

STATE OF HAWAII
DEPARTMENT OF DEFENSE
OFFICE OF THE ADJUTANT GENERAL
3949 DIAMOND HEAD ROAD, HONOLULU, HAWAII 96816-4495

JOB VACANCY ANNOUNCEMENT FY18-025 AGR-AIR

30 January 2018

Change 1

POSITION: Operations Management Craftsman, 3E671, POSNR 0951349, FAC 44EO00, 154th Civil Engineer Squadron (CES), Hawaii Air National Guard, Hawaii (HIANG) (To establish a List of Eligible)

TYPE OF APPOINTMENT: Full-Time Military Duty (Title 32, USC 502(f)) – Three (3) year tour length/On-Board AGRS see Paragraph (**See NOTES TO APPLICANTS**)

LOCATION: Joint Base Pearl Harbor-Hickam, Hawaii

CLOSING DATE: 8 March 2018

RECRUITMENT AREA: Present enlisted members TSgt (E-6) promotable to MSgt (E-7) up to SMSgt (E-8) of the Hawaii Air National Guard. (**See NOTES TO APPLICANTS**)

SUMMARY OF DUTIES: Establishes and manages the operation of the command and control centers and customer focal point. Implements and manages the customer satisfaction program. Responds to customer inquiries. Prepares and manages work requirements during approval, processing, and completion stages. Recommends method of accomplishment based on existing capabilities. Develops, monitors, and manages work order priority program. Monitors work costs to ensure compliance with legal limits or support agreements. Operates computer and communications equipment to support work force management activities. Manages preparation and maintenance of work force records and reports. Performs quantitative study of management data to assess CE cost and reimbursement, work performance, progress, trends, standards, and policies. Manages and ensures a continuous workflow. Manages priorities and work plans, and monitors work status. Manages recurring work program and provides non-technical automated assistance as needed. Ensures identification of environmental concerns. Develops and administers facility manager program. Analyzes work activities to ensure quality and compliance with policies, current directions, and other publications. Evaluates inspection findings and recommends corrective action. Collaborates with engineer and environmental planning functions to prepare and execute CE programs and plans. Ensures coordination and/or collaboration with all appropriate agencies. Performs Quality Assessment Evaluation and develops Statement of Work on non-technical contracts, interfaces with host nations on maintenance requirements, purchase agreements, and service contracts. Manages and advises on issues related to the operation career field. Resolves complex issues related to CE cost and reimbursement, work performance, progress trends, standards and policies.

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Manages Civil Engineer Material Acquisition processes and systems. Performs Civil Engineer Class IV construction material, storage management, receiving, processing and requisitioning.

Details of the above stated "SUMMARY OF DUTIES" are contained in the applicable description of duties and responsibilities in the Air Force Enlisted Classification Directory (AFECD) located at: <https://gum-crm.csd.disa.mil/app/answers/list/kw/afecd/>.

Per ANGI 36-101, paragraph 5.2. The intent of the AGR program is to assess AFSC qualified individuals. Individual must possess AFSC 3E671 or hold **Civil Engineer AFSC 3EX51**. Applicants aptitude scores must meet the minimum requirements IAW AFECD for entrance in AFSC 3E671.

TO APPLY FOR THIS VACANCY, SELECT THE LINK BELOW AND FOLLOW THE AGR APPLICATION PROCEDURES

<http://dod.hawaii.gov/hro/agr-resources/>