VIRGIN ISLANDS NATIONAL GUARD
JOINT FORCE HEADQUARTERS
4031 LA GRANDE PRINCESSE, LOT 1B
CHRISTIANSTED, ST. CROIX, USVI 00820-4353

NATIONWIDE

ANNOUNCEMENT #16-10

SUPERVISORY FACILITY OPERATION SPECIALIST (PROGRAM MANAGEMENT)

Opening Date: 29 March 2010	**Open Until Filled**
Position:	Supervisory Facility Operations Specialist (Program Management)
Series/Grade:	GS-1640-12
Salary Range:	GS-12-$63,119.00-$82,053.00 Plus 20.94% COLA 4.72 % Locality Payment
Military Requirements:	OFF: O1-O4 OFF: (Branch Immaterial (BR 01A)
Position Description#	70558000
Location:	Construction and Facility Management Office, JFHQ
Type of Appointment:	EXCEPTED

Selecting Official: LTC Carolyn Y. Lanclos, CFMO

Area of Consideration:

All technicians in the Virgin Islands National Guard. All members of the Virgin Islands National Guard and other individuals who are eligible for membership in the Virgin Islands National Guard. **NOTE: Virgin Islands Air National Guard personnel must be eligible to acquire membership in the Army National Guard in an available and compatible military grade for the excepted technician position**.
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BRIEF DESCRIPTION OF DUTIES

This position is located in the VING Construction and Facilities Management Office (CFMO), Facilities Management Branch. The primary purpose of this position is to program, manage, schedule and direct the operations, maintenance and repair, rehabilitation and improvements to ARNG facilities. Also administers the state NGB

energy management program. Manages funds to support the maintenance and repair program. Identifies requirements, develops and recommends operating budgets for maintenance, repair, and operations and maintenance minor construction projects. Receives, investigates and verifies installation maintenance requests to determine propriety and approves requests for maintenance and repair. Develops, provides guidance, and manages real property operations in all military department facilities. Manages and directs the preparation of architectural and engineering drawings covering a broad range of maintenance modifications for existing ARNG facilities. Manages and directs fire prevention and protection activities. Serves as facilities fire marshal. Coordinates with Federal, state, and local government agencies on matters concerning fire prevention, protection and suppression. Implements, directs, and manages the Army Energy Program. Administers and coordinates. Antiterrorism/Force Protection and Physical Security standards as applicable to facilities to include the Electronic Security System. Performs other related duties as assigned.

THE VIRGIN ISLANDS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER.
All qualified applicants will receive consideration for appointment without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, age, or any other non-job related factor.

QUALIFICATIONS

General Experience
Experience, education, or training which provided knowledge of practices and procedures related to property management; maintenance systems, materials requirements, and scheduling procedures.

Specialized Experience
Applicant must have thirty six (36) months of specialized experience to qualify for the GS-12 position, which demonstrates the knowledge, skills and abilities (KSAs) required for the position.

APPLICANTS WHO MEET THE ELIGIBILITY REQUIREMENTS WILL BE FURTHER EVALUATED BASED ON THE FOLLOWING KNOWLEDGE, SKILLS AND ABILITIES (KSAs) WHICH ARE CONSIDERED ESSENTIAL TO PERFORM THE DUTIES AND RESPONSIBILITIES OF THIS POSITION. Applicant must address each KSA on a separate sheet of paper. Stating when, where and how obtained each; either through experience, education or training. Failure to submit this information may affect your ranking for referral for this position.

Extensive technical knowledge and human relations skill to effectively administer all facets of a complex statewide physical plant maintenance program.

Extensive background in construction, standard building practices and physical plant management; including construction oversight, inspection, and facility maintenance programs.

Comprehensive knowledge of maintenance concepts, principles, and practices concerned with planning, design, and maintenance of ARNG facilities, utilities, fire and intrusion detection, and for streets and parking facilities to include those in geographically separated areas.

Ability to function effectively in emergency situations and in an environment of constantly changing priorities.

