



M&E Technical Services

Operations Specialist-APS/TSS
Kuwait

Department: Operations
FLSA Status: Non-Exempt

Grade/Level:

Work Schedule: 7 days/week 12 hours/day

Job Status: Full Time

Reports To: Operations Manager

Amount of Travel Required: Travel may be required

Positions Supervised: None

CONTINGENT UPON CONTRACT AWARD

POSITION SUMMARY

Provides APS/TSS APS-5 Kuwait Operations and Sustainment Set Management support by using the AWRDS Graphic Asset Representation (GAR) Module to create graphic representations of all APS-5 Set related locations for both Indoor Warehouses, Outdoor open air Warehouses (Lots) and any facility CLVII Rolling Stock is parked. This support is provided for the Armored Brigade Combat Team (ABCT), Infantry Brigade Combat Team (IBCT), Kuwait Sustainment Brigade (KSB), and the Theater Sustainment Stock (TSS) assets.

ESSENTIAL FUNCTIONS

- Perform appropriate analysis of vehicles, equipment, vehicle facilities and storage areas to develop and maintain a storage plan for both current and future requirements. Maximization of space and using Government guidance to allocate equipment. Continuously update the GAR plans as equipment is moved, changed out, issued or moved to a maintenance location for servicing. Serial numbers must be included on all planning and printed planograms.
- Continuously updates changes to the GAR as equipment is moved in and out of the storage locations for any reason.
- Assists the Plans and Operations Manager with coordination of a Multiple Brigade Combat Team-Level Set readiness and sustainment program, providing operational analysis, planning, maintenance, readiness reporting and life cycle materiel management for end items, systems, SKOs, TMDE, other TOE equipment, and associated supplies/UBL, which involves the continual development, planning, coordination, implementation, and monitoring of all requirements and sustainment programs for the designated set and associated separate reporting units and/or motorized augmentation.
- Works within the Plans and Operations Division to coordinate set administration, automated systems support, planning, scheduling, and readiness reporting. Tracks progress and validates on time completion of various mission requirements. Provides timely, accurate, and relevant information to the APS/TSS leaders and the customer.
- Assists with the planning, monitoring, analyzing to ensure that changes to MTOEs and/or Set Plans are implemented in accordance with AMCOM and DA directives, to include all stratification and configuration requirements.
- Assists with coordination development, synchronization, manpower allocations, implementation, reporting and assessment of annual set sustainment plans, quarterly PMCS and annual Maintenance Services Schedules, TMDE Schedule, Inventory Cycle, Shelf-Life Management in accordance with policies and standards contained in Army Regulation (AR) 750-1 Army Materiel Maintenance Policy, DA PAM 750-8 The Army Maintenance Management System (TAMMS) User's Manual, AR 735-5 Policies and Procedures for Property Accountability, AR 190-11 Physical Security of Arms, Ammunition, and Explosives, AR 190-13 The Army Physical Security Program, and AR 385-10 The Army Safety Program.
- Assist in the development, testing and evaluation of APS-5 Set Annual Issue Exercise requirements and issue plans IAW contract requirements, using seminars, workshops, table-tops, war gaming, drills, functional exercises and/or full-scale annual issue exercise.
- Additional duties may be assigned as required

MUST POSSESS:

- Must be a United States Citizen
- Valid U.S. passport
- Security Clearance issued by the Department of Defense

Minimum Qualifications:

Education/Certifications: *One year related experience may be substituted for one year of education, if degree is required.*

High School graduate or equivalent.

May be required to pass medical and dental evaluation for overseas deployment

EXPERIENCE

Must be highly proficient in use of AWRDS GAR module. Must have a minimum of two (2) years experience in working in the fields of either Supply or Maintenance function areas. Additional experience working in a military operations center is highly desirable.

SKILLS

Excellent computer, interpersonal, oral and written communication skills required. Computer skills include a working knowledge of Microsoft Word, Excel and Outlook.

MATERIALS AND EQUIPMENT USED

Computers, printers, and scanners and other office equipment. AWRDS, Visio, Microsoft Office Suite, LMP, Other STAMIS Systems, other ITT Exelis and/or US Government computer based or web based automated systems, phone, hand held scanners, etc.

WORKING ENVIRONMENT

Work is generally conducted in a controlled office environment; however, duties will also involve work in shop, warehouse, motor park and or/ outdoor storage area environments with exposure to climatic conditions. Personal Protective Equipment (PPE) may also be required in areas where exposure to hazardous materials or conditions could exist. PPE will comply with OSHA, EPA, Fire Regulations and published company work rules.

PHYSICAL DEMANDS

Work will require lifting up to 50 lbs, stooping, climbing, prolonged standing, prolonged sitting and working with or in areas where a potential could exist for exposure to physical, chemical or biological agents. Employee use of Personal Protective Equipment (PPE) is required in certain areas. Such PPE includes but is not limited to head, foot, hand, torso, respiratory, vision and hearing protective devices. Must comply with OSHA, EPA, Fire Regulations and published company work rules.

METS, LLC is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, protected veteran status, or disability status.