

POSITION DESCRIPTION

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show Positions Replaced)		3. Service <input type="checkbox"/> HQ <input checked="" type="checkbox"/> Field		4. Empl Office Location		5. Duty Station		6. OPM Cert #	
		7. Fair Labor Standards Act Not Applicable		8. Financial Statements Required <input type="checkbox"/> Exec Pers Financial Disclosure <input type="checkbox"/> Employment & Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
		10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (32 USC 709) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)		11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> Non-Sensitive <input type="checkbox"/> Noncritical Sens <input type="checkbox"/> Critical Sens <input type="checkbox"/> Special Sens		13. Competitive Level	
								14. Agency Use ENE Dual Status	

15. Classified/Graded by
 a. US Office of Pers Mgt b. Dept, Agency or Establishment c. Second Level Review d. First Level Review

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Aircraft Maintenance Coordinator	GS	1101	11	jjk	20 Aug 01

16. Organizational Title (If different from official title)
ACFT OWNER

17. Name of Employee (optional)

18. Dept/Agency/Establishment - National Guard Bureau

a. First Subdivision - State Adjutant General

b. Second Subdivision - ANG Flying Wing

c. Third Subdivision - Logistics Directorate

d. Fourth Subdivision - Aircraft Generation Squadron

e. Fifth Subdivision -

19. Employee Review. This is an accurate description of the major duties and responsibilities of my position.

Employee Signature /Date (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes related to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

Signature //signed// Date

b. Typed Name and Title of Higher-Level Supervisor/Manager (optional)

Signature Date

21. Classification/Job Grading Certification: I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standards apply directly, consistently with the most applicable standards.

Typed Name and Title of Official Taking Action

JASON KAREGEANNES
PERSONNEL MANAGEMENT SPECIALIST

Signature //signed// Date 20 Aug 01

22. Standards Used in Classifying/Grading Position

USOPM Handbook of Occupational Groups and Families, January 1998; USOPM PCS for Production Control Series, GS-1152, May 1992; USOPM PCS for Equipment Specialist Series, GS-1670, November 1994; USOPM Handbook of Occupational Groups and Families, GS-1101 definition, January 1998.

Information For Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or OPM. Information on classification/job grading appeals is available from the personnel office.

23. Position Review	Initials	Date								
a. Employee (Opt)										
b. Supervisor										
c. Classifier										

24. Remarks:
Released from NGB-HR-Classification Activity, CRA 01-1021, dated 20 Aug 01.

25. Description of Major Duties and Responsibilities (SEE ATTACHED)

25.

DUTIES:

This position is located within an Air National Guard flying unit, Aircraft Generation Squadron. Its purpose is to serve as the Aircraft Maintenance Coordinator, with responsibility for the overall maintenance effort on the flightline to include work operations performed by two or more distinct organizational units and controlled by a number of separate supervisors. The position does not have supervisory duties or responsibilities.

-- Responsible for the total squadron maintenance program, manages the overall direction of the maintenance effort, and enforces safe maintenance practices. In addition, responsible for identifying, assembling, and managing critical equipment items. Priority is placed on aircraft supporting operational requirements, scheduled and unscheduled aircraft maintenance, and aircraft used for maintenance and/or operations training. The focus is on aircraft generation in order to meet mission requirements. Incumbent has maintenance authority on airworthiness of aircraft based on knowledge of aircraft systems and safety of flight concerns. Ensures that a pilot pickup is accomplished for critical parts in order to expedite repairs of Not-Mission-Capable aircraft that receive the highest priority and depends on the critical need for the aircraft and its return to service. May verify Mission Capable (MICAP) requisitions.

-- Participates in establishing the monthly and weekly maintenance plans. Attends the daily maintenance planning meetings for the purpose of incorporating unscheduled maintenance into the weekly and daily maintenance plans. Evaluates workload requirements and makes changes to aircraft utilization schedules as required. Takes prompt and decisive action to make on-the-spot adjustments to maintenance repair priorities necessitated by unscheduled maintenance requirements.

-- Controls and coordinates maintenance activity on the flightline. Monitors aircraft maintenance in progress and evaluates estimated completion time against scheduling and planning requirements. Anticipates problems and directs changes of flightline activities in order to meet mission schedules.