General knowledge of electrical, mechanical and plumbing systems to be able to direct licensed personnel in their specialties.

Ability to read and interpret plans and specifications, to coordinate and monitor construction maintenance and repair projects, and formulate budgets.

BRIEF DESCRIPTION OF WORK

Describe in detail your work experiences (paid or unpaid), training, education, and /or other information that relates to the specialized experience stated on the vacancy announcement. Use complete dates to indicate each amount of experience you have. Include pertinent military experiences and describe duties in detail. You may use continuation pages to include all related experience. Ensure that both military and civilian experiences are fully described, to include time frame, for which you are applying. **If you describe more than one type of work, write the approximate time period in each.** Please **enter** the **month, and year** for each period. Omission of these requirements can result in disqualification of your application. List your military grade, unit of assignment, and MOS. List your National Guard (weekend duties) separately from your other job experiences. List your position, military Supervisor, phone numbers, dates you have held each position and detailed duty description. If you have completed any college courses, include copies of your college transcript with the application.

TO APPLY: Deliver Optional Form 612, or Resume to Joint Forces Headquarters, ATTN: HRO (MSG Harris) 4031 La Grande Princesse, Lot 1B, Christiansted, VI 00820-4353. Applications must include all necessary information required on the vacancy announcement. MOS/SSI and rank must be indicated on application. Verification on non-flagging action MUST be included. Applications post marked or hand delivered to the HRO after the closing date will not be considered. Business hours are 0800-1700, Monday thru Friday. All applications will be retained for our records.

CONDITION OF EMPLOYMENT AND MILITARY REQUIREMENTS

1. Wearing of military uniform is a requirement. Acceptance of this position constitutes concurrence with this requirement and is a condition of continuation of employment.
2. As a condition of employment, selectee must be able to acquire security clearance, as required.
3. Failure to complete NGB prescribed courses at the National Guard Professional Education Center (PEC) within the first year of employment may be cause for reassignment to another full-time position or termination from full-time employment unless there are extenuating circumstances that preclude the full-time member from course attendance.
4. Selectee must enroll in electronic fund transfer (EFT) upon appointment.
5. **If applicant's record is flagged, individual will be barred from favorable personnel action. Verification of non-flagging action must be included with package.**

6. This position requires a compatible military assignment as follows: OFF: O1-O4 OFF: Branch Immaterial (BR 01A).
7 **Permanent Change of Station (PCS) is not authorized for this position**.

FOR THE ADJUTANT GENERAL:

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KAI A. SCHJANG
LTC, GS
Human Resources Officer

Here's what your resume or application must contain

(in addition to specific information requested in the job vacancy announcement)

JOB INFORMATION

Announcement number, and title and grade(s) of the job for which you are applying.

PERSONAL INFORMATION

Full name, mailing address (with ZIP Codes) and day and evening phone numbers (with area code)

Social Security Number

Country of citizenship (Most Federal jobs required United States citizenship.)

Reinstatement eligibility (If requested, attached SF 50 proof of your career or career-conditional status.)

Highest Federal civilian grade held (Also give job, series, and dates held)

EDUCATION

High school:
- Name, city, and State (ZIP Code if known)
- Date of diploma or GED

Colleges and universities:
- Name, city, and State (ZIP Code if known)
- Majors
- Type and year of any degrees received
  (If no degree, show total credits and indicate whether semester or quarter hours.

Send a copy of your college transcript only if the job vacancy announcement requests it.

WORK EXPERIENCE

Give the following information for your paid and non-paid work experience related to the job for which you are applying:
(Do not send job descriptions)

- Job title (include series and grade if Federal job)
- Duties and accomplishments
- Employer's name and address
- Supervisor's name and phone number
- Starting and ending dates (month and year)
- Hours per week
- Salary

Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS

Job related training courses (title and year).

Job related skills, for example, other languages, computer software/hardware tools, machinery, typing speed.

Job related certificates and licenses.
(current only)

Job related honors, awards, special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards.
(Give dates but do not send documents unless requested.)

Verification of non-flagging action from unit.

Selective Service verification form.