

State of California, Military Department  
State Active Duty (SAD)  
Vacancy Announcement  
1 Position Available

**Position Details**

Announcement Number: SAD VA 2024-008  
Opening Date: 23 January 2024  
Closing Date: 6 February 2024  
Position Title: Regional Training Site Building Maintenance Worker (SAD E-6)  
Duty Location: 163 ATKW, March Air Reserve Base Riverside, CA  
Selecting Official: 163 RTS Superintendent, March Air Reserve Base  
Projected Employment Date: 6 March 2024

**Vacancy Announcement Details**

The California Military Department is accepting applications for the State Active-Duty position indicated above. An appointment to this position provides full benefit status for the appointee and their beneficiaries. The incumbent will be appointed on annually renewable State Active-Duty orders through year six, at which time the incumbent may be eligible for career status IAW CMD Reg 600-1, dated 21 April 2020. Continuation and subsequent extensions of service will be determined by the individual's performance of duty and continuation of funding. **The Service Member selected for this position will be paid at their federal or California State Guard pay grade, not to exceed E-6.** This announcement has minimum requirements. Failure to meet these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to the instructions at the end of this announcement for documents required to submit a complete application. **Applications missing signatures and required documents will not be considered.** The Service Member selected for this position may be eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify such as Service Member Assistance Programs, Group Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Supplemental Investment, and the Military Service Buy Back Program. **Reimbursement for moving and relocation expenses will not be paid.**

**Eligibility Requirements**

- Active members of the California Military Department (Army, Air, CSG) in the grades **E-5 through E-7** may apply. Applicants must have a military affiliation per Para 3-2 of CMD Reg. 600-1. CSG members who have no prior federal military experience must be a member of the CSG in good standing for a minimum of two years for eligibility for SAD vacancies. **CSG members must submit a copy of their CSG orders with their application.**
  - Completion of a recognized apprenticeship in a building construction/pavements & equipment trade or equivalent military technical school. (Apprentices who are within six months of completing their apprenticeship program may apply, (but must present evidence of completion prior to appointment).
- OR**
- Three years of varied experience as a Building Maintenance Worker or other similar facility maintenance position, which must have included experience working in at least three of the following areas: electrical,

plumbing, heating, water and power systems; repairing various mechanical and automotive/heavy repair equipment; and performing minor building construction, repair and painting.

**OR**

Four years of varied experience in the Construction Trades which must have included experience working in at least three of the following areas: electrical, plumbing, heating, water and sewer systems; repairing various mechanical and automotive/heavy repair equipment; and performing minor building construction, repair and painting.

- Formalized technical instruction/upgrade training relating to facility maintenance/construction/pavements & equipment offered by such established programs as: Job Corps; Skill Centers; ROP; Trades Schools; Military; and JTPA (Joint Training Partnership Act). (An Associate of Arts Degree or Certificate of Completion in Mechanical Technology from a California Community College, which must have included at least 12 semester units of instruction in mechanical trade courses, may be substituted for the technical instruction/upgrade training).
- Completion of military and civilian education requirements commensurate with the grade of the applicant are required. **Attach documentation of your highest level of civilian education.**
- Military assignments appropriate to the grade of the applicant are required.
- Required to meet height/weight and physical fitness standards prescribed by their military branch of membership.
- Applicants must meet, and maintain, federally recognized medical fitness standards or CSG equivalent. **Attach a current copy, within the past twelve months of your military component's verification of these requirements. (See instructions at the end of this announcement for required component-specific documents).**
- Appropriate military uniform with federally recognized, or CSG recognized, rank will be worn in accordance with military regulation.
- Must be able to pass both State and Federal background checks (Live Scan). Continuation of employment is contingent upon maintaining favorable State and Federal background checks.
- Must possess a valid state driver's license. **Attach a current copy, within the past six months of your Department of Motor Vehicle's printout.**

### Primary Duties and Responsibilities

The Regional Training Site (RTS) Building Maintenance Worker works under the direct supervision of the 163 RTS Superintendent in the 163 Civil Engineer Squadron (CES). Work assignments are either self-generated, directed from RTS Superintendent or the 163 CES Production Control via Civil Engineer IEMS work orders. Evaluation of the incumbent's work is to be accomplished through inspection/observance of condition of facilities and equipment and customer feedback. Also taken into consideration are after action reports accomplished by visiting teams and training critiques by Mission Essential Equipment Training (MEET) students at the RTS.

