



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

Announcement # 14-11

Surface Maintenance Mechanic

Opening Date:	13 April 2011	Closing:	12 May 2011
Position:			Surface Maintenance Mechanic
Series/Grade			WG-5801-10
Salary Range:			Base Pay WG-10 \$22.48 to \$26.22
Military Requirements:			ENL: E1-E7 MOS: 91B/D/J/S
Position Description			#D1194000
Location:			FMS #2 Leonard B. Francis Armory 63 Estate Nazareth St. Thomas, VI 00802-1102
Type of Appointment:			EXCEPTED
Selecting Official:	MSG Delano Blyden, Surface Maintenance Mechanic Supervisor.		

Area of Consideration

All technicians in the Virgin Islands National Guard. All members of the Virgin Islands National Guards. **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.**

BRIEF DESCRIPTION OF DUTIES

This position is located in the Field Maintenance Shop. The duties are to remove, disassemble and make the appropriate repairs, etc on engines and complex major assemblies, sub-assemblies, components and fuel, hydraulic, and oil pressure systems in accordance with the proper repair specifications and procedures, and improvise repair techniques when standard procedures are not available. Reassemble engines and other systems; adjust, test, and reinstall in vehicles and equipment as necessary. Makes adjustments and repairs to electrical and suspension systems. Assist higher graded mechanics in repairing equipment with a variety of interconnected systems. to include state of the art electrical and electronic, fuel injection, interconnected gear reduction, multiple engines, and similarly complex systems. Independently performs repairs and maintenance functions with little or no supervision in remote locations. Conducts readiness and repair

inspections on vehicles and associated equipment supported by the activity. Assist in the maintenance of production reports and records, and makes recommendations to the supervisor. 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

Knowledge of the repair adjustment and maintenance of self propelled transportation and other mobile equipment (except aircraft).

Specialized Experience

Applicant must have eighteen (18) months of specialized experience to qualify for the WG10 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.

--Ability to diagnose, repair, overhaul, and modify a variety of combat, tactical, commercial, special purpose vehicles and equipment..

--Knowledge of electrical, electronic, hydraulic, pneumatic, and other non-mechanical systems that have a functional relationship and effect on the operation of mechanical systems.

--Extensive knowledge of hydraulic lifting, loading, turning, and positioning systems and their mechanical, hydraulic, pneumatic, electrical, and electronic controls.

--Knowledge of electronics, sufficient to identify and replace defective components, such as chips, sensors, circuit boards, and other standard components.

--Ability to repair or overhaul major components such as diesel, multi-fuel or gasoline engines, turbine engines, automatic and manual transmissions, drive line assemblies, electrical and electronic systems and accessories, fuel injection systems, and emission control systems.

--Skill to use a wide variety of test and diagnostic equipment to perform fault isolation and conduct repair of combat, tactical, commercial, special purpose vehicles and equipment manufacturer state of the art computerized diagnostic equipment and embedded diagnostics.

Ability to utilize, interpret and apply parts list, manufacturer's repair manuals, technical manuals, diagrams, engineering drawings, diagnostic computer information, and schematics.

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 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 (SSG Williams) 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
ENL: E1-E7, MOS: 9B/D/J/S and any civilian auto mechanic skills
7. **Permanent Change of Station (PCS) is not authorized for this position.**
8. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserved Incentive Program (**BONUS**).

FOR THE ADJUTANT GENERAL:


for 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.