


DEPARTMENT OF THE NAVY, COMMANDER NAVY REGION EURAFCENT
Civilian Human Resources, Sigonella, Italy
VACANCY ANNOUNCEMENT: LOCAL NATIONAL POSITION

	Announcement #	LN21-911142		
	Position	SAFETY TECHNICIAN UA-0019-05/04/03		
	Salary Range	UA-05 €2,227.39 – €2,458.28 per month plus applicable allowances UA-04 €2,336.25 – €2,588.45 per month plus applicable allowances UA-03 €2,461.87 – €2,736.25 per month plus applicable allowances		
	Opening Date	21-APR-2021	Closing Date	26-APR-2021
	Location	SAFETY, NAVOSH, SAFETY AND OCCUPATIONAL HEALTH (SOH) DIVISION, U.S. NAVAL AIR STATION, SIGONELLA, ITALY		
	Notes	<ol style="list-style-type: none"> 1. Please read page two (2) of the announcement "Instructions for Completing the Employment Application", before submitting your application. 2. Applicants must be able to read, write and speak fluently in both English and Italian. Applications must be submitted in English. 3. This is a Permanent Full-Time position. 4. Selectee will be required to favorably pass a physical examination and security background check as a condition of employment. 5. This position may be filled at the higher or lower level. If filled at the lower level, incumbent may be non-competitively promoted to the next higher level upon meeting eligibility and qualification requirements and based upon recommendation from supervisor. 6. Work requires extended period of walking, standing, bending, lifting and carrying moderately heavy objects. 7. Incumbent may be exposed to safety hazards, toxic vapors and extreme heat during inspections of work sites. Wearing and use of protective equipment and clothing is required. 		
Who May Apply	Citizens of a European Union member state except those applicants also holding citizenship of the United States of America.			
Description of Duties	<p>Advises managers, employees, and contractors of Safety and Occupational Health standards and procedures. Assists in Occupational Safety and Health (OSH) surveys; recommends measures to eliminate or control hazardous practices and conditions. Prepares and revises safety instructions and guides. Assists in the investigation of mishaps, obtains statements from witnesses, and photographs of mishap scene. Records circumstances of the mishap and extent of injuries, estimates cost of property damage, and prepares a final report of findings with recommendations for review by supervisor. Provides technical safety training to supervisors and employees using a wide variety of materials, publications, exhibits, protective devices, and visual aids; promotes safety campaigns through oral presentations at local safety committee meetings, posting displays and publishing mishap prevention articles. Inspects worksite, machine, and equipment operations, work practices, protective devices and equipment, and safety procedures; records and photographs apparent violations of standards for use as evidence of existing hazards. Prepares written reports of safety inspections and recommends penalties and abatement dates. Maintains and updates the intranet website. Maintains minor property inventory labeling, inventories, and database. As credit card holder, responsible for OPTAR account that includes purchasing. Performs general office management duties as related to safety and occupational health field.</p>			
Qualification Requirements (OPM Qualification Standards)	<p>https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0000/safety-technician-series-0019</p> <p>UA-05: One (1) year of specialized experience equivalent to the UA-06 level or equivalent experience in the private or public sector OR three years of successfully completed college or university level education above the Italian "Diploma di Maturità" or equivalent leading to a "Laurea", with major study or at least 48 "Crediti Formativi Universitari" (CFU) in any combination of subjects such as safety, fire prevention, industrial hygiene or other directly related subjects.</p> <p>UA-04: One (1) year of specialized experience equivalent to the UA-05 or equivalent experience in the private or public sector OR Half (½) a year of graduate College or University level education beyond the Italian "Laurea 1° livello" or equivalent.</p> <p>UA-03: One (1) year of specialized experience equivalent to the UA-04 or equivalent experience in the private or public sector OR One (1) full year of graduate College or University level education beyond the Italian "Laurea 1° livello" or equivalent.</p> <p>Specialized experience: Experience that involved: 1) identifying, preventing, or eliminating safety hazards in work methods or environmental conditions; or (2) safety training or promotion. Such experience must have provided a practical knowledge of occupational and environmental safety hazards, survey techniques and control and preventive methods.</p> <p>Graduate College or University level education may be substituted only if directly related to the work of the position.</p> <p>You will be rated based on the experience and education described on your application form to determine your level of knowledge, skill, and ability related to the job requirements.</p> <p>Knowledge, Skills, and Abilities (KSA's):</p> <ol style="list-style-type: none"> 1. Knowledge of safety and occupational health principles and practices. 2. Knowledge of purchasing contracts, allocated cost transfers and procedures related to safety supply, shipping and receiving of equipment. 3. Skills in operating a variety of software applications to enter deficiencies and mishap data. 4. Ability to identify, evaluate, and analyze the variety of environmental risks encountered, identify failures and recommend control measures. 			
Announcement Status	For inquiries concerning job announcement status, consult the CNIC website: https://www.cnic.navy.mil/regions/cnreuraфcent/installations/nas_sigonella/about/jobs.html			

THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

DEPARTMENT OF THE NAVY, COMMANDER NAVY REGION EURAFCENT
Civilian Human Resources (CHR), Sigonella, Italy

Instructions for Completing The Employment Application (Local National – LN)

EMPLOYMENT APPLICATION

Applications are **only** accepted if there is an open vacancy announcement.

