



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



**ANNOUNCEMENT NUMBER: MWR 19-2020**

**OPENING DATE:** February 5, 2020

**CLOSING DATE:** February 15, 2020

**POSITION:** Tool Tech (Recreation Aide), Auto Skills Center, NF 0189 01

**SALARY:** \$9.00 per hour

**EMPLOYMENT CATEGORY:** Flexible, must be able to work days, nights, weekends and holidays as required

**LOCATION OF POSITION:** Auto Skills Center, MWR Department, NAS Jacksonville

**AREA OF CONSIDERATION:** Local Commute Area

**JOB SUMMARY:** This position is located at the MWR Auto Skills Center operation at NAS Jacksonville. This activity offers work areas and tools that assist patrons with self-maintenance of vehicles. The customer base of MWR covers active duty military, spouse, dependents, retirees, veterans and civilians who have access to the installation and authorized usage of MWR Programs.

**MAJOR DUTIES:**

Inspects tools and equipment prior to issue to ensure proper working order. Issues rental equipment and tools and ensures that patrons are properly briefed on usage of items, safety requirements and return policies. Responsible for noting any damage or missing parts and discussing issue with patron and/or supervisor. Answers incoming calls; may be required to provide information about facility, equipment, hours of operation and/or programs offered. Refers patron to proper person for more in-depth information. Keeps a daily inventory of tools and is required to advise supervisor when facilities need repair and/or when equipment and supplies need replacing. Performs general housekeeping duties as required to include policing grounds, sweeping and dusting work area, emptying trash receptacles and cleaning and cleaning and restocking restrooms. Performs grounds keeping at storage and RV park. Performs other related duties as assigned.

**KNOWLEDGE AND SKILLS REQUIRED:** Ability to meet and deal effectively with a diverse patron base of varied rates, ranks and backgrounds. Must be able to operate in a fast-pace and at times, stress environment. Incumbent is the first line of contact with patrons and must be familiar with facility and be able to answer questions and give directions during extremely busy times. Above average customer service skills are needed to be successful at this position. Must become familiar with and remain aware of emergence procedures (both MWR and Naval Air Station) in the event accidents or severe weather conditions arise. Must have or be able to get a valid Florida Driver's license.

**Qualification Requirements:** One or more years of experience working in an automotive facility preferred. Ability to meet and deal with patron base of varied rates, ranks and backgrounds. Must be knowledge about the tools and equipment used in the auto skills center. Must be able to operate in a fast-paced and at times stressful environment. Must be familiar with facility and be able to answer questions and give directions during extremely busy times. Above



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average customer service skills are needed to be successful in this position. Must become familiar with and remain aware of emergency procedures (both MWR and Naval Air Station) in the event accidents or severe weather conditions arise. Must be able to bend, stoop, kneel, stand and lift up to 45 lbs. Must have or be able to get a valid Florida drivers 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 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.

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 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/of306.pdf](http://www.opm.gov/forms/pdf_fill/of306.pdf)) in one of the following ways:

**BY FAX TO:** (904) 542-3424

**SUBMIT VIA EMAIL TO:** [JAXS\\_NAS\\_MWRJOBAPPS@NAVY.MIL](mailto: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](http://navymwrjacksonville.com) under the "Jobs" tab.

### **CONDITIONS OF EMPLOYMENT**

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.

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**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.