

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

**ANNOUNCEMENT NO:** MWR-03-12

**POSITION TITLE:** Maintenance Worker, NA-05

**SALARY:** \$10.94 per hour

**LOCATION:** Fleet Fitness Center (Main Base), Morale Welfare and Recreation Department, Fleet Activities, Sasebo, Japan

**AREA OF CONSIDERATION:** Sasebo, Japan

**RELOCATION EXPENSES:** None

**OPENING DATE:** 04 November 2011      **CLOSING DATE:** Open Until Filled  
(First Cut-Off Date: 18 November 2011)

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**DUTIES AND RESPONSIBILITIES:**

Incumbent assists in maintaining all equipment and facilities in optimum condition and repair or replace any inoperative equipment. Assists in performing maintenance on stationary and non-stationary exercise equipment. Maintenance includes inspection, lubrication, adjustment and repair of equipment. Assists in setting-up and breaking down of recreation equipment, checking all incoming parts, placing orders for such parts and making repair recommendations. Performs light maintenance, cleaning air conditioner filters and general care of equipment located at the fitness centers. May assist other MWR Maintenance Workers in performance of maintenance work that is associated with MWR special events. Performs other duties as assigned.

**QUALIFICATION REQUIREMENTS:**

Must have the knowledge in general maintenance and upkeep of exercise equipment and general working knowledge of the basic tools and the safe operating procedures of the tools. Must have some practical knowledge of the trades involved in maintenance work. Must be familiar with basic tools and materials required in making routing repairs to exercise

machines, building and floor structures. Must be able to work day, night and weekend shifts, including holidays.

**HOW TO APPLY:**

Please send MWR Employment Application or OF-612 (Optional Application for Federal Employment) to the MWR NAF Human Resources Office, Comfleact Sasebo, FPO AP 96322 or email us at m-sa-mwrhrooffice@fe.navy.mil. Please ensure that your application contains all the information requested in the vacancy announcement. IF your application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for the job.

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. All selections are contingent upon the obtaining satisfactory employment reference checks.

For additional information, please call 252-3328 or visit MWR Personnel Office located on the second floor Bldg. 91, above the Bowling Center.

**NOTES:**

- First consideration may be given to non-competitive eligible.
- Eligible spouses of active military personnel will be provided preferential consideration.
- Management reserves the right to fill the vacancy by methods other than the merit staffing procedures (i.e., non-competitive placements in lieu of, or as exceptions to competitive procedures), or cancel vacancy announcement at any time during the recruitment process.
- Retired and former military members must submit DD Form 214 together with the application.
- Mandatory participation in Direct Deposit Program.
- Once submitted, applications and all attachments become the property of MWR NAF Human Resources Office, Sasebo, and will not be returned or copied.

THE DEPARTMENT OF THE 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.

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

**ANNOUNCEMENT NO:** MWR-06-12

**POSITION TITLE:** Tools and Parts Attendant, NA-05  
(Flexible)

**SALARY:** \$10.94 per hour

**LOCATION:** Facilities Division, Morale Welfare  
and Recreation Department, Fleet Activities,  
Sasebo, Japan

**AREA OF CONSIDERATION:** Sasebo, Japan

**RELOCATION EXPENSES:** None

**OPENING DATE:** 27 July 2012      **CLOSING DATE:** Open Until Filled  
(First Cut-Off Date: 10 August 2012)

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**DUTIES AND RESPONSIBILITIES:**

Receives, Stores, identifies and issues the full range of available items used by customers at the shop. Checks incoming shipments of stock by comparing items names and identification numbers with receiving reports and by opening, counting and visually checking contents of containers. Reports overages, shortages or damaged items. Conducts inventories by counting items on hand, searching bins for missing items and taking recounts as necessary. May perform minor maintenance such as cleaning stock and parts, applying protective coatings and replacing wooden handles on broken tools. Collects user fees, runs a cash register and fills out cash reports. Enforces shop safety precautions. Performs other duties as assigned.

**QUALIFICATION REQUIREMENTS:**

Requires skill in strong incoming items and verifying overages, storages or damaged items. Must be able to select and set up storage locations, considering such factors as the use, size, weight, shape and nomenclature of items. Must be skilled in converting shop names to standard nomenclature and in determining the location,

availability and specific identification of items by referring to locator files issue and turn-in records and part number change lists. Requires skill in searching for missing items and taking recounts during physical inventories. Requires customer service skills and the ability to operate a cash register. Must have the basic knowledge of automotive maintenance repairs and service. Knowledge of shop equipment, car lifts, tire changer, etc. required. Must have or be able to obtain a U.S. Government Vehicle Driver's License.

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**BOWLING EQUIPMENT WORKER**  
**NA-4819-05**

**I. INTRODUCTION:**

This position is located in the Bowling Center, Morale, Welfare and Recreation Department, Fleet Activities, Sasebo, Japan. The purpose of this position is to assist the repairer in maintaining and repairing bowling machines, and to do repairs to the inside of the bowling complex, as well as the repair related equipment.

**II. MAJOR DUTIES:**

1. Adjusts, overhauls, installs and repairs bowling facility electrical and mechanical equipment, including pinsetters, ball returns, foul units, ball cleaners, lane maintenance machines, pin cleaners and hole borers.
2. Assist in diagnosing malfunctioning equipment; refers to manuals for diagrams and specifications.
3. Assist in disassembling and replacing or repairing electrical and mechanical parts or components using soldering irons, welding equipment, pliers, screwdrivers, wrenches and hand tools.
4. Cleans and lubricates machines, ball returns, pinsetters and related mechanical equipment.
5. Measures and regulates pinsetters using hand tools and gauges, periodically runs pinsetters through complete cycles and inspects for pin setting accuracy.
6. Assist in conditioning, maintaining, and repairing bowling pins and lanes. Assists in repairing cracks, chips, splinters, using wood and plastic lane stock, sands and recoats surfaces as needed.
7. Complies with fire, safety, sanitation and security procedures and regulations.
8. Assist in maintaining the bowling facility, such as mechanical, electrical and plumbing repairs, cleans and paints walls and ceilings, replaces air filters and assists with any related maintenance not performed by Public Works.
9. Keeps up to date on repair procedures, bowling center policies, written instructions and department directives.
10. Performs other related duties as assigned.

**III. CONTROLS OVER THE POSITION:**

Works under the supervision of the Bowling Center Manager. Assignments and direction is normally received orally and as written policy directives. Work is evaluated for workmanship, completeness and quality and proper operation of bowling machines, ball returns, electrical and mechanical equipment and maintenance of the facility.

**IV. MINIMUM QUALIFICATIONS:**

Must have a formal training in bowling equipment maintenance and repair or at least two years of practical experience working on Brunswick, AMF and QUBICA bowling machines. Must demonstrate the ability to perform tasks involving general maintenance and repair of electrical, mechanical, painting and plumbing within the bowling facility. Must present a neat, well-groomed appearance at all times and work harmoniously with co-workers and members of the MWR Department. Must be able to work day, night and weekend shifts, including holidays.

**V. WORKING CONDITIONS:**

Works inside the Bowling Center, which is adequately lighted, heated and ventilated. Incumbent may be exposed to loud noise, dust, grease, chemical solvents and possibly cuts, bruises, abrasions and electrical shock.

**VI. PHYSICAL EFFORT:**

Frequently lifts and carries parts and assemblies weighing up to 40 pounds. Occasionally may push or pull assemblies weighing up to 100 pounds.

**This position is exempt from the overtime provisions of the Fair Labor Standards Act.**