and other services. Manages, directs and provides oversight for facility surveys, and prepares all documentation for identified requirements. Supervises staff responsible for ordering any required materials and ensures all outstanding work is completed. Develops and exercises contingency response plans necessary to sustain mission

essential activities in the event of failure or interruption of primary systems, to include application of power generators, availability of critical spare materials, and the expeditious availability of maintenance resources.

-- Supervises, directly or indirectly, the following personnel and their functions: Production Control, Power Support Systems Mechanic, Liquid Fuels Maintenance, Supply Technician/Tools and Parts attendants, the State O&M Superintendent and all maintenance and state accounting personnel. Through the application of management principles, interviews applicants, selects employees, and promotes good working conditions.

-- Plays a pivotal role in maintenance, repair and construction activities. Provides critical direction in contract development and execution. Provides input to Statements of Work (SOW), project books, and the entire design process to ensure successful execution of the Base Master Plan. Through intricate knowledge of the base facilities and equipment is the key player to achieving the most efficient and economically beneficial design.

-- Ensures base compliance with Federal standards including OSHA, EPA, NFPA, as well as other state and local standards. Directs training and certification of all CE personnel to ensure they are properly trained and equipped to perform their duties. Ensures compliance with hazardous materials management, utilization of confined space, industrial hygiene solid waste reduction, pesticide reduction, back-flow prevention, oil/water separator program requirements, energy consumption reduction, Americans with Disabilities Act, and recycling.

-- Coordinates a large staff of military members to carry out long-range squadron goals and short-range objectives. Provides direction to the squadron staff for effective management of Unit Training Assembly (UTA) activity schedules to accomplish squadron goals and higher headquarters requirements. Directs the administration of actions involving Absence Without Leave (AWOL) and Prior to Estimated Termination of Service Separations (PETS), waivers, and promotions. Keeps current on Status of Resources and Training System (SORTS), workday control, recruiting/retention, and Professional Military Education (PME) programs.

-- Performs other duties as assigned.

EVALUATION PROCESS:

Applicants will be evaluated solely on the information provided in the application. Experience will be evaluated based on the relevance to the position for which application is made and whether it is full-time or part-time. In addition to experience, credit will also be given for military training and self-development, civilian and military awards and education.

APPLICATION PROCEDURES:

- NGB Form 34-1
- NGLA-JPM-HA Form 690-171-3
- Resume and/or statement of civilian/military experience/education may be submitted with your packet. Ensure to focus on official military training when the standards were exceeded and explain any particular item the board may question.

- Applicants indicating education above the high school level must attach appropriate documentation. Education includes Trade/Business schools, military service schools, and extension/correspondence courses successfully completed.
- Two full length photographs (snapshots acceptable)
- (1) one in service dress
- (2) one in light blue shirt/blouse long or short sleeves.
- Copy of last three performance reports showing an overall EPR rating of 5. *(If three EPRs are not available, the Airman must include a letter of recommendation or performance from military command.)*
- Copy of latest Report on Individual Person, (Records Review Rip).
- Copy of latest Point Credit Summary.
- Copy of all DD Form 214/NGB Form 22
- Copy of AF Form 422
- Copy of latest Air Force Fitness Management System (AFFMS) printout showing a score of at least 75% date within 1 year.
- Letter of Recommendation(s) (If Applicable)
- Other additional documentation (If Applicable)

LOCATION: 159TH FW, NAS-JRB, BELLE CHASSE, LA

This position is located in the Civil Engineering (CE) Squadron, Mission Support Group of an Air National Guard (ANG) Aviation Wing. The primary purpose is to provide leadership, comprehensive planning of financial and day-to-day and long-term maintenance and repair programs within the Civil Engineer activity in order to ensure sustained reliability of real estate facilities in support of ANG organizations. The incumbent plans for, directs, organizes, and exercises control over military members of the CE squadron, Non-Dual Status (NDS) and Dual Status (DS) technicians, NDS civilian, state and contracted work forces. The position administers the state ANG Energy Management program. Responsibility is for not only the repair and maintenance of the ANG facilities but also for all assigned Geographically Separated Units (GSU). The incumbent works directly with local and state authorities for all Homeland Security issues and with departments of State Emergency Management.

*****LOUISIANA NATIONAL GUARD MEMBERS – Acceptance of this position may result in the loss of contracted incentive(s). For further details, contact the LANG State Incentive Manager, at (504) 391-8336*****

How to Apply

Application packets must be received at: Gillis Long Center, ATTN: NGLA-JPM-HA, MSgt Cassie L. Ellis, 5445 Point Claire Rd, Carville, LA 70721 or scanned to: cassie.l.ellis.mil@mail.mil in a PDF file, NLT close of business (1600 hrs) on closing date. Confirmation of receipt of application is the responsibility of the applicant. POC is MSgt Cassie L. Ellis at (225) 319-4853, DSN 435-4853.