Vacancy announcements may be downloaded from:

https://www.cnic.navy.mil/regions/cnreurafcnt/installations/nas_sigonella/about/jobs.html

The application form may be downloaded from:

https://www.cnic.navy.mil/regions/cnreurafcnt/installations/nas_sigonella/about/jobs/how_to_apply.html

Applications for white-collar positions (UA) **MUST** be completed in English. Applications for blue-collar positions (UC) may be completed in Italian or English.

WHO MAY APPLY

Citizens of a European Union member state.

Only candidates specified in the "Who May Apply" section of the vacancy announcement may receive consideration.

Applicants with U.S. citizenship are ineligible to be employed in LN positions by the U.S. Forces in Italy.

QUALIFICATION REQUIREMENTS

Candidates must pay attention to the type of experience, education, certifications and licenses requested by the vacancy announcement and ensure that all this information, including expiration dates, as applicable, are reported in the appropriate block on the application form.

Work experience: Candidates must describe in detail, in their own words, work experience related to the vacancy and **MUST** specify:

- From/To dates of prior employment (month and year);
- Position title and grade level;
- Employer information;
- WEEKLY HOURS;
- Experience gained during military service (provide detailed description of duties performed)
- Language proficiency

Position descriptions (PDs) and/or certificates of employment will not be considered in lieu of description of work experience.

Typing Proficiency: Self-certify your English typing proficiency in the appropriate block of the application indicating your typing speed when a "qualified typist (O/A)" certification is required. Qualified typists must meet a minimum of forty (40) words OR two hundreds (200) strokes per minute in English. Typing proficiency skills are subject to verification.

Education: List any educational information on the application in detail. If education is used for qualifications purposes and a determination cannot be made based on the information provided, you will not be considered.

Educational documents obtained outside the European Union (EU), with the exception of the U.S.A, must be evaluated by an appropriate organization that specializes in interpretation of foreign educational credentials. Foreign language documents must be **officially translated** into either the English or Italian language.

Graduate College or University level education is education beyond the Italian "Laurea 1° livello" or equivalent.

Professional course work certificates released by Regional Institutions or ENAIP or equivalent may be considered for positions up to UA-06 grade level only.

VERIFICATION DOCUMENTS

In case of selection, candidates **MUST** provide proof of work experience, education and other certifications or licenses as requested by the vacancy announcement and for which credit was received. Work experience certified on the application form is subject to verification with employers. CHR will proceed with the hiring process **ONLY** when all eligibility requirements are satisfactorily met.

SUBMISSION OF THE EMPLOYMENT APPLICATION

Applications **MAY ONLY** BE SUBMITTED VIA EMAIL. CHR will **NOT** accept "hard copy" applications.

Submit your application to: si-hro-wantajob@eu.navy.mil

EMAIL APPLICATIONS NOT IN ACCORDANCE WITH INSTRUCTIONS LISTED BELOW WILL NOT BE CONSIDERED AND YOU WILL BE RATED "NOT QUALIFIED" BY CHR:

- The subject line of your email **MUST** contain the Last and First name of the applicant **AND** the vacancy announcement number, e.g. LN19-003740;
- Only one email will be accepted per vacancy announcement. If more than one email is sent only the most recent will be accepted;
- Utilize the latest version of the application form downloaded from the CNIC website;
- Do not alter the content and the properties of the application;
- Complete the application in its entirety answering ALL questions;
- Do not send Postal Electronically Certified (PEC) emails;
- Attach the application form only in PDF format utilizing only ADOBE PDF Reader (additional attachments are not necessary and must not be sent);
- The email and the attached application cannot exceed a maximum of 10MB;
- Verify the accuracy and validity of the information prior to submission;
- To ensure that the file is correctly transmitted and legible, scan the application form as a PDF document;
- Submit the application by the closing date of the vacancy announcement.

INQUIRIES REGARDING THE STATUS OF THE EMPLOYMENT APPLICATION

Consult the CNIC website:

https://www.cnic.navy.mil/regions/cnreurafcnt/installations/nas_sigonella/about/jobs.html

Status column will reflect current recruitment stage.
CHR will no longer be answering telephone inquiries.

Interviews and selections are made by the department requesting the vacancy announcement and the results will be communicated to the CHR. Selectees will be notified exclusively by a CHR staff member, upon verification of eligibility requirements.

NOTES:

1. Employment of relatives is restricted in accordance with NASSIG Instruction 12330.
2. If a candidate is selected at a lower grade level for a position with promotion potential (e.g. UA-05/04/03), he/she can be promoted to the target level without further competition.
3. List of qualified candidates may be used to fill additional similar positions without further competition.
4. "Local National" refers to citizens of a European Union member state.
5. Internal employees may apply and be considered for positions at any lower grade; lower pay, or different employment category. Pay will be set in accordance with articles 13 and 14 of the Conditions of Employment for LN employees of 1 November 2018.