

**FLORIDA AIR NATIONAL GUARD**  
**\*\*\*ENLISTED DSG VACANCY ANNOUNCEMENT\*\*\***

**CLOSING DATE:** 08 June 2024

**TITLE:** Occupational Safety Craftsman (OPEN to Any AFSC)

**MAXIMUM AUTHORIZED GRADE:** SSgt(P) – MSgt

**UNIT:** 125<sup>th</sup> Fighter Wing

**DUTY STATUS:** This is a Drill Status Guard (DSG) position, NOT full-time employment. Applicants will be expected to meet all Regularly Scheduled Drills and Annual Training requirements annually.

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***Specialty Summary:***

Manages and conducts safety programs. Plans, organizes, directs, and controls safety activities. Analyzes mishap causes and trends, and assesses risk. Evaluates, inspects, and surveys areas and activities to eliminate mishap potentials. Conducts mishap investigations. Provides risk management consultation. Conducts safety education.

***Duties and Responsibilities:***

- Plans, organizes, and directs safety activities. Develops policies and procedures for implementing and evaluating safety programs. Coordinates with staff activities and operational sections to ensure safety requirements are integrated into the organization program. Maintains close liaison with federal, state, municipal, and private agencies sharing common safety concerns. Establishes work priorities and maintains systems to effect accomplishment of program processes. Arranges for group meetings or individual instruction through coordination with commanders and supervisors.
- Conducts and assists in managing safety programs. Evaluates safety program effectiveness. Coordinates with agencies and staff activities on safety related matters. Prepares and conducts briefings, meetings, training classes, and associated functions. Determines safety education requirements for groups or individuals. Develops training plans to ensure worker qualification and training. Prepares and conducts training programs for collateral duty safety personnel.
- Performs inspections, surveys, and program evaluations of areas and operations to identify mishap potentials and assess integration of risk management approach, safety equipment, and procedures. Performs periodic and special inspections of facilities, flight lines, maintenance, and industrial areas; missile launch complexes and support functions; munitions facilities and operations; and non- industrial and recreational areas. Operates motor vehicles to perform inspection and surveys. Reports findings, assigns risk assessment codes, recommends corrective actions, and conducts follow- up inspections. Participates in Hazardous Communication programs and other environmental programs. Reviews explosives quantity distance waivers and deviations, and processes hazardous air traffic reports.
- Reviews purchase, service, and construction contracts. Prepares safety criteria. Reviews contract proposals, statements of work, local purchase orders, and work requests for inclusion of safety criteria. Participates in workload planning and preconstruction conferences, pre and post award meetings, and pre and final inspections.
- Reviews engineering plans and drawings. Reviews base master plans and site plans affecting construction, airfield, and explosive safety criteria. Recommends revision in drawing or rearranging materials.
- Performs and assists in mishap investigations, prepares reports, and maintains records. Gathers factual mishap data, identifies causes, and recommends corrective actions to prevent recurrence of a similar mishap. Maintains a follow-up system.
- Analyzes mishap data. Performs trend analysis and recommends measures to correct unfavorable conditions or procedures.
- Provides safety consultation to commanders, supervisors, and functional managers on technical directives, safety criteria, and operational techniques.

- Conducts safety education. Performs or assists in planning and scheduling safety education programs. Prepares or assists in preparing and distributing safety promotional and informative materials.

***Specialty Qualifications:***

- ***Knowledge:*** Understanding of the following concepts is preferred but not mandatory: fundamentals of safety education, public speaking, mishap prevention, human factors, industrial hygiene principles, industrial safety criteria, risk management, blueprint interpretation, mishap investigation techniques, methods of obtaining and distributing safety education materials, missile maintenance and servicing techniques, and the application of data automation to the safety function.
- ***Training:*** Mandatory 6 week Occupational Safety Apprentice Course at Lackland AFB, San Antonio, TX.
- ***For entry into this specialty:*** Prior qualification at the 5-skill level in any AFSC. Ability to speak English clearly and distinctly and must be able to communicate effectively in writing.
- ***Other:*** No record of acrophobia or claustrophobia. No medical conditions preventing prolonged standing, repetitive movements, walking up to one mile, or walking up and down stairs. Must maintain local network access and must maintain a valid state driver's license to operate government motor vehicles.

***Application Procedures:***

- Detailed resume of military and/or civilian work and educational experience (no more than two pages). All breaks in employment and/or educational pursuit should be fully explained. (Short biographies are NOT acceptable.)
- Current Report of Individual Person (RIP)
- Current Point Summary
- Physical Fitness Scores
- Copies of last three (3) Enlisted Performance Reports (EPRs)

**Completed applications must be received by close of business 08 June 2024 to be eligible for consideration. Failure to provide all required documentation will result in elimination from further consideration. Interviews will be scheduled for 09 June 2024.**

**Email applications to:**

**[adam.luell@us.af.mil](mailto:adam.luell@us.af.mil) and [lance.kraemer@us.af.mil](mailto:lance.kraemer@us.af.mil)**

***The Florida Air National Guard is an equal opportunity employer. Applicants will be selected for appointment through a quality oriented method of assessment which includes, but is not limited to, factors such as education, physical standards, experience, potential, motivation and moral qualifications.***