STATE OF IDAHO
invites applications for the position of:

State Maintenance Operations Manager (Army)

SALARY:	$31.08 - $40.41 Hourly
DEPARTMENT:	Division of Military
OPENING DATE:	02/02/22
CLOSING DATE:	02/15/22 11:59 PM
DESCRIPTION:	

STATE OF IDAHO
MILITARY DIVISION
Human Resource Office (HRO)
State Personnel Branch
4794 General Manning Avenue, Building 442
Boise, ID 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.

ANNOUNCEMENT NUMBER:	**22-07-MN/MW**
AREA OF CONSIDERATION:	**Restricted to current, full-time State employees of the Idaho Military Division, assigned to the CFMO, including EMO. Military member must be a federally recognized Commissioned Officer (O4 and below); any Warrant Officer or Enlisted member (E-7 and above) in the Idaho National Guard.** (*Current civilian State employees may apply under 22-07-MW*)
POSITION TITLE:	**State Maintenance Operations Manager (Army)**
PAY GRADE:	**NGA-11**
POSITION CONTROL NUMBER:	**5183**
CLASS CODE:	**20236**
SALARY:	**$31.08 to $40.41 Hourly ($64,649 to $84,049 annually)**
FLSA CODE:	**Administrative Exempt**
DUTY LOCATION:	**Military Division, Idaho Army National Guard, Construction and Facilities Management Office (CFMO), Boise, ID;** Duty Location can be assigned either to Gowen Field OR

	off Gowen Field at the Orchard Combat Training Center
TYPE OF POSITION:	**Military Nonclassified; Army or Air; Commissioned Officer; Warrant, Enlisted; Military Waived if a current civilian State employee is selected under Announcement 22-07-MW**
COMPATIBLE MILITARY FIELD:	**Not Applicable**

JOB TITLE: STATE MAINTENANCE OPERATIONS MANAGER (ARMY)
POSITION CONTROL NUMBER(S): 1111, 5154, 5183, 8011*
CLASS CODE NUMBER: 20236
SALARY GRADE: NGA-11

INTRODUCTION: These positions are assigned to the Operations and Maintenance (O/M) Branch, Construction and Facilities Management Office (CFMO), Idaho Army National Guard (IDARNG), functioning within the State of Idaho – Military Division. The primary purpose of these positions is to provide operational oversight, administrative support, staff management, facility maintenance, and repair oversight to employees and customers of the Army National Guard Facilities Maintenance Office. Positions within this classification are interchangeable - duty location may be subject to change based on assignment.

The duty assignment/location for position control numbers (PCNs):

- **PCN 1111** is assigned to the Construction and Facilities Management Office (CFMO), Idaho Training Center / Orchard Range (ITC-OR), Gowen Field (off Main Base), Boise, ID; incumbent's primary focus is managing personnel and workload assigned to CFMO ITC-OR.
- **PCN 5154 is** assigned to the Construction and Facilities Management Office (CFMO), Gowen Field, Boise, ID; incumbent's primary focus is managing the BUILDER Program for preventative maintenance.
- **PCN 5183 is** assigned to the Construction and Facilities Management Office (CFMO), Gowen Field, Boise, ID; incumbent's primary focus is managing personnel and workload assigned to CFMO Gowen Field.
- **PCN 8011 is** assigned to the Construction and Facilities Management Office (CFMO), Gowen Field, Boise, ID; incumbent's primary focus is administrative functions of the O/M Branch, managing personnel and workload to maintain statewide National Guard Readiness Centers (Armories), and oversight of Production Control at Gowen Field.

EXAMPLE OF DUTIES:

DUTIES AND RESPONSIBILITIES:

1. Supervises, plans, directs and oversees employees in the electrical, HVAC/Refrigeration, plumbing, mechanical, heavy equipment, structural trades, and administrative planning staff. Manages the necessary training programs for journeymen and craftsmen. Acts as a contact and liaison for State workforce performing maintenance, repair and construction work. Works closely with a Supervisory Facility Operations Specialist to develop installation maintenance plans. Establishes policies and procedures for State work force assigned to the Construction and Facilities Management Office (CFMO). Plans and prepares weekly, monthly and projected quarterly work schedules and manages workload for all subordinates. Work assignments include sequence of operations, deadline considerations, priorities, support coordination, methods and task explanations. Scheduling considers funding, materials, equipment and work force availability, exercises, deployments, inspections, and training requirements, available skills, operational limitations, and unexpected delays. Provides workload data, estimates, information on staffing needs, and recommendations as the scheduling of projected work. Maintains and

tracks equipment, vehicle and tool inventory assigned to subordinate personnel and established on federal and state hand receipts.

