

(JOB DESCRIPTION)

<b>Job Title:</b> Technical Order Library Tech.
<b>Position Information</b>
<b>Location:</b> Prince Sultan Air Base/AWACS Maintenance Squadron
<b>Nationality:</b> American
<b>Total of Position:</b> 1 SLOT NO : W 048
<b>Qualifications</b>
<b>Qualification:</b> Technical diploma.
<b>Specialty:</b> Related to Maintenance.
<b>Skills &amp; Experience</b>
(1) Total experience: 10 yrs. (2) At least Five (5) yrs. experience Equivalent to RSAF Seven (7) Skill level. (3) Knowledgeable of Military Policies and Procedures relating to Technical Order Library. (4) At least Two (2) years experience corresponding with Technical Order Distribution Office (TODO). (5) Knowledgeable of RSAF Technical Terminologies. (6) Most Have performed duties of Technical Order Library.
<b>Task &amp; Responsibility</b>
(1) Maintains filing and cataloging system for all materials in library. (2) Train RSAF personnel. (3) Checks material in and out through a functional registry system. (4) Notifies personnel of overdue materials and ensures suspenses are met. (5) Orders new materials to update and supplement the existing items. (6) Arranged library facilities by establishing and scheduling maintenance.

**CONFIDENTIAL**