

**POST ON BULLETIN BOARD  
DRILL STATUS GUARDSMAN  
POSITION VACANCY ANNOUNCEMENT  
248TH CIVIL ENGINEER FLIGHT,  
WASHINGTON AIR NATIONAL GUARD  
DSG ANNOUNCEMENT # 22-25**

<b>WASHINGTON AIR NATIONAL GUARD</b>	<b>OPENING DATE:</b>	<b>CLOSING DATE:</b>	<b>POSITION NUMBER:</b>
248th Civil Engineer Flight 106 41st Division Way CAMP MURRAY, WA 98430-5022	1 Apr 2022	20 May 2022	09611090R
<b>POSITION TITLE, GRADE, AFSC, FACILITY:</b>			
Civil Engineer Operations Chief, CMSgt, 3E000			
<b>MINIMUM REQUIREMENTS FOR CONSIDERATION:</b>			
<ol style="list-style-type: none"> <li>1. Must possess a 3E0XX, 3E1XX, 3E2XX, 3E3XX, 3E4XX, 3E5XX, or 3E6XX AFSC</li> <li>2. Must be a CMSgt or promotable SMSgt (SMSgt with TIG / TIS and required PME)</li> <li>3. Must meet Air Force physical fitness standards IAW AFI 36-2905 with a score of 75 or above (only applies to current members of the USAF, USAFR or ANG)</li> <li>4. Must possess or be able to obtain and maintain a SECRET security clearance.</li> </ol>			
<b>SPECIALIZED EXPERIENCE:</b>			
<ul style="list-style-type: none"> <li>• This is not an entry-level position.</li> <li>• Epitomize the finest qualities of a military leader and mirror the Air Force Core Values.</li> <li>• Proven exceptional leadership qualities and interpersonal skills.</li> <li>• Must have the ability to advise the commander on issues relating to enlisted force management.</li> <li>• Strong oral and written communications skills to include counseling and documentation techniques.</li> <li>• Demonstrated initiative and ability to identify and solve problems independently, consistent with Commander's expectations.</li> <li>• Ability to manage multiple tasks while handling a large volume of work, with frequent interruptions.</li> <li>• Knowledge of and experience in Air National Guard and Air Force leadership and management concepts, practices, and objectives.</li> <li>• Experience directing functions such as surveying, materials testing, drafting, GEO BASE, and contract management desirable.</li> </ul>			
<b>OTHER REQUIREMENTS:</b>			
Expected to attend all RSDs, Annual Field Training and remain eligible for World Wide Deployments. And must be able to obtain AFIT 570 Superintendent Course prior to CMSgt promotion.			
<b>AREA OF CONSIDERATION:</b>			
NATIONWIDE.			
<b>WORKING CONDITIONS:</b>			
This is a mobility position and the successful candidate will maintain personal readiness and comply with all mobility training and other requirements. Work is accomplished primarily in an office environment but may involve activity of a more physical nature to include lifting and equipment operation in a field environment. As a primary mobility position, member may be deployed to austere conditions for extended periods.			
<b>SUMMARY OF DUTIES:</b>			
Responsible for providing Superintendent services of CE and higher headquarters command duties. Responsible for advising the Commander and senior leaders across the command in matters of strategic direction, personnel management, professional development, training, and personnel readiness. Oversees command recognition programs, performance reporting and personnel morale and welfare.			

1. Performs oversight of construction and maintenance management for theater operations. Responsible to interpret rough engineering sketches to produce construction solutions.
  2. Preference is to have a good working knowledge of GIS duties. Oversee development of drawings using manual and CAD techniques. Provide guidance in architectural, structural, civil, mechanical, and electrical drawings. Provide guidance in the development of Base Comprehensive Plans (BCP) and record drawings.
  3. Ability to perform site surveying of facility bed down plan. Lead the reconnaissance, site location, construction, and mapping surveys for civil engineering projects.
  4. Performs contract management duties. Manage and inspect construction and maintenance contracts. Interpret plans, specifications, and other contract documents. Coordinate, evaluate, monitor, and document contract activities and progress. Prepare recommendations for contract modifications. Review material submittals for compliance with contract specifications. Conduct pre-final, acceptance, and post acceptance inspections. Manage warranty and guarantee programs.
  5. Have a firm understanding of all CE AFSCs and how they support construction and maintenance activities.
  6. Support contingency operations. Develop bed-down plans to house personnel, aircraft, and associated support functions during contingency operations. Evaluate existing airfield pavements, lighting, navigational aids, markings, and arresting systems. Perform recovery operations to include explosive ordinance reconnaissance, airfield damage assessment, minimum operating strip selection, rapid runway repair calculations, and airfield marking procedures.
- Other duties as assigned.

**INSTRUCTIONS TO APPLICANTS**

**APPLICATION REQUIREMENTS:**

All packages will be considered for all vacancy announcements. Package must be received by the closing date. A selection board or interview will be held after the close out date of the bid. Please submit:

1. Cover letter (not required, but highly encouraged)
2. Resume
3. Current Report of Individual Person (RIP) from the vMPF, under Self-Service Actions, Personal Data, Record Review, print all pages
4. Point Credit Summary (PCARS) from the vMPF, under Self-Service Actions, Personal Data, PCARS. Print "View All", minus the PCARS definitions and FAQ pages
5. Current "Fitness Tracker" Report from myFitness
6. Last two EPRs
7. Letter(s) of Recommendation (optional)

**EMAIL RESUME TO:**  
justin.haley.4@us.af.mil

**OR SEND TO:**  
248th Civil Engineer Flight  
Attn: MSgt Justin T. Haley  
106 41<sup>st</sup> Division Way  
Camp Murray, WA 98430

**EQUAL OPPORTUNITY:** This position will be filled without regard to race, color, religion, age, gender or any other non-merit factor consideration.