2. Performs personnel management responsibilities and established management/supervisory functions and practices pertaining to full-time and/or temporary State employees in accordance with Idaho Military Division State Employee Personnel Regulations (IMD 3) and applicable policies and procedures independently. Provides leadership and direct supervision to team leads in the planning, scheduling, assignment and accomplishment of work and ensures accountability of assigned personnel to include utilization of time and resources. Establishes State employee performance standards; ensures supervisors provide state employee job performance standards for non-temporary personnel; provides ongoing feedback and performance counseling; appraises performance not less than annually; and recommends corrective or disciplinary action when appropriate. Coordinates personnel and position action requests (SPB Form 7), job vacancy announcements, selection and hiring; employee training and development. Oversees and approves the process for employee scheduling, leave and timesheets. 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.

3. Investigates construction and maintenance requests to determine propriety. Determines the initial scope of minor and recurring construction projects through coordination and consultation with tenant organizations. Identifies and recommends appropriate funding sources. Reviews and processes documents to include initial cost estimates for construction, maintenance, or repair of facilities. Inspects and plans work order requests for repair, modification, conversion, or new construction to be accomplished. Oversees receipt and implementation of work order request projects approved by Facilities Maintenance. Prepares detailed, complete labor and material estimates, selects and requisitions appropriate materials practical experience and knowledge of the durability and capability of material when actually utilized for like purposes. Studies blueprints, visits sites to verify requirements shown or to obtain additional information for preparation of sketches and/or shop drawings necessary to work up completed estimates and provides shop trades persons with necessary guidance for project accomplishment. Adjusts plans, assignments and schedules as necessary to complete each job as efficiently and economically as possible. Notes and investigates work related problems and independently implements corrective actions which can be taken without affecting work operations. Determines what, when, and where equipment and supplies are to be placed on site and coordinates work sequences with other units or shops to insure the continuity of the overall mission. As needed, inspects work projects and evaluates progress and upon completion that performance and compliance standards are met.

4. Participates in meetings with operating officials, supply and procurement personnel, engineers, and representatives of other staff offices within the facilities maintenance function to discuss and exchange information pertinent to specific work order of projects, program effectiveness, and problem areas. Develops and manages budget for all parts, supplies and training in accordance with guidelines given by the program manager.

5. Reviews computer generated reports by operating the Integrated Engineering Management System (iEMS), Installation Status Report (ISR), and BUILDER for accuracy in all reporting requirements. Oversees the maintenance of file backlogs of Work Orders awaiting scheduling in accordance with priority limits. Provides guidance on the development of facilities operations and maintenance methods, standards and techniques.

6. Ensures completion of all preventive maintenance, service, and inspections for all assigned areas of responsibility. Recommends and implements preventive maintenance procedures to ensure life expectancy of operational facilities. Coordinates the preparation of plans and specifications for alterations/repairs. Reviews historical maintenance data and recommends solutions to facility maintenance problems/issues. Assists installation Facility Managers in determining safe, effective, and economical use and operation of IDARNG facilities. Coordinates with fire prevention, safety, occupational health, environmental, and protection staff to ensure

that all facility deficiencies are corrected in a timely manner. Coordinates and performs routine inspections of existing facilities.

7. Responsible for a variety of contract administration activities on assigned contracts. Receives and analyzes contractor or user requests for changes and/or modifications to the contract documents. Makes recommendations for acceptance or rejection. Prepares documents for transmittal to the Idaho Military Division (IMD) State Purchasing and Contracting Office. Provides government evaluation of need and reviews unusual and complex contract modification technical documents, which often affect final cost and completion deadlines. Justifies need for additional funds and seeks availability of additional funds through supervisor.

