STATE OF IDAHO
invites applications for the position of:

Assistant Production Controller

SALARY:	$23.26 - $30.24 Hourly
DEPARTMENT:	Division of Military
OPENING DATE:	01/21/22
CLOSING DATE:	02/22/22 11:59 PM
DESCRIPTION:	

STATE OF IDAHO
MILITARY DIVISION
Human Resource Office (HRO)
State Personnel Branch
4794 General Manning Avenue, Building 442
Boise, Idaho 83705-8112
Telephone: (208) 801-4273

STATE VACANCY ANNOUNCEMENT
Registers established from this announcement may remain valid up to one year to fill vacancies within the same classification.

A-M-E-N-D-M-E-N-T
This announcement is amended. The Closing Date has been extended.

ANNOUNCEMENT NUMBER:	**22-04-MN**
AREA OF CONSIDERATION:	**Open to current enlisted members (E-6 and below) of the Idaho National Guard**
POSITION TITLE:	**Assistant Production Controller**
PAY GRADE:	**NGA-8**
POSITION CONTROL NUMBER:	**1154**
CLASS CODE:	**22713**
SALARY:	**$23.26 to $30.24 hourly ($48,378 to $62,894 annually)**
FLSA CODE:	**Covered**
DUTY LOCATION:	**Military Division, Idaho Army National Guard, Construction and Facilities Management Office (CFMO), Gowen Field, Boise, ID**
TYPE OF POSITION:	**Military Nonclassified; Army or Air; Enlisted**

COMPATIBLE MILITARY FIELD:	**Not Applicable**

JOB TITLE: ASSISTANT PRODUCTION CONTROLLER
POSITION CONTROL NUMBER(S): 1154 & 5418
CLASS CODE NUMBER: 22713
SALARY GRADE: NGA-8

INTRODUCTION: These positions are assigned to the Construction and Facilities Management Office (CFMO), Operations and Maintenance (O/M) Branch, Idaho Army National Guard (IDARNG), functioning within the State of Idaho – Military Division. The primary purpose of the position is to provide assistance to the production control activity to plan, estimate, schedule, and expedite the effective and efficient utilization of manpower, supplies, and equipment resources. Incumbent ensures proper payment processing.

EXAMPLE OF DUTIES:

DUTIES AND RESPONSIBILITIES

1. Assists the Production Controller in all aspects of the operation of the Work Control Center, which provides a central point for information. Responsible for processing work order requests (oral and written) and verifying for validity, accuracy, and feasibility. Promotes a respectful workplace that complies with policies of the Adjutant General. Observes and ensures compliance with all applicable laws, rules, regulations and policies and serves as a role model for the Whistleblower Protection Program, EEO, security and workplace safety practices, policies and regulations at all times. Maintains a safe and drug/alcohol free workplace.

2. Serves as a secondary point of contact for the work order management program within CFMO. Under the direction of the Production Controller, may coordinate with building managers; solicit and review customer feedback; conducts trend analysis for work orders and service calls; and provides guidance for self-help customers. Operates various computer programs and automated systems utilized by the FMO relating to work control or material handling activities. Utilizes the approved Army National Guard FMO Work Order Management System (Integrated Engineering Management System (iEMS), Standard Supply System, and various other automated management systems to aid in the performance of their duties. Understands the work order and logistics management systems.

3. Under the direction of the Production Controller, ensures the preventative maintenance (PM) work order schedule is managed. Maintains preventative maintenance schedules depicting status of work in progress, programmed for future accomplishment or in-work stoppage. Receives incoming communications, responds to such communications and or routes them to the appropriate maintenance section. May assist with ensuring that bench stock and equipment materials are properly maintained at all times. Receives new equipment worksheets and verifies that work order equipment records are accurate and updated in iEMS as directed.

4. Tracks purchase orders for contracted maintenance support and services. Works with vendors and craftsmen to ensure invoices are accurate and work is completed prior to processing for payment. Processes invoices to ensure vendors are paid in a timely manner. Modifies purchase orders as necessary to process payments for contracted work. Maintains a sign-in and sign-out roster for the State Purchase Card (P-Card) program and processes purchase receipts.

