



## Oregon Joint Force Headquarters

HUMAN RESOURCES OFFICE/HR

P.O. BOX 14350, 1776 MILITIA WAY

SALEM, OREGON 97309-5047

Comm: (503) 584-3849 (Army) / 3854 (Air)

DSN: 355-3849 (Army) / 3854 (Air)

<http://www.orport.ang.af.mil/>

**BRAC affected units strongly encouraged to apply**

**Announcement #AR08-142A**

**CIVIL ENGINEER**

**Amended to extend the date of closing**

### Statewide Army Technician Vacancy Announcement

**Open Date:** 3 March 2008

**Close Date:** **7 April 2008**

**Series/Grade:** GS-0810-11

**Salary Range:** \$54,494 – \$70,842Per Yr

**ENL MOS:** 21

**PD#:** 08683

**Location:** JFHQ-Training Site Command,  
Warrenton, Oregon

**Type of Appt:** Excepted X Officer X

**PCS:** PCS/Incentive is authorized

#### **Areas of Consideration:**

**First Area:** Current permanent full-time support personnel of the Oregon ARNG.

**Second Area:** Current Members of the Oregon ARNG.

**Third Area:** Individuals from Oregon BRAC affected units that are eligible to become members of the Oregon Army National Guard.

#### **Summary of Duties:**

This position is located within the Engineering Plans and Services Division, Directorate of Facilities Engineering of an Army National Guard Major Training Area (MTA). The purpose of this position is to serve as the Civil Engineer at the MTA providing professional engineering services to plan for and implement new construction projects. Advises the Facility Manager on matters and policies pertaining to facilities engineering activities and projects which require a professional knowledge of engineering concepts, methods and principles.

## BASIC REQUIREMENTS

Completion of a 4 year professional engineering curriculum leading to a bachelor's or higher degree in engineering in an accredited college or university. Must have 4 years of college level education, training, and/or technical experience which provided a thorough knowledge of the physical and mathematical sciences of engineering, a good theoretical and practical understanding of engineering sciences and techniques, and their application to civil engineering.

### **Method of Evaluating Qualifications:** **Knowledge, Skills and Abilities (KSA)**

**Candidates WILL be evaluated on the KSAs listed below and MUST be addressed in order to be considered.** In addressing each KSA you should describe, accurately and completely, the tasks, activities, education and experience which demonstrates your possession of the KSA listed below. Also, **give the percentage of time or number of months you performed the KSA.** Include all military experience, qualifications or training in MOS related to the position. Mere possession of an MOS is not necessarily qualifying experience, months of actual experience is the qualifying factor.

### **APPLICATIONS WILL BE EVALUATED ON THE FOLLOWING EXPERIENCE, KSAs:**

#### General Experience

Experience, education, or training which demonstrates the applicant's ability to compare item identification against receiving reports and issue request forms; skill in using hand trucks, dollies, and other equipment to move stock; ability to use hammers, pliers, and other hand tools; and to follow oral and written instructions.

#### Specialized Experience

**On a separate sheet of paper**, identify how you gained specialized experience required for this position. Applicants applying at the **GS-11** level must have **36 months** experience in positions that demonstrate the following knowledge, skill, and abilities (KSAs):

1. Knowledge in the long range plans of major and minor programs based on current Master Plan.
2. Skill in assisting with the formulation of policies and developing engineering plans for design, construction, replacement, rehabilitation and alteration of real property facilities and equipment; operation of utility systems, and real estate acquisitions.

### 3. Ability to manage the Engineering Plans and Services Division.

#### Special Information

Unit of military assignment is any unit supported by **JFHQ-Training Command**. Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer program. **Acceptance of a permanent or indefinite position with the Oregon National Guard will cause termination from any Guard recruitment bonus or Guard Paid Student loan.** A law enforcement background check may be required prior to appointment to this position. By submitting a resume or application for this position, you authorize this agency to accomplish the check. This is Dual-Status position and membership in the Oregon National Guard is required. The Oregon National Guard is a Drug Free Workplace.

#### IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION

- **Hand delivered applications will be accepted in room 150 of JFHQ until 1630 of the announcement closing date.**
- Applicants must type or print in legible dark ink, SIGN AND DATE each application.
- Be sure to include the announcement number and position title on your application.
- You may staple your application. Do not bind, tab, or use document protectors.
- Submit only single sided copies of all application documents submitted.
- Faxed applications required a cover page showing your name, the announcement number and the number of pages faxed at a minimum. Applicants are responsible for confirmation of receipt of all materials submitted.
- Applications mailed in government envelopes will not be accepted.
- When mailing your application it is recommended that you obtain a delivery confirmation receipt showing the date your application was mailed. **Applications postmarked after the closing date will not be considered.**
- The option to email your application is reserved for situations such as deployment, military schooling and extended TDY's. Prior approval is required for each application submitted.

**Your comprehensive resume or OF 612 (Optional Application for Federal Employment)  
must contain:**

(In addition to specific information requested in the job vacancy announcement)

**JOB INFORMATION**

Announcement number, 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)

Country of citizenship (Most Federal jobs require 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)

AFSC(s)/MOS(s) you hold and your military rank.

**EDUCATION**

High school:  
Name, city, and State (ZIP Code if known)

Colleges and universities:  
Name, city, and State (ZIP Code if known)  
Majors  
Type of any degrees received (If no degree, show total credits and indicate whether semester or quarter hours.)

**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 position descriptions)

- Job title
- Duties and accomplishments
- Employers name and address
- Supervisors 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)

**APPLICATION PROCESS**

**Applications will be accepted in the Human Resources Office until 1630 of the announcement closing date.** Original resumes or applications are required. All applications or resumes must be signed and dated in ink. Government postage paid envelopes may not be used to submit resumes or applications.

**THE OREGON NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

## SAMPLE RESUME FORMAT

Please read announcement/ KSAs carefully to ensure that all required information is provided. Contact HRO should you have any questions regarding what is required on your resume. There is no correct format as to how your resume should appear. Additional pages of your resume will include your Name and the Vacancy number on each page.

### **John P. Smith, IV**

1234 Big Street □ Medium City, Any State 45678 □ H (555) 345-6789  
emailname@Internetserviceprovider.org

#### *Job Title announcement:*

Announcement number: AR04-123A

#### **ANY State Army National Guard**

**2/15/87 - 12/31/06**

3rd Ranger Battalion

1234 Any Street , Any town, Any State 12345

(555) 123 – 4567

MAJ John Smith – Executive Officer

**Job Title, Rank, GS-15, Step 09** (if Federal Position)

Starting pay: \$100,000 40 hours per week

Job Description (what your duties were / are). Please be specific.

#### **Key accomplishments include:**

- ✧ Planned and organized the armory maintenance function... Amount of time performed: 50%
- ✧ Revised maintenance schedule... Amount of time performed: 20%
- ✧ Prepared briefings for brigade... Amount of time performed: 10%
- ✧ Managed utilization and training of personnel... Amount of time performed: 20%

#### **Big & Small Co.**

**2/15/64 – 2/14/87**

78910 Main Street, Suite 100, Metro city, Any State 67891

(555) 234- 5678

Ms. Jane Smith - Account Manager

**Your Job title**

Starting pay: \$3.00 an hour 40 hours per week

Job Description (what your duties were / are). Please be specific.

#### **Key accomplishments include:**

- ✧ Maintained customer accounts... Amount of time performed: 70%
- ✧ Cold-calling for potential clients... Amount of time performed: 20%
- ✧ Additional duties: Computer maintenance... Amount of time performed: 10%