

**NAF HUMAN RESOURCES OFFICE  
NAVY MORALE, WELFARE AND RECREATION  
OKINAWA, JAPAN  
VACANCY ANNOUNCEMENT**

**Position:** Assistant Maintenance Coordinator

**Announcement Number:** NAFI-022-12  
**Grade:** NF-0303-02  
**Pay:** \$8.71- \$17.97 Per Hour (35-40 hour work week)  
**Location:** CFAO, Navy Gateway Inns & Suites, Kadena Air Base  
**Number of Positions:** One (1)  
**Open Date:** 01 October 2012  
**Close Date:** Until Filled  
**Area of Consideration:** Okinawa Wide  
**Point of Contact:** Personnel Office, 634-6960

**NOTES:**

1. This position is located in the Visitors Quarters (VQ) operation at Navy Gateway Inns & Suites, Okinawa Japan. This position involves performance of onsite facilities coordination and administration of the Navy Visitors Quarters.
2. This position is a Full Time position (35-40 hour work week). Subject to placement of military spouse preference.
3. Living Quarters Allowance (LQA), Transportation Agreement or any other benefits normally paid to a "Stateside" hire **may not** be granted to an applicant who does not currently receive these allowances and benefits.
4. Post Allowance will be granted.
5. Satisfactory completion of background checks prior to employment required.
6. Must possess a valid state driver's license.
7. Open to US citizens only.
8. Management reserves the right to cancel vacancy announcements at any time during the recruitment process.

**Summary of Duties:**

The incumbent is responsible for assisting in developing, organizing, coordinating, executing, and evaluating a comprehensive maintenance, repair and renovation program within the activity. Includes minor to major repairs, renovations and special projects for all VQ assets. Responsible for estimating project costs, personnel equipment and materials. Evaluates project requests, determines correct materials to be used and submits recommendations to Small Complex Manager.

Prepares purchase requests and ensures non-appropriated and appropriate procurement procedures are followed. Ensures delivery of goods to site, quality of goods, and ensures proper inspection and acceptance.

Responsible to the Maintenance Coordinator for all maintenance division administrative matters, which include but shall not be limited to: briefings, letters of operation, standard operating procedures (SOPs), special reports, management narratives, post action reports, etc. Assists in the preparation, justification, execution and monitoring of the annual non-appropriated and appropriated fund budgets. Performs minor maintenance actions (changing light bulbs, preventative maintenance on fire extinguishers, replace air filters, etc.). Follows up on all corrective actions to ensure completion and satisfaction of the guest.

Assures that procedures are adhered to via observation, record review and maintaining communication with residents and guests. Evaluates and takes corrective actions as required. Acts as liaison with customers and PWD.

Performs other related duties as assigned.

**Qualification Standard:** Ability to perform the duties of the position without more than normal supervision based upon demonstrated possession of the following knowledge, skills, and abilities (KSA's):

- a. Must have completion of or the ability to complete a formal course in hotel industry housekeeping procedures or have four years experience in the same or closely related field.
- b. Must have knowledge of the basic principles, techniques, and methodology pertaining to management planning, coordinating and efficient use of VQ lodging facilities.
- c. Must possess basic math and reading skills along with the ability to communicate effectively both orally and in writing in the English language.
- d. Must have knowledge of VQ housekeeping and facility policies and standards; use and care of cleaning solutions; and safety, environmental and fire prevention regulations and practices.
- e. Must possess the ability to supervise and to instruct. Must possess basic math and reading skills. Must be able to communicate clearly and effectively both verbally and in writing with management, staff and guests.
- f. Must have basic knowledge of computers and computer software programs and ability to use Microsoft Word and Excel.
- g. Ability to communicate effectively orally and in writing.

**NOTE: A separate narrative statement addressing the ranking listed above is required as an attachment to your application.**

If the KSA's are not concisely addressed on a separate sheet of paper the application may be considered incomplete.

**Absent Employees:** Supervisors may file applications for their employees who are or will be absent (e.g., for serious illness, reemployment leave or TAD) during the time this announcement is open, if they feel that such employees are interested in or qualified for the position.

**Equal Employment Opportunity:** DON is an EEO 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 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, please contact the office that is collecting the applications. The decision on granting reasonable accommodations will be on a case-by-case basis.

**Where and How to Apply:** Application and forms must be **received** in the **NAF Human Resources Office (MWR), PSC 480, Box MWR, FPO AP 96370** by **close of business (4.00 pm.) of the closing/cut-off date of the announcement.** Applications may be submitted by mail, or at **NAF HRO Bldg 3597, between the hours of 7:00 am. - 4:00 p.m., email: [Elana.Read@fe.navy.mil](mailto:Elana.Read@fe.navy.mil) or fax (DSN: 634-6918; commercial; 011-81-98-937-9049) Monday through Friday. Postmark dates will not be accepted.** All applications must show the announcement number and grades applying for. Do not submit copies of position/job descriptions or other documents/extraneous material not requested. It is the applicant's responsibility to make a copy of the application and attachments for future use. **Applications and attachments will not be retrieved for duplication or for return.** Each applicant is responsible for submitting complete information on his/her qualifications. Applicants must meet all eligibility and qualifications as of the closing date/cut-off date of the announcement. **Failure to submit required information or to meet the closing/cut-off date may result in a loss of consideration for the position for which you are applying.** They should include with their application:

- 1) Most recent copy of their current performance rating if current federal employee.
- 2) Current SF-50 or current NAFI/AFFES personnel action.
- 3) All applicants must attach a copy of sponsor's orders to verify eligibility for preference. If current tour has extended, a copy of tour extension must be attached. (If applicable)
- 4) Current passport with SOFA stamp or Visa. (If applicable)
- 5) Prior military members will include a copy of their DD-214.
- 6) All applications must have an original signature with date.

**FORMS/INFORMATION REQUIRED:**

1. MWR Application Form

2. **Resume and alternative forms of applications MUST contain the following:**

- Announcement number, title and grade of the job for which you are applying.
- Full name, mailing address, and day and evening telephone numbers; Social security Number; country of citizenship
- Education: Name of high school, city, state and date of diploma or GED; name of college and/or university, city state; majors with type and year of any degrees received.
- Work Experience: Job title, duties and accomplishments, employer's name and address; supervisor's name and phone number; starting and ending dates (Mo/Yr), **hours per week**, & salary. Include all relevant experience, whether it was paid or volunteer work. Do not send copies of job descriptions, personal endorsements or other unsolicited material. If you do not wish us to contact your present employer, please state clearly.
- Other Qualifications: List dates and titles of job-related training courses, certificates, licenses, honors, awards, and special accomplishments.
- An original signature and date.

General Information: In completing the CFAO MWR Form 12300, REMEMBER THAT YOU WILL ONLY BE GIVEN CREDIT FOR THE EXPERIENCE AND TRAINING YOU SHOW IN THE APPLICATION. Therefore, you must do a thorough job in preparing the application. CLEARLY, CONCISELY, AND ACCURATELY describes the duties you have performed. Do not attach original or valuable documents.

AS A CONDITION OF EMPLOYMENT, SELECTEE WILL BE REQUIRED TO PARTICIPATE IN ELECTRONIC FUND TRANSFER (DIRECT DEPOSIT) FOR SALARY PAYMENT AND SATISFACTORY COMPLETION OF AN ACCESS NATIONAL AGENCY CHECK AND INQUIRIES (ANACI) PRIOR TO EMPLOYMENT.