JOB OPPORTUNITY ANNOUNCEMENT
AVIANO AIR BASE, ITALY
NON-US APPROPRIATED FUND POSITION

ANNOUNCEMENT NO. 04-24 **OPENING DATE:** **30 January 2024**
  CLOSING DATE: **OPEN TILL FILLED**

Applications are being accepted for the position listed below. When applying, refer to this announcement by number. For further information, contact the Aviano Civilian Personnel Office (CPO) at DSN 6328328 or commercial 0434308328. The Application Form USAFE-AFAFRICA714 can be downloaded from the CPO website www.31fss.com/civilian-personnel-section by clicking on "Forms and Information"; the application form will be found at the bottom of the list of document. It will need to be filled out and e-mailed with pertinent documentation to the following address: 31fw.LNstaffing@us.af.mil . Applicants will need to ensure they receive an e-mail from the Aviano CPO indicating that the documentation has been acquired; otherwise they will need to call commercial 0434308328.

TITLE, SERIES, GRADE AND SALARY: Engineering Technician, U-0802-04 (2 positions)
(Temporary not to exceed 12 months - 40 hours per week)

Monthly gross salary euro 2.422

U-04	BP	pm	euro	922,88
	3EL	pm	euro	977,77
	CONT	pm	euro	521,43

LOCATION: 31st Civil Engineer Squadron, Operations Flight, Maintenance Engineering Element, Requirements and Optimization/CEOER, Aviano Air Base, Italy

MAJOR DUTIES: The primary purpose of this position is to serve as an Engineering Technician in support of a military installation. Supports to perform contract project reviews and inspections pertaining to respective portfolio. Support to coordinates with Engineering Flight to gather information on all ongoing/impending project designs and inspections. Maintains a schedule for all upcoming design reviews documents/meetings that involve Operations Flight review/attendance to include contract specifications, design charrettes, design reviews, materials submittal, red zone meetings/inspections, O&M turn-over meetings/training, and warranty inspections. Identifies & pools all active design reviews. Supports the AMP/sub-AMP working groups by asset portfolio, delivering a prioritized list of assets requiring corrective maintenance or replacement, a well-documented and communicated corrective maintenance plan synchronizing and integrating ongoing contract work and in-housework, and preparing a well-coordinated schedule for contract project or opportunity delivery. Stores, catalogs, maintains, and updates closeout documentation. Maintains copies of all as built and new designs on computer storage media. Researches original drawings/documentation and transcribes information and codes into digital system. Backs up master data base and runs hard copy reports on printer. Researches and extracts record drawings from files and updates file system for new inputs. Keeps a current index and cross-reference of files/drawings. Analyze closeout documentation to identify the technical content, create reports of missed or invalid documentation, track certifications and their expiration dates, prepares documentation to refresh requirements and certifications. Assist on development of technical record management polices, principles, standards, and guidelines for paper and electronic records for archiving and maintain information for the organization. Gather data and prepares reports. Maintains an accurate office of record data. Conducts periodic quality control reviews, compliance and surveys to measure the effectiveness of electronic and paper archiving and for general improvement purposes. Coordinates with other Squadron's sections to verify, implement and correct the closeout documentation received. Develop electronical trackers to control documentations' expiration. Evaluates and process technical data related to facilities and utility systems for new

construction, renovation, and improvements of real property within assigned portfolio. Assists in defining/prioritizing requirements within the respective portfolio to include identifying and working to resolve issues. Ensures federal state and local codes concerning health, safety, and the environmental are strictly adhered to in the review of documentation. Stores, catalogs, maintains and updates as-built drawings. Maintains copies of all as-built and new designs on computer storage media. Researches original drawings and transcribes information and codes into system. May be required to travel by military and/or civilian aircraft in the performance of official duties. Employee may perform duties at remote sites and work weekends and holidays, as the workload requires. For further information, please contact the Civilian Personnel Office.

Reference Office of Personnel Management (OPM) Qualification Standards

QUALIFICATIONS: Interested applicants must possess 1 (one) year of specialized experience equivalent to the next lower grade level and which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position to be filled. Specialized experience must be in or related to the position to be filled.

Good command of the English and Italian languages is required, subject to testing.

Applicants must possess a valid Italian driving license type "B".

The selected candidate will need to obtain the fit for duty evaluation for the specific position for which considered. The assessment will be conducted during the pre-employment medical exam, IAW Lgs. D. 81/08.

Must be able to attend/obtain and maintain required trainings and certifications.

APPLICANTS MUST ENSURE THAT ALL QUALIFYING EXPERIENCE IS DOCUMENTED IN THEIR APPLICATION. Experience which is not on file at the closing date of the announcement will not be considered.

EQUAL EMPLOYMENT OPPORTUNITY: All qualified candidates will receive equal consideration for this position without regard to race, color, sex, national origin, religion or physical handicap. The supervisor having jurisdiction over the vacancy will be responsible for selection.

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