



5840 Allin Road, Suite B
 PO Box 271
 Prince George, VA 23875
 Phone: (804) 733-0933
 Fax: (804) 733-0935
 Visit us on the web: www.jlmiva.com

JOB TITLE:	Aerial Port of Debarkation (APOD) Assistant Site Lead	JOB LOCATION:	FT Polk, LA
STATUS:	Full-time		
EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:			
<ul style="list-style-type: none"> • Must be able to travel unaccompanied to locations within the continental United States and foreign locations • Must be in good physical condition and be able to work outdoors and must be able to lift up to 50 pounds • Must pass a pre-hire drug screening • Will be required to work shift work (day, evening, night) that include weekends and holidays • Must have a state driver's license • Five years military or civilian experience in jobs related to facility management, property accountability, supply, and equipment maintenance and storage • Background in security and protection of property from theft or damage • Previous experience in the use of DA Form 4283 (Facilities Engineering Work Request), preparation of Records of Environmental Consideration, and an ability to analyze systems and process to improve performance • Capable of operating a forklift in order to move supplies and materials • Prior Senior NCO or officer or comparable civilian/Government experience • Proficiency in Microsoft Office programs to include Word and Excel • Applicants must be able to communicate effectively in English, both verbally and in writing • High School Diploma • U.S. citizenship is required • Employee will not need access to classified information: Requires an SF 85 National Agency Check with Inquiries (NACI): Investigation is required to obtain a Common Access Card (CAC) to fulfill job requirement of having access to Government computer 			
EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES DESIRED:			
<ul style="list-style-type: none"> • Proficiency in the operation of small tractors and front-end loaders • Experience in basic repair and diagnosis of equipment to include: lawn mowers, small tractors, refrigeration, and A/C system 			
POSITION RESPONSIBILITIES:			
<ul style="list-style-type: none"> • Assists the APOD/Intermediate Staging Base (ISB) Site Lead and Assistant Lead in all actions concerning the receipt, storage, issue, accountability, and maintenance of APOD expendable and non-expendable supplies and property • Performs a variety of warehouse duties which require an understanding of the organization's storage plan • Verifies materials against receiving documents • Notes and reports discrepancies or facility damage • Routes materials to prescribed storage or use locations • Performs basic computing, filing, and copying in order to maintain accountability, track supplies, and submit work orders through the appropriate agencies • Performs simple maintenance on grounds/facilities, such as: paint, replacing ceiling tiles, doors and hardware, installing window A/C units, lights • Measures and calculates materials needed for repairing maneuver damages, repairing and installing tarps/curtains • Performs simple maintenance on numerous pieces of equipment including but not limited to: preventive maintenance on HVAC's, lawn mowers, weed trimmers, tractors, brush hog, front loaders, and refrigeration units • Performs ground maintenance to include: repairing rut damage, grass cutting, trim trees/limbs, operating street sweeper, relocating/placing latrines, weed trimming, brush hogging, excavating and spraying fence rows • Uses military forms • Uses mobile radio communications • Rotates shift work between both day and night shifts as required • Coordinates activities with a variety of offices that include, but are not limited to, the following: Office of the Program Manager; MSC Quality Control office, Operations Group Engineer, Operations Group S4 OIC and NCOIC, England Airpark Authority, Pride, and the Role Play Carpentry Shop • All other duties as required commensurate with the position 			



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SALARY/BENEFITS:			
Salary is based on experience and qualifications. We offer a competitive compensation and benefits package that includes health, dental, life insurance, direct deposit and more.			
JLMI is an equal employment opportunity employer EOE/M/F/D/V			
CONTACT INFORMATION:			
Please Submit Resumes to Recruiting@JLMIVA.COM ; If you wish to learn more about JLMI, visit our website at (www.jlmiva.com).			