-- May be required to coordinate with supervisors to select workers and assign tasks to be performed. When necessary, initiates action to resolve personnel shortages and coordinates requirements with the Maintenance Operations Center (MOC). Reviews work in progress or upon completion for compliance with policies and procedures. Ensures utilization of proper tools and equipment and adherence to technical data in performance of maintenance. Determines methods necessary to meet mission requirements including authorizing and directing cannibalization on assigned aircraft. Cannibalization actions will be coordinated with the MOC and Supply. Ensures aircraft status is accurately reported in accordance with Air Force instructions, reports, and applicable supplements. Works closely with the expediter and MOC to ensure that actual aircraft status matches the aircraft status reported in the automated reporting system.

-- Understands, executes, and coordinates specific disaster control duties including the provisions contained Air Force instructions, with regard to movement of aircraft, support equipment, and evacuation of flightline personnel. Decisions will be made based on safeguarding personnel first, followed by protecting aircraft, equipment, and other resources. Maintains a current on-base disaster map with cordon overlay and appropriate checklists for use during disasters or exercises.

-- Performs other duties as assigned.

Factor 1 – Knowledge Required by the Position:

FL 1-7 1250 Points

-- Knowledge of the maintenance, modification, and repair of various types of complex aviation components and equipment on a combat or strategic fixed wing aircraft.

-- Knowledge of the activity, staff, support operations, manpower, equipment, supplies, and materials, etc., to develop short- and long-range plans and schedules of maintenance workloads.

-- Extensive knowledge, understanding, and use of aircraft equipment and components terminology, data, and standards, and how to relate them to needs of missions.

-- Knowledge and experience to observe and analyze production operations to determine if schedules are being followed, improved, and to determine the causes of production delays.

-- Knowledge of quality assurance sufficient to comply with Air Force directives and guidelines.

-- Knowledge of Emergency War Order (EWO) and contingency plans to successfully accomplish aircraft generation.

-- Must possess an understanding of the pertinent directives to the function and established priorities based on scheduled inspections, equipment outages, mission requirements, and training schedules.

-- Knowledge and in-depth understanding of the capabilities of equipment possessed and of the specialty shops, and all possible work sequences available in the production facility to ensure that all maintenance and production goals are attained expeditiously and economically with no degradation to the training or mission objectives.

Factor 2 – Supervisory Controls:

FL 2-4 450

-- Performs assigned duties with minimal guidance, conferring with supervisor to set overall objectives, and adjusts any conflicting priorities. Analyzes, plans, organizes, and coordinates aircraft maintenance tasks and, independently, resolves conflicts, and

resource shortages. Plans and coordinates the timing and integrated production efforts of various shops involved in the maintenance effort. Completed work is reviewed in terms of effectiveness in meeting and coordinating production requirements and deadlines.

Factor 3 – Guidelines:

FL 3-3 275

-- Guidelines include a wide variety of Air Force regulations and requirements, NGB regulations, technical manuals and orders, equipment specific manuals, maintenance operating instructions, local operating procedures, etc. Guidelines are normally available for most assignments but not always specific nor completely applicable to work, processes, materials, or maintenance operations. Utilizes experience and judgment to interpret, adapt, or extend guidelines. Analyzes results and makes recommendations for changes. May devise or test new work methods, procedures, or guidelines.

Factor 4 – Complexity:

FL 4-3 150

-- Responsible for short and long-range planning and scheduling relative to the maintenance, modification, and repair of a variety of complex aircraft equipment and components. Reviews, evaluates, and analyzes data regarding facility capabilities and utilization, work backlog, and personnel distribution. Conducts planning meetings to confirm, adjust, or prioritize daily maintenance and workload requirements. Negotiates with operations personnel to develop maintenance schedules that make the most efficient use of resources.

Factor 5 – Scope and Effect:

FL 5-3 150

-- Work involves resolving a variety of conventional maintenance production problems and situations by selecting or adapting formal work methods and procedures. Utilizes established or precedent criteria and maintenance plans. Work impacts on the effectiveness of operations. Achieves or maintains desired production levels of mission capable aircraft that meet or exceed the original scheduling requirements and terms of acceptability established by the customer (Operations), and are consistent with efficient and economic operations.

Factor 6 – Personal Contacts &
Factor 7 – Purpose of Contacts:

Matrix 2b 75

-- Contacts are with employees in the same unit and outside the immediate organization. Contacts are engaged in different functions, missions, and kinds of work other than maintenance production control. Contacts are by telephone, email, in meetings, etc.

-- Purpose of contacts is to plan, coordinate, or advise on production efforts, or to resolve maintenance production problems by influencing or motivating maintenance production or support personnel. Contacts are normally cooperative and have mutual production interests and goals. This position is the only position within the organization and, as

such, must be fully cognizant of all aspects of relationships to other staff and support activities.

