



**NON APPROPRIATED FUNDS (NAF)
JOB OPPORTUNITY**



ANNOUNCEMENT NUMBER: MWR 17-2020

OPENING DATE: February 3, 2020

CLOSING DATE: February 16, 2020

POSITION: Laborer, NGIS, NA 3502 03, 1 position

SALARY: \$10.19 per hour

EMPLOYMENT CATEGORY: Regular Fulltime Time Position, with benefits. Must be able to work days, nights, weekends and holidays as required

LOCATION OF POSITION: Navy Gateway Inns and Suites, NAS Jacksonville, FL

AREA OF CONSIDERATION: Local commute only

JOB SUMMARY: This position is located at the Navy Gateway Inns & Suites operation at NAS Jacksonville. The purpose of this position is to provide non-technical general labor as required

MAJOR DUTIES:

Ensures security of all guests is maintained at all times. Ensures guest privacy is maintained at all times. Must possess a welcoming manner and positive attitude; demonstrate effective communication skills; professionally interact with guests; answering guest questions concerning hotel facilities; and provide information about local attractions. Provide assistance in handling customer complaints, involving management as necessary. Performs one or more of the following duties: Uses heavy power mowers, adjust blades and cleans and oils mowers; cuts trees, hedges and shrubs using hedge trimmer or saw. Digs ditches and trenches with pick and shovel where dirt is hard and compact and does grading and sloping. Occasionally and for short periods of time mixes and pours concrete. Moves furniture and equipment. May be required to greet guests at time of arrival and offer assistance with luggage, directions, base services and local information. May be required to store and track guest luggage in a secure area. May exert very heavy physical effort in doing such tasks as frequently lifting and moving objects weighing over 50 lbs. Extreme temperatures and weather conditions may exist when working outdoors. Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED: Ability to operate, control and clean heavy power equipment and to work safely with heavy tools. Ability to provide continual care and attention both to avoid accidents and to finish the work properly. Prior job experience or on-the-job training is normally required to gain this ability. Ability to complete assignments involving several tasks or processes which require remembering directions, sequences, etc. Must possess basic math and reading skills. Must be able to communicate clearly and effectively both verbally and in writing in English. The staff member may be recalled to duty and /or required to work overtime, including on an emergency basis. In order to verify fitness for duty, a complete physical examination may be required. **Must have a valid State Driver's License.**

NOTE: Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer within the first 30 days of



NON APPROPRIATED FUNDS (NAF) JOB OPPORTUNITY



employment is required. We utilize E-Verify to confirm selectee's eligibility to work in the United States. Salary is dependent on experience and/or education. This announcement may be used to fill additional vacancies within 60 days of closing date.

HOW YOU WILL BE EVALUATED: All resumes will be reviewed to determine if they meet the hiring eligibility and qualification requirements listed in this announcement, and will be rated based on the information provided in the resume to determine the level of knowledge, skill, and ability, related to the job requirements. Using the qualifications of the position, a predetermined rating criterion of knowledge, skills and abilities will be used for each resume. Best qualified applicants will be referred to the hiring manager. The selecting official may choose to conduct interviews.

The Department of the Navy is an Equal Opportunity Employer where employees are respected and valued. All qualified applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factor. Reasonable accommodations are provided to applicants with disabilities. If reasonable accommodation is needed for any part of the application and hiring process, contact the NAF HR Office. The decision on granting reasonable accommodations will be on a case by case basis.

HOW TO APPLY: All interested applicants should submit an application OR resume as well as the Declaration of Federal Employment (OF 306) (http://www.opm.gov/forms/pdf_fill/of0306.pdf) in one of the following ways:

BY FAX TO: (904) 542-3424

SUBMIT VIA EMAIL TO: JAXS_NAS_MWRJOBAPPS@NAVY.MIL

NAF Application form and Request for Military Spouse Preference form can be picked up at the MWR Personnel Office or can be downloaded from navymwrjacksonville.com under the "Jobs" tab.

CONDITIONS OF EMPLOYMENT

This position may be designated ALPHA personnel for inclement weather or in the interest of national security and may be required to report for work when other employees are excused.

The staff member may be recalled to duty and/or required to work overtime as necessary to meet mission requirements or on an emergency basis.

Employment is contingent upon a successfully completed and positively adjudicated National Agency Check (NACI) or higher background clearance as required by the position or local security requirements.



NON APPROPRIATED FUNDS (NAF) JOB OPPORTUNITY



EMPLOYMENT PREFERENCE: If requesting any type of employment preference, supporting documentation must be submitted with the application/resume to prove preference eligibility. The submission of a preference does not guarantee a position as applicant still must be highly qualified with the knowledge, skills, and educational requirements of each submittal.

*If claiming Veteran's Preference, completed SF-15 and a legible copy of DD-214 (page 4) as well as any other supporting documentation (disability, official statements, proof of service, etc.) is required.

*If claiming Gold Star Veteran's Preference, completed SF-15 and a legible copy of DD-1300 as well as any other supporting documentation (official statements, document of service, court decree, etc.) is required.

*If claiming Department of Defense (DOD) Non-appropriated Fund (NAF) Business Based Action (BBA) Priority consideration, submit a copy of the notice of separation.

*If you are a current federal employee, submit your most recent Personnel Action Report (PAR) or SF-50.

*Proof of education (transcripts/copy of degree/high school diploma), if applicable to position requirements.

SPOUSAL PREFERENCE: Spousal Preference can be used only once to gain regular full time employment in the commuting area but may be used multiple times for flexible type position. To prove eligibility, you must submit the following with your resume/application:

- ✓ Request for Military Spouse Preference form
- ✓ Copy of spouses' orders that state the "Ultimate Activity" is within the average commuting distance to NAS Jacksonville.
- ✓ A copy of the marriage certificate that provides proof that marriage occurred prior to the issuance of the orders.