

**\*\*\*\*\*JOB OPPORTUNITY\*\*\*\*\***  
**NON-APPROPRIATED FUND (NAF) POSITION**

**ANNOUNCEMENT NO: 10-011**

**POSITION TITLE: Automotive Mechanic, NA-10, Regular Full-time with Benefits**

**SALARY: \$11.40 per hour**

**LOCATION: PALM TREE GOLF COURSE, ANDERSEN AFB, GUAM**

**AREA OF CONSIDERATION: OPEN TO ALL**

**RE-OPENED DATE: February 11, 2010**

**CLOSING DATE: OPEN UNTIL FILLED**



**INTRODUCTION:** The primary purpose of this position is to troubleshoot, maintain, repair and overhaul complex major components and systems of combustion-powered automotive vehicles and equipment associated with the care and maintenance of the golf course.

**MAJOR DUTIES AND RESPONSIBILITIES:** Inspects, diagnoses and repairs mechanical defects in diesel, electric and gasoline powered vehicles, trucks, trencher, sweepers, rollers, mowers and other mechanical equipment used in utility work; sharpens mower blades; disassembles motors and performs general overhauling; grinds valves; repairs transmissions, differentials, carburetors, fuel pumps, steering systems, starters, generators, universal joints, hydraulic systems and high pressure pumps and valves; installs and adjusts brakes; installs batteries, tires, wiring and glass; welds and may do some machining work in making fittings used in maintenance equipment frequently makes emergency repairs on the course. Interprets and applies manufactures' repair manuals and technical specifications, schematics, engineering drawings, diagnostic codes, computer printouts and environmental and safety manuals to ensure completed work meets manufacturers' specifications. Maintains a preventive maintenance program on all equipment purchases, repaired parts and replacement supplies; maintains a complete set of records for equipment and parts inventory, parts purchased, equipment conditions, cost of repairs and preventive maintenance for all equipment; spot checks equipment for performance in the fields; services or supervises servicing of equipment prior to use and is responsible for shop area maintenance. This program includes the repair of broken or failing equipment, keeping records of parts and labor needed to maintain each piece of equipment and placing orders for parts and supplies needed for equipment or service. Utilizes safety practices and procedures following established safety rules and regulations and maintains safe and clean work environment. Uses and assures proper fir of required safety equipment and clothing, uses and maintains hand and power tools. Maintain records and documents actions. Complies with environmental directives pertaining to handling of hazardous materials and hazardous waste.

**QUALIFICATIONS:** Requires working knowledge of maintenance equipment and automotive mechanics, skill in the use of a wide variety of equipment repair tools, various types of mechanical repair; knowledge of the theory, care and operation of internal combustion engines and mowing equipment; ability to diagnose mechanical troubles and determine appropriate maintenance work; ability to communicate effectively and keep business records. In addition, must be able to follow written and/or oral instructions, work orders and specifications related to maintenance of equipment and vehicles. Requires frequent standing, stooping, bending, stretching, crawling under vehicles, and working in tight spaces. Frequently lifts, handles, and carries parts and equipments weighing up to 40 pounds. Must be able to satisfactorily complete a pre-employment physical. Requires a valid driver's license.

**EVALUATION FACTORS (KNOWLEDGE, SKILLS, ABILITIES):** Knowledge of technical practices in order to repair and/or overhaul major components and systems such as engines, transmissions, differentials and transaxles, electronic fuel injection systems, emission control systems and related electrical, electronic, hydraulic, fuel and other assemblies. Skill in the use of measuring instruments and test equipment, i.e., computerized engine analyzers,

compression testers, test benchers, oscilloscopes, multimeters, special feeler and dial gauges. Skill in using hand and power tools common to the occupation, i.e., wrenches, screwdrivers, insulated pliers, electric drills, pneumatic wrenches and soldering irons. Skill in troubleshooting defects, diagnosing malfunctions and determining the kind and extent of maintenance and/or repairs needed. Ability to maintain, repair and overhaul complex major components and systems in combustion-powered automotive vehicles, over-the-road trucks and comparable vehicles without more than normal supervision. Knowledge of safety regulations, procedures, and policies to include environmental directives pertaining to handling hazardous materials.

**HOW TO APPLY:** Open to all interested applicants. Submit Application for Federal Employment (OF 612) and Declaration for Federal Employment (OF 306), or Resume to NAF Human Resources Office, Andersen AFB, Guam or Naval Base Guam. Current NAF employees may apply by submitting an "Internal Application" (NAFHRO FM-01) to the NAF Human Resources Office. Applications may also be submitted via email to [hro@36fss.com](mailto:hro@36fss.com), or fax to 366-3678.

Application packages may be obtained via our webpage at [www.36fss.com/naf.html](http://www.36fss.com/naf.html).

For those claiming hiring preferences, please contact our office or visit our website for required documents:

**Military Spouse Preference:** Submit MSP form with sponsor's PCS orders.

**Veteran Preference:** Submit a DD-214, Member Copy 4.

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining satisfactory employment reference checks.

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should call or email them to: to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.

**PRIVACY ACT STATEMENT FOR NAF APPLICANTS:** "Authority to request this information is derived from 5 U.S.C. 301, Departmental Regulations. The purpose of this information is to determine the qualifications, suitability, and availability of applicants for employment with a NAF activity, and of current employees for reassignment, reinstatement, transfer, or promotion. The information will be used to assess qualifications, entitlement, and overall employment suitability. Completion of information on this form is voluntary. Failure to provide this information may prevent you from receiving full consideration for the position you seek."