

**JOB OPPORTUNITY ANNOUNCEMENT
AVIANO AIR BASE, ITALY
NON-U.S. APPROPRIATED FUND POSITION**

ANNOUNCEMENT NO. 54-20

OPENING DATE: 9 November 2020

CLOSING DATE: 20 November 2020

Applications are being accepted for the position listed below. When applying refer to this announcement by number. For further information, contact the Civilian Personnel Office located in via Pordenone at Aviano Air Base, Area "F" Building 1467, third floor, or call numbers DSN 6328328 or commercial 0434308328. CPO website page: www.31fss.com/force-support/civilian-personnel-section

The Application Form USAFE714 can be downloaded from the CPO website by clicking on "Forms and Information"; the application form will be found at the bottom of the list of documents. 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 no later than COB Monday 23 November 2020.

**TITLE, SERIES, GRADE AND SALARY: Facility Operations Specialist, Q-1640-Q2
(Permanent - 40 hours per week)**

Q-Q2	BP	pm	euro	1.489,73
	3EL	pm	euro	1.398,95
	CONT	pm	euro	534,66

LOCATION: 31st Civil Engineer Squadron, Operations Flight/CEO, Aviano Air Base, Italy

MAJOR DUTIES: The primary purpose of the position is to manage the Flight in partnership with the Flight Commander (31 CEO). In partnership with the Flight Commander, plans, organizes and oversees the activities of the 31st Operations Flight within the Civil Engineer Squadron. Exercises centralized control of quality, quantity and adherence to schedules and efficient utilization of resources to increase productivity. Develops goals and objectives that integrate organization and engineering mission objectives. Establishes, revises or reviews policies, procedures, mission objectives and organization design for the staff, as necessary to eliminate work problems or barriers to mission accomplishment, promote team building, implement quality improvements or in response to concerns with regulatory compliance and/or customer requirements. Reviews the immediate and long-range requirements of the organizational segment and groups supervised based on workload forecasts, and develops for approval plans for meeting long-range resource requirements. Plans work for accomplishment by units, sets and adjusts short-term priorities and prepares schedules based on consideration of difficulty of requirements and assignments such that the experience, training and abilities of the staff are effectively utilized to meet organization and customer needs. Provides staff with direction and advice regarding policies, procedures and guidelines. Reviews and structures organization to optimize use of resources and maximize efficiency and effectiveness of the organization. Balances workload and provides overall direction and vision to the unit chiefs on a wide range of engineering and administrative issues. Establishes metric and analysis systems for units managed to assess efficiency, effectiveness and compliance with regulatory procedures. Evaluates requirements for additional resources submitted by Flight, and balances organization needs with overall mission requirements and resource interests. Identifies need for change in organization priorities and takes action to implement such changes. Establishes review systems for the organization that make certain government needs are met and validated, and that economy and quality of operations are maintained or improved. With the Operations Flight Commander directs, coordinates and oversees work through supervisors. Selects candidates for non-supervisory positions and recommends selections for supervisory positions taking into consideration skills and qualifications, and mission requirements. Ensures reasonable equity among units of performance standards developed, modified and/or interpreted and rating techniques developed by supervisors. Explains performance expectations to supervisors and

employees directly supervised and provides regular feedback on strengths and weaknesses. Appraises performance of supervisors and other employees directly supervised and serves as reviewing official on evaluation of non-supervisory employees rated by supervisors. Recommends awards for non-supervisory personnel and changes in position classification to higher level managers. Hears and resolves group grievances and employee complaints referred by supervisors and employees. Coordinates directly with the Civilian Personnel Office regarding actions to correct performance or conduct problems of employees and reviews serious disciplinary actions (e.g. suspensions, removals) involving non-supervisory staff. Demonstrates sensitivity to ideas of staff members. Ensures actions taken directly as well as those by supervisors promote an environment in which employees are empowered to participate in and contribute to effective mission accomplishment. Works with Higher Headquarters, Base Civil Engineer and other Flight Commanders, ITAF, other base agencies, local host nation governing bodies and host nation utilities. Establishes, develops and maintains effective working relationships with other coordinating organizations. Presents program status, accomplishments, problems and requirements for support and promotion of program objectives to senior military officers and civilians in USAFE, wing, group, squadron and flight offices. Meets with key customers and coordinating officials to assess customer satisfaction, explains organization policy and procedures and resolves significant problems that arise. Participates in special projects and initiatives and performs special assignments. Attends staff meetings, working groups and coordinates with various personnel to accomplish facility work and logistics efforts. Attends squadron staff meetings to keep informed of unit policies and activities and to provide information on facility operation and maintenance activities. Advises chiefs and program leads regarding all facility and logistical issues. Ensures all supervisors understand the importance of using current technical data and operating instructions. Reviews and approves work requests from base agencies, overseeing review process of all work requests in Pre-Coordination meetings and Work Request Review Board. Makes approval or disapproval determination based on work priority, validity of work request and justification provided by the customer. Represents squadron at conferences pertaining to buildings and grounds matters. Is required to respond to emergencies at any time, day or night, including weekends. 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 documented 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, such as 1) Knowledge of a wide range of principles, processes and techniques of trade(s) and/or craft(s) supervised and personnel management policies, practices and procedures; 2) Knowledge of safety regulations, practices and procedures; 3) Ability to read and interpret blueprints, diagrams, sketches and technical specifications; 4) Ability to plan and organize work assignments to include determining resources required to accomplish mission; 5) Ability to manage overall direction and coordination of work activities and functions and implement sound personnel policies, practices and procedures through one or more levels of supervisors.

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

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

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, religion, national origin or physical handicap. The supervisor having jurisdiction over the vacancy will be responsible for selection.

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