



<b>JOB TITLE</b>	Maintenance Worker
<b>AGENCY</b>	Commander, Navy Installations Command
<b>BRANCH</b>	N921 Fitness, Sports & Deployed Forces Support
<b>JOB ANNOUNCEMENT NUMBER</b>	FFR17-0703
<b>SALARY RANGE</b>	\$11.59 Hourly Plus Non-Taxable Post Allowance
<b>OPENING DATE</b>	Tuesday, October 3, 2017
<b>FIRST CUT-OFF DATE</b>	Tuesday, October 17, 2017
<b>CLOSING DATE</b>	Friday, December 29, 2017
<b>SERIES &amp; GRADE</b>	NA-4749-05
<b>POSITION INFORMATION</b>	Regular Full-Time
<b>NUMBER OF VACANCIES</b>	1
<b>DUTY LOCATION(S)</b>	Fleet Activities Yokosuka, Japan
<b>WHO MAY APPLY</b>	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family member preference, and current Federal employees) within the local commuting area

\*Amended Closing Date from Open Until Filled to 12/29/17.

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#### **JOB SUMMARY**

The position is Maintenance Worker at Athletic Division, of Morale, Welfare and Recreation (MWR) Department, Fleet Activities, Yokosuka, Japan.

#### **DUTIES AND RESPONSIBILITIES**

Performs minor repairs, renovations and upkeep of various types to all MWR facilities, involving work with wood, metals, motor vehicles, field materials, hand and power tools, and numerous types of maintenance equipment. Performs field maintenance and other various set-up works, such as set-up of canopies, booths, etc., for Youth Sports and other MWR special events. Performs daily cleaning and preventive maintenance for the pool and fitness center facilities. Installs various types of new or used equipment for a variety of uses throughout MWR. Monitors, and maintains recycling containers for cardboard, aluminum, newspaper and white paper. Delivers and pick-ups various equipment and materials between MWR Warehouse, other Yokosuka MWR facilities. Investigates jobs/projects beyond the scope of MWR in-house maintenance and reports details for submission of work orders to PWC, CFAY Staff Civil, Yokosuka MWR Maintenance or CFAY Detachment Facilities. Performs other related duties as assigned.

#### **QUALIFICATIONS REQUIRED**

Basic knowledge of simple carpentry and metal working, minor electronics, hand and power tools, motor vehicles, and safe handling of various hazardous materials.

Must possess or be able to obtain a POV driver's license and be capable of operating a standard transmission truck of up to 1-ton capability.

Must be able to lift a minimum of 40 pounds and withstand long periods of standing.

Skill to effectively work with customers and employees of other MWR departments.

#### **CONDITIONS OF EMPLOYMENT**

Satisfactorily complete all background checks to include National Agency Check with Written Inquiries (NACI).

This position is subject to the possibility of workdays on weekends and holidays, as well as, rotating shifts, often consisting of other than normal duty hours.

#### **OTHER INFORMATION**

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 is required. Salary is commensurate with experience and/or education.

The Department of the Navy (DON) is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, national origin, religion, sex, age, mental or physical disability, genetic information, reprisal, marital status, political affiliation, sexual orientation, or any other non-merit factor. The DON provides reasonable accommodations to applicants with disabilities. Applicants with disabilities who believe they may require reasonable accommodation(s) should email their request to [MWR\\_Recruitment@fe.navy.mil](mailto:MWR_Recruitment@fe.navy.mil) to ensure proper consideration is given.

### **HOW YOU WILL BE EVALUATED**

Using the qualifications of the positions, as predetermined Ranking and Rating Criteria of knowledge, skills, and abilities will be used for each application.

### **BENEFITS**

All benefits offered (medical, dental, life insurance, spouse & dependent life insurance, long-term disability, retirement, and 401(k) savings plan).

You can review our benefits at: <http://www.navy.mwr.org/resources>

### **HOW TO APPLY**

Interested applicants can submit all required documents to: CNRJ NAF Human Resources Office, Building 1559, in Room 225.

Or send your resume via email: [MWR\\_RECRUITMENT@fe.navy.mil](mailto:MWR_RECRUITMENT@fe.navy.mil)

Or mail to: Commander Navy Region Japan  
NAF Human Resource Office (N941)  
PSC 473 Box 12  
FPO AP 96349-0001

Please visit our webpage at <http://www.navy.mwr.yokosuka.com/jobs> to find a sample format and information on Military Spouse Preference.

Please direct inquiries to: [MWR\\_RECRUITMENT@fe.navy.mil](mailto:MWR_RECRUITMENT@fe.navy.mil)

### **REQUIRED DOCUMENTS**

- Resume or NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) Declaration for Federal Employment (This is a REQUIRED form and MUST be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (transcripts/copy of degree(s)/certification(s))
- If claiming Veteran's Preference, please submit a legible copy of DD-214 (page 4)
- If you are a current federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

### **AGENCY CONTACT INFO**

Commander Navy Region Japan  
NAF Human Resources Office (N941)  
PSC 473 Box 12  
FPO AP 96349-0001

Commander, Navy Installation Command  
Tel: 315-243-5446 / 046-816-5446  
Email: [MWR\\_RECRUITMENT@fe.navy.mil](mailto:MWR_RECRUITMENT@fe.navy.mil)

### **WHAT TO EXPECT NEXT**

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job**. Applications received after the closing date **will not be considered**. If selected for an interview, applicants can expect to be contacted 1-3 weeks after the interview with a position offer or notification of non-selection.