5. Assists the Production Controller to ensure fiscal responsibility by establishing work orders and job orders under the correct organizational funding codes. May assist with trend analysis of past utilization of supplies and material to identify and determine future requirements. Assists the Production Controller in managing the FMO equipment and supply programs. As directed by the

Production Controller may serve as a supply liaison between the FMO, key staff and higher headquarters.

6. Assist the Production Controller in the Operation and management of the FMO storage and warehouse facilities. Reports material status of work order and job order requirements. Searches files to determine stock replenishment levels for bench/shop stock for centrally controlled supplies and other material within funding limitations.

7. Performs warehouse operations, and production control tasks and duties as necessary in order to support the overall warehouse operation's mission. Incumbent is required to perform other duties to include, but not limited to; receive and deliver warehouse truck deliveries; maintain inventories for materials and parts; process work order requests; approve requisitions; maintain general hazmat inventory control; and process P-Card transactions.

8. Performs other related duties and projects as necessary or assigned.

SUPERVISORY CONTROLS: Incumbent works under the general supervision of the Production Controller, utilizing judgment to resolve most assignments. Supervisor defines the general objectives and priorities to be accomplished. Plans and carries out assignments with considerable independence within established policies, procedures and regulatory guidelines. Incumbent consults with supervisor where established practices and procedures are non-existent or not applicable to the circumstances. Work is reviewed in terms of technical adequacy of results and consistency with support provided by the Facilities Management office mission and objectives.

PERSONAL WORK CONTACTS: Works closely with personnel of the Idaho National Guard (IDNG) and Idaho Military Division (IMD). May have contact with federal and state staff, local vendors, and other individuals at all levels of government and in the private sector. The purpose of contacts is to validate, confirm requirements, and schedule for work order management, invoice management, and payment processing for the submission of source documents and other necessary information. Assists Facilities Maintenance Staff in locating information, or preparing for and responding to request for information and other internal inquires.

WORKING CONDITIONS / PHYSICAL EFFORT: Work is generally performed in a climate-controlled office environment where areas are well-lighted and ventilated but may be drafty. Outdoor requirements may be required due to warehouse or storage yard operations. Incumbent is exposed to a wide range of hazards and weather conditions while working storage yards or warehouse facilities. The work is sometimes dirty, dusty and greasy. May frequently be exposed to the possibility of cuts, scrapes and bruises. May require working irregular hours in adverse weather conditions. Safety equipment (hard hats, safety shoes and gloves, etc.) are required at times. Work requires some physical effort. The job requires walking, lifting, standing, stooping, bending, climbing, and the carrying of warehouse or mobility bag type items on hard surfaces as well as driving forklifts and assorted vehicles. Must be able to withstand heights up to 15 feet and handle items that weigh up to 50 pounds. Occasionally exposed to high stress conditions. Travel, via modes of all transportation, may be required for work or training. Operates State and Federal material handling equipment, forklifts, and facilities maintenance vehicles to transfer supplies and other items between Gowen Field and Orchard Combat Training Center (OCTC).

FLSA Overtime Code: C (Covered; time and one-half)
EEOC: E07 (Office/Clerical)
WCC: 8810
NOVEMBER 2021

MINIMUM QUALIFICATIONS:

QUALIFICATION REQUIREMENTS:

Mandatory Requirements (conditions of employment)

- Must be a current enlisted member (E-6 or below) of the Idaho National Guard.
- Must have and maintain a valid and unrestricted state issued driver's license (from any state).
- Must have, or be eligible to obtain, and maintain a favorable T1 (NACI) Federal Background Investigation. If a selected candidate does not have a current favorable T1, as a condition of employment he/she must submit to the investigation process immediately upon hire/appointment. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*

Knowledge, Skills and Abilities (KSAs)
Applicants must have 18-months of specialized experience performing related to the duties as specified below.

- Skill and ability within general warehouse operations, supply and material procurement.
- Ability to develop and manage service contracts, answer requests for information, and review contract proposals and statements of work for accuracy and completeness.
- Ability to receive and process invoices for progress payment.
- Ability to coordinate with internal and external organizations and businesses in support of production control and logistic activities to ensure proper supply handling, scheduling and the expediting of the work.
- Ability to safely operate forklifts and utilize extension ladders and portable stairs to maintain warehouse inventories and packages materials. The ability to safely operate vehicles for the purposes of delivering parts and materials to remote facilities on a routine basis.
- Knowledge of the OSHA safety requirements for warehouse operations and an understanding of The Army Safety Program AR385-10.
- Ability to communicate clearly both verbally and in writing.