8. Receives and analyzes contractor request for proposals and makes recommendations for acceptance or rejection based on findings and input from support organizations. Monitors contractor performance. Notifies IMD State Purchasing and Contracting Office personnel of contractor noncompliance with contract documents, provides supporting documents, makes recommendations for and ensures corrections. Tracks and maintains documentation of contractor's progress. Provides progress reports to the IMD State Purchasing and Contracting Office on percentages of work complete for payments to the contractor. Makes recommendations for withholding of payments when appropriate. Evaluates contractor performance and may participate in contractor selection, renewal or options. Recommends contract changes and/or modifications to increase efficiency and reduce costs. Supervises the contractor and ensures he records changes and modifications to contract drawings and specifications for use by owner as record drawings upon completion of construction. Prepares reports, estimates and other documents that require the incumbent to be proficient in multiple computer programs.

9. Understands and complies with fiscal law and procurement regulations and procedures with regard to the execution of the federal and state maintenance budgets. Supervises and management of the State Purchase Card (P-Card) program. Reviews and authorizes all transaction for adherence to all policies, procedures, and regulations.

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

SUPERVISORY CONTROLS: Works under general supervision of the Supervisory Facilities Management Specialist who establishes broad outlines of overall objectives and policy guidance. The incumbent is expected to perform duties on own initiative using applicable regulations, policies and procedures for technical guidance, and consult with the supervisor for significant deviations from standard practices or controversial matters. Work is evaluated in terms of results, accomplished goals, and compliance with established guidelines and regulations.

PERSONAL WORK CONTACTS: The incumbent has daily contact with military and civilian supervisors, employees and members of various units stationed and working on Gowen Field and at armories throughout the State of Idaho. Has frequent contact with various local contractors, vendors and agencies of the federal, state, county and city governments. The purpose of contacts is to maintain positive working relationships and coordinate all forms of maintenance activities for facilities, roads, and grounds maintenance.

WORK CONDITIONS / PHYSICAL DEMANDS: Work is generally performed in an office environment where areas are well lighted, heated and ventilated but may be drafty. There is occasional exposure to adverse conditions and weather. The work is sometimes dirty, dusty and greasy. May require lifting up to 50 pounds. May occasionally be exposed to the possibility of cuts, scrapes and bruises. Incumbent is exposed to the possibility of cuts, scrapes and bruises. May be required to work an irregular schedule, extended hours, and in adverse/extreme weather conditions. Considerable walking, standing, and occasional climbing to view work sites and conduct inspections, is required. Some travel, via all modes of transportation, is required for work and training.

FLSA Overtime Code: A (Administrative Exempt; straight time)
EEOC: A01
WCC: 9015
NOVEMBER 2021

MINIMUM QUALIFICATIONS:

QUALIFICATION REQUIREMENTS

Mandatory Requirements (conditions of employment).

- Must be a member of the Idaho National Guard. Any federally recognized Commissioned Officer (O4 and below); any Warrant Officer or Enlisted member (E-7 and above). *(Current civilian State employee can apply under Announcement 22-07-MW)*

- 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 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.)*

- Must have personnel management/supervisory experience. *Preferred experience includes working knowledge of, and experience with, military protocol and conduct.*

Knowledge, Skills and Abilities (KSAs)
Applicants must have <u>36-months</u> of specialized experience performing related duties as specified below.

- Skill and ability to independently understand and resolve problems of a technical nature that cross engineering fields and maintenance trades within structural, mechanical, utility, electrical and HVAC/R systems and equipment.

- Skill and ability to estimate labor hours and materials accurately for work orders received using acceptable standards.

- Knowledge of technical engineering concepts, principles and practices, necessary to independently plan and manage multiple projects for multiple shop personnel, to include appropriate procurement of necessary supplies. (*This knowledge is typically gained through practical training and experience in several of the various trade/craft shops.*)

- Knowledge and experience in project management for construction projects and contracted repairs. Skill and ability to interpret basic sketches, complex schematics, detailed blueprints and explicit specifications relating to structural, mechanical, utility, electrical and HVAC/R systems.

- Skill and ability to write and speak, clearly and concisely, to accurately report on progress and outcome of technical assignments. Ability to prepare accurate computerized reports and briefings.

- Knowledge and experience in computer-based management systems including; Integrated Engineering Management System (IEMS), Installation Status Report (ISR), BUILDER, Energy Management Control System (EMCS), Direct Digital Control (DDC), and Fire Alarm monitoring systems, or other related systems.

