

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

Position Details

Announcement Number: SAD VA 2024-059
Opening Date: 27 November 2024
Closing Date: 10 December 2024
Position Title: Engineering Assistant (SAD E-7)
Duty Location: 146th AW/CES, Channel Islands ANG
Selecting Official: Base Civil Engineer, 146th AW/CES
Projected Employment Date: 1 January 2025

Vacancy Announcement Details

The California Military Department is accepting applications for the State Active-Duty position indicated above. **Current SAD employees will have priority for hire.** 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 15 November 2024. 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-7.** 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 (Air) in the grades **E-5 through E-8** may apply. Applicants must have a military affiliation per Para 5-2 of CMD Reg. 600-1.
- Strong analytical, troubleshooting, problem solving, computer skills, and communication skills.
- Highly organized and capable of overseeing all aspects of base projects, maps, and plans.
- Must have experience and be proficient in CADD, and Arc GIS.
- Work with engineers and technicians in developing engineering graphic presentations, project documentation, and facility/real property records; draft neat, accurate, and legible drawings; interpret and plot from detailed engineering sketches; read and write English.

- Knowledge is mandatory of computer operations, software applications, and mathematics: including algebra, geometry, and trigonometry.
- Completion of high school or general educational development equivalency, with courses in algebra, geometry, and trigonometry.
- Completion of high school or college courses in drafting, physics, and chemistry is desirable.
- Must be eligible for EPC/GOEPC Consideration.
- Completion of military and civilian education requirements commensurate with the grade of the applicant are required.
- 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.
- Appropriate military uniform with federally recognized, or CSG recognized, rank will be worn in accordance with military regulation.
- Must be able to pass State and Federal background checks (Live Scan), and California Military Department status verification. Continuation of employment is contingent upon maintaining favorable background checks.
- Must possess a valid state driver's license.

Primary Duties and Responsibilities

Incumbent performs under the immediate supervision of the Deputy Base Civil Engineer, who makes initial assignments, provides priorities, training, advice, and assistance on new tasks and requirements. Development of drawings, maps, plans, and other documentation required for design/construction projects and facility/real property/capitalization records.

- Responsible for the development of complex construction and site development of plans and specifications. Manages projects for progress, budget, records, and timely completion. Prepare cost estimates, performance work statements, scopes of work, and specifications for existing and proposed facilities. Act as a liaison between design, review, construction, and using agencies.
- Performs drafting duties. Interpret rough engineering sketches to produce working drawings using manual and CAD techniques. Produce architectural, structural, civil, mechanical, electrical, and topographic drawings. Update Base Comprehensive Plans (BCP) and maintain record drawings. Plot and reproduce drawings, utilizing large format plotter and laminator. Trouble-shoot large format plotter and laminator as needed and change paper rolls/ laminate rolls and ink. Inventory plotter and laminator supplies and work with material control to order more as needed.
- Participates in the selection of consultants and A&E firms. Performs technical review of consultant's designs and/or specifications. Recommend approval or disapproval of designs and construction pay applications.
- Conduct facility surveys and audits to identify operation and maintenance measures. Report and record facility survey findings. Conduct reconnaissance, site location, construction, and mapping surveys while operating manual and electronic surveying equipment. Collect, convert, and present field survey data for civil engineering projects. Maintain equipment.
- Assists with SMS Builder inspections and updates system for accuracy when a project has been completed.
- Designs and produces complete technical plans for repair and new construction of airfields, roadways, parking ramps, structures, buildings, and electrical, gas, water, and sewage utility systems. Retrieve

engineering data from computer files and paper files. Maintain all as-built files, both CAD and paper. Maintain all historical drawing files, both CAD and paper.

- Prepares graphs, charts, and diagrams for briefings, master planning, real property accounting, and departmental use. Performs contract estimating for Fi\$Cal expenditures and related correspondences.
- Performs GIS duties. Link computerized maps to databases displaying detailed information via the web. Create geographic coverages. Develop database structures. Create and populate feature codes. Link graphical data to relational databases. Develop query routines for end-user applications.
- Oversees and assists with commercial contractors and engineering firms as a Contracting Officer Representative. Assists with originating contract specifications. Coordinates with all subject matter experts at the location and ensures that bid packages are properly signed off before reaching the Contracting Officer. Ensures that commercial contractors are following and adhering to the scope of work.

Instructions for Submitting Applications

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/or required documents will not be considered.**

- **All Applicants:** State Active-Duty Appointment Application. To view the State Active Duty Appointment Application, please click [State Active Duty Appointment Application \(.pdf\)](#).
- **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:** Authorization for Release of Information Form. To view Authorization for Release Form, please click [Authorization to Release Information Form \(.pdf\)](#).
- **All Applicants:** Are **required** to submit a Resume.
- **All Applicants:** Unit Verification Memorandum with Unit/BDE Legal clearance letter or email. California State Guard applicants will have the memorandum completed by CSG HQ. To view Unit Verification Memorandum Template, please click [Unit Verification Memorandum Template \(.pdf\)](#).
- **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 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.
- **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. Applications mailed, or e-mailed, must be received by the State Personnel office no later than **midnight on Tuesday, 10 December 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:

- **What is your level of AutoCAD and drafting experience? Please go into detail on your job experience/history as it relates to drafting and the use of AutoCAD. Please provide examples of your experiences and expertise.**
- **Explain the importance of surveying and gathering information/data in the field and how that translates to a successful final product. What is your experience with surveying and information/data gathering as it relates to drafting.**
- **What is your level of project management experience to include types of projects you have worked on and your roles during that time?**