CONDITIONS OF EMPLOYMENT:
a. Each person hired will be required to provide verification of eligibility to work in the United States and may be subject to a criminal background check.
b. Refer to the position description for the Mandatory Requirements for this position.
c. Military Nonclassified employees are required to comply with military standards and wear the appropriate uniform.
d. Incumbent must be a current enlisted member or Warrant Officer assigned to the Idaho National Guard. Loss of military membership or compatible military grade/status will result in loss of employment.
e. The State of Idaho, Military Division is an Equal Opportunity employer. Selection for this position will be made without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), genetic information, political affiliation, marital status, and disability or age (which does not interfere with job accomplishment or job eligibility based upon the position description Mandatory Requirements). Appropriate consideration shall be given to veterans in accordance with applicable state and federal laws and regulations.

PERSONNEL MANAGER CERTIFICATION: The title, series, grade, duties and responsibilities are complete and accurate as written and a current or projected vacancy exists as advertised.

Gloria A. Duncan
Supervisory Human Resource Specialist
Military Division – State Personnel Branch

The HRO State Personnel Branch will not forward incomplete or nonqualifying application packets for consideration.

SUPPLEMENTAL INFORMATION:

If you are unable to apply online, please contact the HRO office by phone 208-801-4273 or email hrobypass@imd.idaho.gov to discuss alternative options.

Thank you for your interest in employment with the Idaho Military Division.

APPLICATIONS MAY BE FILED ONLINE AT:
https://www.governmentjobs.com/careers/idaho

Position #22-04-MN
ASSISTANT PRODUCTION CONTROLLER
GD

304 North 8th Street
Boise, ID 83720

idhr@dhr.idaho.gov

Assistant Production Controller Supplemental Questionnaire

* 1. **Mandatory Requirement (condition of employment)**: Must be a current enlisted member (E-6 or below) of the Idaho National Guard.
Provide your military grade, job title, MOS/AFSC and unit of assignment.

* 2. **Mandatory Requirement (condition of employment)**: Must have and maintain a valid and unrestricted state issued driver's license (from any state).

Provide written response regarding your willingness and ability to have and maintain a valid, unrestrcited license. DO NOT provide license info here.

* 3. **Mandatory Requirement (condition of employment)**: Must have, or be eligible to obtain, and maintain a favorable T1 (NACI) Federal Background Investigation. If a selected candidate does not have a current favorable T1, as a condition of employment he/she must submit to the investigation process immediately upon hire/appointment. (*At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*

Provide written response regarding your eligibility, willingness and ability to meet this condition of employment.

* 4. KSA: **Skill and ability within general warehouse operations, supply and material procurement.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

* 5. KSA: **Ability to develop and manage service contracts, answer requests for information, and review contract proposals and statements of work for accuracy and completeness.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

* 6. KSA: **Ability to receive and process invoices for progress payment.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

* 7. KSA: **Ability to coordinate with internal and external organizations and businesses in support of production control and logistic activities to ensure proper supply handling, scheduling and the expediting of the work.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

* 8. KSA: **Ability to safely operate forklifts and utilize extension ladders and portable stairs to maintain warehouse inventories and packages materials. The ability to safely operate vehicles for the purposes of delivering parts and materials to remote facilities on a routine basis.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

* 9. KSA: **Knowledge of the OSHA safety requirements for warehouse operations and an understanding of The Army Safety Program AR385-10.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

* 10. KSA: **Ability to communicate clearly both verbally and in writing.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

* 11. Unqualified or incomplete applicant packets will not be forwarded.
Do you certify you attached any supporting/required documentation and given detailed written responses with your application packet before submitting?

❑ Yes ❑ No

* 12. Do you certify that all of the information and attached documents to this application are true, correct, complete and made in good faith? (This will constitute your official signature.)

❑ Yes ❑ No

* Required Question