Factor 8 – Physical Demands:

FL 8-2 20

-- Work involves climbing, stooping, standing, bending, stretching, and working in tiring and uncomfortable positions on aircraft, sometimes in obstructed areas. Lifts moderately heavy items such as equipment and components; and occasionally lifts heavier items such as generators or engine starters with the assistance of weight handling equipment or other workers.

Factor 9 – Work Environment:

FL 9-2 20

-- Work is performed on the flightline for the majority of time, although there may be some office work. Duties necessitate frequent visits to the flightline involving moderate risks and discomfort around operating equipment and vehicles and in areas of high noise levels. Regular use of safety equipment, such as earplugs and safety-toed boots, is an occupational requirement.

ADDENDUM TO PD# D1528000
Aircraft Maintenance Coordinator, GS-1101-11

OTHER SIGNIFICANT FACTS:

Incumbent may be required to prepare for and support the mission through the accomplishment of duties pertaining to military training, military readiness, force protection and other mission related assignments including, but not limited to, training of traditional Guard members, CWDE/NBC training, exercise participation (ORE/ORI/UCI/MEI/OCI/IG, etc.), mobility exercise participation, FSTA/ATSO exercise participation, SABC training, LOAC training, weapons qualification training, participation in military formations, and medical mobility processing within the guidelines of NGB/ARNG/ANG/State/TAG rules, regulations and laws. These tasks have no impact on the classification of this position and should NOT be addressed in any technician's performance standards.

EVALUATION STATEMENT

A. Title, Series and Grade: Aircraft Maintenance Coordinator, GS-1101-11

B. Reference:

1. USOPM Handbook of Occupational Groups and Families, Definition for GS-1101, January 1998.
2. USOPM PCS for Production Control Series, GS-1152, May 1992.
3. USOPM PCS for Equipment Specialist Series, GS-1670, November 1994.
4. USOPM PCS Introduction to the Position Classification Standards, December 1997.

C. Background: This new position description is developed for use in locations where units have a flying mission, for both combat and/or strategic fixed wing aircraft. This PD was established to provide aircraft maintenance production coordination.

D. Series, Title, and Grade Determination:

1. Series: The GS-1101 series covers positions that perform one and two grade interval work that includes two or more types of work that fit into the GS-1100 family where no series is dominant, or for other work properly classified in this group for which no other series has been provided. Such is the case of this position. Therefore, this position is properly classified in the GS-1101 series. The GS-1152 series was considered, but it primarily covers positions that are involved with the performance of planning, estimating, scheduling, and expediting the combined use of labor, machines, and materials in specific manufacturing operations that employ mechanical or automated production systems and methods in the fabrication, overhaul, or repair of Government equipment, facilities, and supplies. The GS-1670 series was also considered, but it covers positions that are responsible for identifying parts, assemblies, and equipment; determining sources of supply and feasibility of local manufactures; determining availability, interchangeability, and substitution; preparing specifications for procurement and expedition material deliveries; locating alternate sources; or functioning as an equipment technical information resource and providing guidance for the activation or deactivation of equipment in a system. This position has many characteristics of the 1152 and 1670 series' however one series does not predominate; therefore this position is properly classified to the GS-1101 series.

2. Title: Titling for the GS-1101 series is not restrictive; therefore a constructed title of Aircraft Maintenance Coordinator is assigned as it is descriptive of the overall responsibilities of this position.

3. Grade: As there is no grading criteria provided for the GS-1101 series, cross reference is made to the GS-1152 standard which is most closely related to the work

required. See attached Factor Evaluation System (FES) Position Evaluation Statement.

E. Conclusion: Based on the above evaluation, this position is classified as Aircraft Maintenance Coordinator, GS-1101-11.

CLASSIFIER: Jason Karegeannes, NGB Pers Mgmt Spec

DATE: 20 Aug 01

**FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT**

FACTOR	LEVEL	POINTS	REMARKS
1. KNOWLEDGE REQUIRED	1-7	1250	
2. SUPERVISORY CONTROLS	2-4	450	
3. GUIDELINES	3-3	275	
4. COMPLEXITY	4-3	150	
5. SCOPE AND EFFECT	5-3	150	
6. PERSONAL CONTACTS and 7. PURPOSE OF CONTACTS	2b	75	
8. PHYSICAL DEMANDS	8-2	20	
9. WORK ENVIRONMENT	9-2	20	
TOTAL POINTS ASSIGNED: 2390			GRADE: GS-11

FINAL CLASSIFICATION: Aircraft Maintenance Coordinator, GS-1101-11.

CLASSIFIER: Jason Karegeannes, NGB Pers Mgmt Spec

DATE: 20 Aug 01