

## Fleet & Family Readiness Programs

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### NON APPROPRIATED FUNDS ANNOUNCEMENT NUMBER #16-029

**LOCATION OF POSITION:** Morale Welfare Recreation (MWR) Department, A.C. Read Golf Course, NAS Pensacola, FL

**OPENING DATE:** 01/21/16

**CLOSING DATE:** 02/03/16

**POSITION:** Automotive Helper/NA-5823-05

**SALARY:** \$10.16/PH

**EMPLOYMENT CATEGORY:** Flexible (May be scheduled to work up to 40 hours weekly. May be required to work weekends, holidays, and rotating shifts. Not eligible to enroll in any group benefits)

**AREA OF CONSIDERATION:** Applications will be accepted from all sources.

**BASIC DUTIES:** Assist automotive mechanics in performance of maintenance and repair on all combustion powered vehicles. Help with repairs that can be accomplished by removing, replacing, adjusting, or cleaning defective parts or components such as fouled spark plugs, worn brake shoes, water pumps, engine gaskets belts and hoses, etc. Under the direct supervision of the automotive mechanic or higher grade worker, remove and replace with standard parts, items such as spark plugs, fan belts, starters, carburetors, fuel pumps, water pumps, mufflers, tail pipes, etc. Assist in making settings and adjustments such as setting distributor and voltage regulator points, gaping spark plugs, setting engine idle and time, and taking up on brakes. May assist higher grade mechanics and workers in making service calls. May be required to operate a light truck or van to answer trouble calls, or transport men/materials to & from jobs. May assist with use of on-board computers & electronic analyzers to help diagnose problems with automatic computer control systems and emission systems. May perform maintenance on lawn cutting equipment, such as cleaning filters, spark plugs and sharpening blades. Observe environmental, safety and security rules and regulations. Perform other related duties as required.

**QUALIFICATIONS:** A basic knowledge of automotive repair such as could be gained at the high school or trade school level. Ability to use standard and metric automotive hand and powered tools. Ability to operate a motor vehicle. A driver's license is required.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Usually works indoors on concrete surfaces. Continually exposed to dirt, drafts, noise, dust, grease, and to the potential for burns, chemical irritations, shocks, bruises, cuts and strains. Occasionally work outside under adverse weather conditions. Is required to follow prescribed safety procedures and may be required to use safety equipment such as safety shoes and glasses, and respirators. Work requires standing, stooping, bending, stretching, crawling under vehicles, and working in tight spaces or tiring and uncomfortable positions. Frequently lifts parts and equipment weighing up to 40 pounds. Occasionally lifts items 50 pounds or more with mechanical devices or with assistance from other workers.

**SEE REVERSE SIDE FOR FILING INSTRUCTIONS AND ADDITIONAL INFORMATION**

**NOTE:** As a condition of employment, selectee(s) will be required to participate in the Direct Deposit/Electronic Funds Transfer within the first 60 days of employment. This is the DOD standard method of payment of personnel. Employees will be subject to administrative action for failure to enroll unless a waiver has been obtained.

**We are an E-Verify participant.**

The Department of the Navy is an Equal Opportunity Employer. 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 Personnel Office that is collecting applications. The decision on granting reasonable accommodations will be on a case by case basis.

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**TO SUBMIT BY MAIL :** MWR NAF Personnel Office,  
150 Hase Rd. Bldg. 3249,  
NAS Pensacola, FL 32508 **OR...**

**FAX:** (850) 452-3592 (DSN) 459-3592 **OR...** **EMAIL:** NASP\_NAFPers@NAVY.MIL

(1) **Submit a properly completed, signed and dated MWR NAF application, which can be downloaded from our website: [www.navywmwpensacola.com](http://www.navywmwpensacola.com).** The position title and number of this vacancy announcement should be shown in the appropriate spaces at the top of the application.

(2) Present/former NAF employees submit a copy of your last two annual appraisals.

(3) College transcripts required if education is to be substituted for experience.

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IT IS AGAINST FEDERAL REGULATIONS TO MAIL APPLICATION FOR FEDERAL EMPLOYMENT IN OFFICIAL GOVERNMENT POSTAGE-PAID ENVELOPES.

**SPOUSE PREFERENCE:** If requesting spouse preference you must attach a copy of the **Military Spouse Employment Preference Request form along with a copy of the spouse's PCS Orders.**

**VETERAN PREFERENCE:** If requesting veteran preference you must attach a copy of your **DD-214 release from active service with U.S. Armed Forces. Attach SF-15 and documentary proof if asking for Veteran's Disability, Widower/Widow, Spouse or Mother Preference.**

**ACTIVE DUTY MILITARY:** Military regulations require that you obtain a special request authorization form (**NAVPERS 1336/3**) prior to being accepted for outside employment. If employment is offered, you cannot begin work until this chit is supplied to the NAF Personnel Office.

**TRANSITION HIRING PREFERENCE:** If requesting preference for the involuntarily separated member of the U.S. Armed Forces and/or eligible dependents(s), attach DD-214 and Memo for Nonappropriated Fund vacancies, to assist in verifying eligibility

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**FOR APPLICATION STATUS OR UPDATES, AND/OR QUESTIONS REGARDING THE RECRUITING PROCESS,  
PLEASE CONTACT THE NAF PERSONNEL OFFICE AT: 850-452-4675**

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