

## **ALCA IT - For Official Use Only**

**Position: Installation Representative**

**Labor Category: Mid-level Systems Engineer**

**Task Description: To support a government Program Office installation team as new program requirements are added by managing the planning process for product installations through execution.**

**Job Responsibilities: The Installation Representative is responsible for:**

- Managing programs' installation requirements or deliverables
- Working with the Advanced Planners to develop a fielding plan in accordance with spend plan requirements
- Assisting the APM and program in the timely routing of all installation documentation between PMW's, the Program Executive Officer (PEO), Design Center, Planning Yards, and the Installation Management Office (IMO)
- Monitoring and advising APM on installation and design cost
- Providing modernization milestone guidance to the APM

**Assisting Government Installation with developing Heat Charts, Waterfall Charts, and Program Briefs**

**Desired skills: Must possess excellent writing and verbal skills and email etiquette. Must be a proactive self-starter, work well independently and with teams in a collaborative environment. Proficient with Microsoft Office products, to include Word, Excel, and Power Point.**

**Desired Experience:**

**6 years Navy shipboard installations experience. NTIRA, NDE/AMPS, SPAWAR PEO Integrated Data Environment and Repository (SPIDER) databases desired.**

**Education: Bachelor's Degree in Engineering, Finance, or Business Administration is desired**

**Clearance: Current/active Secret clearance at start of assignment required.**