- Under general direction, to identify and perform miscellaneous skilled work in the maintenance, alteration, and repair of buildings and mechanical systems. This position requires proactive performance of a wide variety of skilled maintenance tasks. Incumbent is required to operate independently and be able to identify and resolve the tasks required by this position. Direct technical supervision at the supervisor level is rarely available.
- Facility Maintenance and Repair: Incumbent's primary responsibility is the maintenance and repair of the real property assets of the RTS. This will require the incumbent to perform custodial, grounds keeping, and

infrastructure/building maintenance and repair. The work involves construction trade areas such as heating and ventilation, plumbing, electrical, utilities, carpentry, pavements, heavy equipment, painting, irrigation, landscaping, and custodial. The incumbent will also operate heavy equipment to include backhoe, skip-loader w/various attachments, dump truck, grader, water truck, and street sweeper. Typical tasks include inspecting, maintaining, and repair of plumbing, HVAC, water, gas, electrical and sewer systems; does electrical maintenance and repair work; repairs facility maintenance tools and equipment; does miscellaneous minor building construction and repair work; does miscellaneous interior and exterior painting; estimates and requisitions materials and supplies; keeps tools and equipment in good working condition; keeps records and prepares reports. For all minor/major construction projects at the RTS, the incumbent will assist the Base Civil Engineer or assigned project manager in performing quality assurance inspections.

- Incoming Team Support: The incumbent will be responsible for assisting incoming teams. Incumbent may be required to conduct briefings to incoming teams on RTS policies and procedures, as required. Incumbent may be required to issue site assets as needed. Incumbent will assist in the development of site policies and procedures. Incumbent may be required to coordinate with the local base and 163rd organizations to support incoming teams to include; Security, Safety, POL, Vehicle Maintenance, Logistics, Aircraft Maintenance, and local vendors, as necessary.
- Training Site Equipment: Incumbent is required to be familiar with the basic operation of all RTS equipment assets, including heavy equipment. This knowledge must be sufficient to identify improper or unsafe operations. Incumbent will be familiar with the VCO programs. Incumbent may be required to assist other site personnel in performing maintenance and repair activities on RTS.
- Building Management: Incumbent will be the appointed Building Manager for RTS facilities. Incumbent will ensure all facility and maintenance repair activities at the site are identified and tracked by 163 CES Production Control, to include labor hours and materials.
- Compliance: Incumbent will ensure compliance with federal standards including OSHA, EPA, NFPA, SCAQMD (South Coast Air Quality Management District), SWPPP (Storm Water Pollution Prevention Program), as well as other state and local standards.
- Performs other duties as required.

### Instructions for Submitting Applications

To view the State Active Duty Appointment Application, please click [State Active Duty Appointment Application \(.pdf\)](#). To view California State Guard AHA Form, please click [California State Guard AHA Form \(.pdf\)](#).

Interested applicants must submit a completed and signed State Active-Duty Appointment Application and all required supporting documentation (listed below), to the Director of State Personnel Programs. **Applications missing signatures and required documents will not be considered.**

- **All Applicants:** Documentation of your highest level of civilian education listed on your application. (Legible copy of either diploma, degree, transcripts, Record Brief, RIP, etc.).
- **All Applicants:** Are **required** to submit a Resume.
- **All Applicants:** Include any documentation for current flagging actions. SM must include a memo signed by commander indicating circumstances and disposition mitigation.
- **All Applicants:** [DMV Printout](#) current within the past six months. California residents may obtain, at cost, a copy of their DMV printout. Unit DMV reports are not accepted.

- **CA Army National Guard (CAARNG) Applicants:** Attach most recent APFT/ACFT (DA Form 705) and MEDPROS IMR.
- **CAARNG Applicants:** Are required to submit a Record Brief (ERB), current within the past six months.
- **CA Air National Guard (CAANG) Applicants:** Are required to submit Report on Individual Person (RIP), and ARCNet Individual Readiness Detail, current within the past six months.
- **CA State Guard (CSG) Applicants:** Complete and submit the CA 3024-1 Member AHA Form. Once appointed, each CSG service member will be required to complete and submit, in its entirety, additional SAD Medical Readiness Standards requirements, not to exceed beyond one year after hire date.
- **CSG Applicants:** CSG Accession Orders and Current Assignment Orders – CSG Applicants only.
- **Deployed Service Members:** Title 10 OCONUS Orders - Currently deployed service members only.

Complete applications and all supporting documents may either be mailed to California Military Department , Director of State Personnel Programs, Attn: NGCA-JSD-SP (Box #27), 10601 Bear Hollow Drive, Rancho Cordova, CA 95670, Or e-mailed as One PDF file to [SP.SADApplication@cmd.ca.gov](mailto:SP.SADApplication@cmd.ca.gov). Applications mailed, or e-mailed, must be received by the State Personnel office no later than **midnight on Tuesday, 06 February 2024**.

### Statement of Qualifications

**A Statement of Qualifications is REQUIRED and must be submitted with your Employment Application. Applications received without an appropriate Statement of Qualifications based on the instructions below will be rejected for being incomplete and will not be considered. Resumes, cover letters, and other documents will not be considered as a response to the Statement of Qualifications. Please limit your SOQ to a maximum of two (2) pages, single-spaced, no less than twelve-point Arial font.**

**Candidate must clearly and concisely identify experience in categories listed below and must be in the following order:**

- Describe your experience with a VCO program.
- Describe your experience with the iEMS program.
- Describe your experience with support function in a training environment.