



JOB ANNOUNCEMENT (BSEt)

BSEt a subsidiary of Tanadgusix Corporation (TDX), an Alaska Native Corporation for the Aleuts of St. Paul Island, is currently recruiting for the following position:

Title: Site Manager/Range Training Officer (RTO)
Location: Ellsworth AFB, SD
Status: Full Time

Job specifications are intended to present a descriptive list of the range of duties performed by employees. Specifications are not intended to reflect all duties performed within the job.

Minimum Education/Experience Level

- Minimum Undergraduate Degree required, Master's Degree Highly Desired
- Five (5) years of verifiable leadership experience
- Aircrew, GCI Controller, ATC Controller Experience Highly Desired
- B-1 and B-52 Experience Highly Desired.

Position Description

The Site Manager is the primary on-site representative responsible for oversight of the contract operations and maintenance services of Air Combat Training Systems installed at each particular location. This position requires either a DCID SECRET Clearance or the ability to obtain said clearance. Prior aircrew experience highly desired. Formal training as RTO or SAM-01 highly desired (must know and understand ground-to-air threats parameters, procedures and be able to provide guidance to threat operators). Must have a two-year Associates Degree or Equivalent Experience and 5 years of verifiable leadership experience in the field. Training for operation and maintenance for system specific requirements will be provided. The duties and requirements of this position include but are not limited to the following:

Primary Responsibilities

- Interface with Government representatives for all site specific contract issues, including scheduling, planning, and project coordination. Attend scheduling meetings and conferences, and maintain direct coordination with the on-site QAE/COR.
- Manage available resources (human and material) to ensure timely and efficient accomplishment of quality operations, maintenance, and training services.
- Ensure conformance to all Quality Management System Requirements, including plans, policies, procedures, and work instructions. Demonstrate commitment to quality policy and objectives, process orientation, continuous improvement, and customer focus.
- Implement, effectively manage, and enforce safety practices, and ensure adherence to all government directives pertaining to fire prevention and safety responsibilities.
- Ensure compliance with on-site security requirements, and monitor COMSEC accounts/material.
- Assist with development of site daily, weekly, and monthly schedules.
- Ensure personnel and material resources are available and/or dispatched with the

BSEt – Technical Services Division

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technical data and support items needed to meet operations, maintenance, and training requirements.

- Perform RTO or SAM-01 duties as required
- Ensure required reports and documentation are available and properly maintained.
- Ensure work areas are maintained in a neat, clean, orderly, presentable, and safe condition.
- Ensure effective and timely equipment corrosion prevention and control actions are taken.
- Plan and schedule training; ensure the validity of qualification and certification.
- Ensure operations, maintenance, and training services are accomplished, controlled and reported in a timely manner. Ensure RAMPOD requirements are complied with.
- Ensure effective availability, use, control, accountability, and maintenance of GFE and CFE tools, equipment (including vehicles), supplies, and TMDE management and calibration. Manage applicable supply accounts (e.g., inventory management, cataloging, and property utilization).
- Ensure debriefing forms are received from each squadron and analyzed.
- Ensure applicable base level access/entry authorizations/passes are valid and current. The Program Manager and Security Manager will monitor security clearances and investigations.
- Accomplish all supervisory duties for all other BSEt employees at this site to include but not limited personnel appraisals and approving leave. Validate all time sheets and travel requests prior to submittal.

Reports To: Division Director

Citizenship and Security Clearance Requirements: US Citizen/ Secret Clearance Required

To Apply: Visit the BSEt Website at the following link to download an application. <http://www.bsetak.com/employment.html> or Visit the BSEn Website at the following link to download an application. <http://www.bsenv.com/employment.html>

Please email your application and resume to HR@bseak.com or fax to 907-278-2316.

Please indicate the position you are applying for and location in your email.

Additional Contact Information: (757) 223-1446 – Fax (757) 223-4141

BSEt is an Equal Employment Opportunity Employer with an Alaska Native Hiring Preference (PL93-638). We do not discriminate based on marital status, sex, race, color, religion, national origin, age, disability, or veteran status.