



VACANCY ANNOUNCEMENT #18-034

NONAPPROPRIATED FUNDS HUMAN RESOURCES OFFICE

310 E KEARNEY BLVD, BLDG 3303

GOODFELLOW AFB TEXAS 76908-3218

(325) 654-5276/5275

<http://www.nafjobs.org>

POSITION INFORMATION:

TITLE: Supervisory Supply Technician

CATEGORY: REGULAR (Benefits and Guaranteed Hours)

LOCATION: Lodging

SCHEDULE: Rotating

GRADE/ WAGE: NF-2005-III

\$14.00 - \$19.00

OPENING DATE: 06 APR 2018

CLOSING DATE: 223 APR 2018

1. DESCRIPTION OF WORK Manages expendable and nonexpendable supply equipment items for lodging operations with 286 or more rooms/units through stock control, requisitioning, delivery and inventory control. Analyzes such factors as usage rates, inventory, seasonal demands, prices, special projects or program changes. Determines quantities required and timely stock replenishment and rotation by use of experienced judgment, historical data, occupancy and utilization. Establishes and maintains minimum stock levels of all expendable supplies and amenities to assure adequate inventory of items to prevent work stoppage. Manages stocks of perishable items to ensure that items are used before expiration dates. Establishes and maintains the appropriate security of high value items subject to pilferage. Maintains material safety data sheets (MSDS) on all chemical solutions stocked. Performs pickup and delivery of supplies, amenities, and equipment at scheduled intervals to ensure an adequate stock at all work centers. Salvages broken or obsolete supplies and equipment according to applicable directives and policies. Maintains an accurate accounting and reporting system for nonexpendable property and performs routine phases of property management according to established policies and procedures. Responsible for warehousing of expendable and nonexpendable backup stocks according to generally accepted supply warehousing and safety policies and standards. As required, picks up various supply documents from warehouse office/remote terminals. Confirm that maintenance and preventative maintenance are performed on all warehousing equipment and tools. Promptly takes appropriate action for eliminating adverse conditions affecting the inventory. Verifies that all transactions are properly reconciled, recorded and accounted for to provide for reliable financial and statistical reports, and to maintain accountability over assets. Resolves problems promptly with minimal adverse impact on functional operation. Reports possible or actual work delays to supervisor. Implements corrective actions within authority to resolve work problems. Recommends solutions to staffing problems, work operations, etc., as appropriate to other supervisors. Supports and explains management programs to subordinates. Plans, establishes and schedules leave; sets performance standards; selects the most suitable applicants for vacancies, determines performance ratings and training need. Prepares and recommends disciplinary actions and advises and counsels workers on how to improve their performance, and explains new work techniques. Investigates grievances and complaints; resolves them informally, notifying supervisors of those of sufficient importance or seriousness. Performs other related duties as assigned.

2. QUALIFICATION Must have functional experience and demonstrated a mastery of supply work, which includes knowledge of rules, regulations, procedures, and programs of the local supply organization and the organizations serviced. Knowledge of supply inventory and accountability procedures and regulations. Experience must have been sufficiently demanding to demonstrate the ability to apply basic analytical methods and techniques to resolve supply problems and/or deviations from normal supply management procedures or program requirements. Ability and knowledge to perform a range of standard clerical assignments and to resolve recurring problems. Must be able to communicate orally and in writing. Must possess a valid motor vehicle operator's license. Must be able to satisfactorily complete a National Agency Check with Inquiries (NACI).

3. Anyone interested in applying for this position should apply online at <http://www.nafjobs.org>. Applicants claiming **Veteran Preference** must upload or fax a copy of their DD 214, **Member Copy 4**. Applicants claiming **Military Spouse Preference** must upload or fax a copy of their spouse's orders assigning him/her to Goodfellow AFB. The fax number is 325-654-5529. "Any individual who was required to register with Selective Service and who is not registered or knowingly and willfully did not register before the requirement terminated or became inapplicable, will not be appointed."** Internal NAF applicants pay may be set according to applicable NAF pay setting rules** *NOTE: For current appropriated fund (APF) employees, portability pay setting rules apply (REF: AFMAN 34-310, NAF Personnel Program Management and Administration Procedures, para 13.6.2.2).