


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

	Announcement #	LN21-912232		
	Position	EQUIPMENT FACILITIES AND SERVICES (EFS) ASSISTANT UA-1603-04/03		
	Salary Range	<b>UA-04: €2,336.25 – €2,588.45 per month plus applicable allowances</b> <b>UA-03: €2,461.87 – €2,736.25 per month plus applicable allowances</b>		
	Opening Date	21-APR-2021	Closing Date	27-APR-2021
	Location	NAVFAC EURAFCENT, PWO/DEPUTY PW OFFICER SIGONELLA, FACILITIES MGMT DIVISION, REQUIREMENTS BRANCH, U.S. NAVAL AIR STATION, SIGONELLA, ITALY		
Notes	<ol style="list-style-type: none"> <li>1. Please read page two (2) of the announcement "Instructions for Completing the Employment Application", before submitting your application.</li> <li>2. Applicants must be able to read, write and speak fluently in both English and Italian. <b>Applications must be submitted in English.</b></li> <li>3. This is a Permanent Full-Time position.</li> <li>4. 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 full performance level upon meeting eligibility and qualification requirements and based upon recommendation from supervisor.</li> <li>5. Selectee will be required to favorably pass a physical examination and a security background check as a condition of employment.</li> <li>6. Work may involve exposure to hazards associated with construction work and industrial operations including confined spaces. Use of personal protective equipment and clothes may be required.</li> <li>7. Overtime work and travel away from the normal duty station may be required.</li> </ol>			
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	Incumbent serves as an Installation Preventive Maintenance (PM) Program Coordinator. Evaluates mechanical electrical systems and associated equipment, conducts technical surveys, identifies problems and recommends methods to improve PM effectiveness. Plans and develops program data and inputs into the Computerized Maintenance Management System (MAXIMO). Plans, and manages all new maintenance initiatives. Assures funds or authorities have been issued by clients and that appropriate General Ledger Accounts (GLA) are established, funded and associated to the correct equipment and client. Reviews, schedules, executes and tracks work requests/orders from start to completion. Manages the maintenance programs executed by in-house workforces. Interacts with different engineering design and contracting branches to provide state-of-the-art facilities and utilities sustainment processes. Estimates future year costs, identifies equipment type and specification and makes field trips to sites to verify existing conditions of equipment. Perform studies for determine lifecycles and Remaining Service life (RSL) of equipment and components, and replacement costs for facility and utility systems. Develops the program annual work plan and site visit schedule. Work closely with Facilities management specialists to ensure all Real Property installed equipment (RPIE) is accurately reflected in MAXIMO. Issues reports on labor material and other expenditures for the PM program to site managers and to regional PM coordinator.			
Qualification Requirements  (OPM Qualification Standards)	<p><a href="https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/1600/equipment-facilities-and-services-series-1603/">https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/1600/equipment-facilities-and-services-series-1603/</a></p> <p><b>At the time of application, applicants must possess a valid:</b></p> <ol style="list-style-type: none"> <li>1. Class "B" driver's license to drive vehicles in Italy</li> </ol> <p><b>UA-04:</b> One (1) year of specialized experience equivalent to the UA-05 grade level 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><b>UA-03:</b> One (1) year of specialized experience equivalent to the UA-04 grade level 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><b>Specialized Experience:</b> Experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled.</p> <p><b>Graduate College or University level education</b> may be substituted for experience only if directly related to the work of the position.</p> <p>Applicant's experience and education will be evaluated in conjunction with the following knowledge, skills, and abilities to determine qualified candidates for referral:</p> <ol style="list-style-type: none"> <li>1. Knowledge of facilities maintenance/repair and constructions techniques.</li> <li>2. Skills in the use of IT software, database and hardware systems.</li> <li>3. Ability to conduct site visits, provide estimates, analyze and plan work executions.</li> </ol>			
Announcement Status	For inquiries concerning job announcement status, consult the CNIC website: <a href="https://www.cnic.navy.mil/regions/cnreurafcnt/installations/nas_sigonella/about/jobs.html">https://www.cnic.navy.mil/regions/cnreurafcnt/installations/nas_sigonella/about/jobs.html</a>			

**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/cnreuraфcent/installations/nas\\_sigonella/about/jobs.html](https://www.cnic.navy.mil/regions/cnreuraфcent/installations/nas_sigonella/about/jobs.html)

The application form may be downloaded from:

[https://www.cnic.navy.mil/regions/cnreuraфcent/installations/nas\\_sigonella/about/jobs/how\\_to\\_apply.html](https://www.cnic.navy.mil/regions/cnreuraфcent/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](mailto: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/cnreuraфcent/installations/nas\\_sigonella/about/jobs.html](https://www.cnic.navy.mil/regions/cnreuraфcent/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.