



Colorado Air National Guard

Traditional

Position Announcement

COANG 23-034



<https://coang.joint.afpims.mil/Jobs/Air-Traditional/>

POSITION TITLE: VEHICLE MANAGMENT SUPERINTENDENT	AFSC: 2T390	OPEN DATE: 11-May-23	CLOSE DATE: 11-Jun-23
UNIT OF ACTIVITY/DUTY LOCATION: 140 Logistics Readiness Squadron Buckley AFB, CO 80011		GRADE REQUIREMENT: Minimum: E7 Maximum: E8	
SELECTING SUPERVISOR: SMSgt Lesley Esworthy-Jones	VACANCY 1008354	PHYSICAL PROFILE: (Officer N/A) PULHES – 333233 X Factor – J ASVAB – 47	

AREAS OF CONSIDERATION

- | | |
|---|---|
| <input checked="" type="checkbox"/> Traditional | <input type="checkbox"/> Nationwide (Military eligible for membership in the COANG) |
| <input checked="" type="checkbox"/> Current COANG members | <input type="checkbox"/> Commissioning Opportunity |
| <input checked="" type="checkbox"/> Enlisted | <input type="checkbox"/> Officer |

All applicants MUST meet the grade requirement and physical/medical requirements outlined

DUTIES AND RESPONSIBILITIES

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SUPERVISORY CONTROLS:

Supervisor provides broad instructions, procedures, overall priorities, policies, and time limits. Division chief relies on incumbent to control work operations and accomplish an adequate quantity and quality of work. Work is reviewed for efficient and economical accomplishment within priorities and controls received.

MAJOR DUTIES:

The position is responsible for exercising technical and administrative supervision over military and civilian subordinate supervisors, leaders and workers in accomplishing trades and labor work in Vehicle Maintenance. The Branch has seven subordinate duty sections staffed with approximately 50 military and 8 civilian personnel engaged in servicing, repairing, overhauling, and rebuilding of major assemblies associated with the maintenance of a fleet of approximately 520 vehicles and equipment items. The occupation and grade level that best reflects the nature of the overall work operation is Heavy Mobile Equipment Mechanic, WG-5803-10.

1. Supervisory Duties. Participates with subordinate supervisors/employees in the development of performance plans. Advises them in advance of performance expectations. Provides feedback on strengths and weaknesses. Appraises performance of subordinate worker(s) and supervisors in accordance with regulations. Rewards or uses corrective action, as needed, in performance management. Resolves grievances and complaints, keeping higher levels of management informed as to their disposition. Explains classification determinations to subordinate employees. Restructures positions when necessary to achieve the most effective and economical utilization of personnel. Assures that subordinate supervisors effectively carry out policies to achieve management objectives. Recommends promotion or reassignment of subordinate supervisors and determines their training needs. Schedules leave of subordinate supervisors, reviews personnel actions and performance appraisals initiated by subordinate supervisors. Acts on personnel problems referred. Maintains administrative records. Serves as a management representative at hearings, meetings, and negotiations involving labor management relations. Applies Equal Employment Opportunity (EEO)/Equal Opportunity Treatment (EOT) principles and requirements to all personnel management actions and decisions, and ensures all personnel are treated in a manner free of discrimination. Takes positive action to implement affirmative action/EEO initiatives identified in the installation Affirmative Employment Plan. Takes action to prevent or correct situations that may give rise to complaints of discrimination and/or sexual harassment. Cooperates fully with counselors, investigators, and examiners. Ensures education in, compliance with, and practice of security directives, good safety, and health habits in all work areas. Ensures employees with access to classified information comply with security directives. Reports all known security violations to the proper authority immediately when discovered. Submits reports in accordance with reporting directives. Ensures safety equipment and protective clothing/gear are worn when mandated by regulations. Reports any condition which might pose a hazard to safety or health to the appropriate authority as soon as possible after detection.(40%)

2. Planning: Performs work planning responsibilities for the Vehicle Maintenance Plans on a quarterly or longer basis for the overall use of personnel and other resources in two or more separate organizational segments or groups controlled through one or more levels of supervision. Determines resource requirements, materials, and the number of employees and the types of skill necessary to accomplish long range work schedules. Allocates resources and distributes work to organizational segments or groups. Analyzes work plans developed by subordinate supervisory staff and monitors the status of their work in relation to the overall schedule requirements, including unanticipated or emergency requirements. Coordinates changes that would modify or deviate overall work schedules or affect work operations controlled by supervisors not under their control. Provides information and advice to higher level supervisors, management officials, and staff organizations on feasibility of work assignments, budget estimates, and workload data to assist in developing or reviewing proposed long-range schedules and work requirements. May participate with superiors in planning conferences and meetings. As the highest level blue-collar subject matter expert for work directed, participates fully with higher level management officials and staff organizations in studying and developing recommendations concerning changes in specifications, requirements, work techniques, and standards; revisions of organization structures, responsibilities, and relationships; improvement or modernization of equipment, facility layout, and workflow. Establishes, directs, and programs five year depot rebuild programs in accordance with HQ AMC and Air Force directives. Plans seasonal rebuild programs to ensure snow removal equipment is rebuilt during the off-season. Plans and administers a corrosion control program for the fleet. Promotes and administers the Hazardous Waste Management Program. Plans, programs, and manages the Branch's budget to include performing as the Billing Official for all IMPAC holders. (30%)

3. Work Direction. Assigns and explains work requirements and operating instructions to subordinate supervisors and sets deadlines and establishes the sequence of work operations to be followed. Maintains balanced workloads by shifting assignments, workers, and other resources to achieve the most effective work operations. Reviews and analyzes work accomplishments, cost, and utilization of subordinates to evaluate work progress, control costs, and anticipate and avoid possible problems by recommending corrective action to superiors. Participates with management officials and/or engineering personnel to develop qualitative and/or quantitative work standards. Evaluates work operations and reviews completed work and inspection reports to assure that standards are met. Coordinates work operations with the supervisors of other organizations and functions.(30%)

DUTIES and RESPONSIBILITIES (Cont'd):

SPECIALTY QUALIFICATIONS:

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the location below. Complete applications must be received **no later than 2359 on or before the closing date.**

Selecting officials have the right to hold package review boards prior to in-person interviews

Incomplete packages will not be considered for the position vacancy

1. Cover Letter identifying the position you are applying for.
2. Civilian or Military Resume.
3. CURRENT (w/in 90 days) Records Review RIP (available on vMPF via AF Portal).
4. CURRENT Points Credit Summary (available on vMPF via AF Portal).
5. CURRENT and PASSING Report of Individual Fitness (from myFitness)
6. Additional requirements:

Add any other documentation you want provided.

****SUBMIT ELECTRONIC ONLY****

QUESTIONS?

If you have any questions on package submission you may contact 720-847-9446/DSN 847-9446 or email to the below email addresses. If you have any position related questions please contact the selecting supervisor.

E-MAIL APPLICATIONS TO MPS:

joshua.thornton.1@us.af.mil

OR:

SUBMIT APPLICATIONS VIA

AMRDEC SAFE: <https://safe.apps.mil/>

joshua.thornton.1@us.af.mil

REMARKS

Federal law prohibits the use of government postage for submission of applications.

THE COLORADO NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.