- Knowledge and experience in contract management for construction, repair, and services. Demonstrated ability to manage contracted services for local and statewide locations.

Knowledge or funding restrictions and budget planning in order to ensure adherence to all rules and regulations.

- Skill in professional management techniques. Knowledge, experience and education in professional management of staff organizations in order to maximize performance and efficiencies. Ability to supervise and plan work for multiple personnel in any of the following fields: electrical, HVAC/R, mechanical, heavy equipment, structural, and contracted services. Experience and skill in managing production control activities to established procedures to ensure completeness in preventive maintenance tasks and timely response to emergency, urgent, and routine facility maintenance issues.

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 attached 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. *(Not applicable to military waived civilian employees.)*
d. Incumbent must be a member of the Idaho National Guard. Loss of military membership or compatible military grade/status will result in loss of employment. *(Not applicable to military waived civilian employees.)*
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.

5. 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 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.

304 North 8th Street
Boise, ID 83720

(ARMY)
GD

idhr@dhr.idaho.gov

State Maintenance Operations Manager (Army) Supplemental Questionnaire

* 1. Are you a current full-time State employee of the Idaho Military Division assigned to the CFMO organization? *temps are excluded from applying*

❑ Yes ❑ No

* 2. **Mandatory Requirement (condition of employment)**: Must be a member of the Idaho National Guard (O-4 or below; Any Warrant Officer; or Enlisted (E-7 and above).
Provide your military grade, job title, MOS/AFSC/AOC and unit of assignment. *(If you are current civilian State employee applying under Announcement 22-07-MW, please indicate so.)*

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

Provide written response regarding your willingness and ability to have and maintain (Do NOT provide license info here)

* 4. **Mandatory Requirement (condition of employment)**: Must have, or be eligible to obtain, and maintain a favorable T1 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.

* 5. **Mandatory Requirement (condition of employment)**: Must have personnel management/supervisory experience. Preferred experience includes working knowledge of, and experience with, military protocol and conduct. *Please describe related experience.*

* 6. KSA: **Skill and ability to independently understand and resolve problems of a technical nature that cross engineering fields and maintenance trades within structural, mechanical, utility, electrical and HVAC/R systems and equipment.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement.

Response should be detailed and include specific examples of job duties performed, responsibilities, etc.

* 7. KSA: **Skill and ability to estimate labor hours and materials accurately for work orders received using acceptable standards.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

* 8. KSA: **Knowledge of technical engineering concepts, principles and practices, necessary to independently plan and manage multiple projects for multiple shop personnel, to include appropriate procurement of necessary supplies. (*This knowledge is typically gained through practical training and experience in several of the various trade/craft shops.)***

*Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

* 9. KSA: **Knowledge and experience in project management for construction projects and contracted repairs. Skill and ability to interpret basic sketches, complex schematics, detailed blueprints and explicit specifications relating to structural, mechanical, utility, electrical and HVAC/R systems.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

* 10. KSA: **Skill and ability to write and speak, clearly and concisely, to accurately report on progress and outcome of technical assignments. Ability to prepare accurate computerized reports and briefings.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

* 11. KSA: **Knowledge and experience in computer-based management systems including; Integrated Engineering Management System (IEMS), Installation Status Report (ISR), BUILDER, Energy Management Control System (EMCS), Direct Digital Control (DDC), and Fire Alarm monitoring systems, or other related systems.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement.

Response should be detailed and include specific examples of job duties performed, responsibilities, etc.

* 12. KSA: **Knowledge and experience in contract management for construction, repair, and services. Demonstrated ability to manage contracted services for local and statewide locations. Knowledge or funding restrictions and budget planning in order to ensure adherence to all rules and regulations.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

* 13. KSA: **Skill in professional management techniques. Knowledge, experience and education in professional management of staff organizations in order to maximize performance and efficiencies. Ability to supervise and plan work for multiple personnel in any of the following fields: electrical, HVAC/R, mechanical, heavy equipment, structural, and contracted services. Experience and skill in managing production control activities to established procedures to ensure completeness in preventive maintenance tasks and timely response to emergency, urgent, and routine facility maintenance issues.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

* 14. 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

* 15. 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