

**DEPARTMENT OF THE NAVY, OFFICE OF CIVILIAN HUMAN RESOURCES (OCHR)**

**Overseas Program Center Europe, Africa, Central,**

**Human Resources Office (HRO), Sigonella, Italy**

**VACANCY ANNOUNCEMENT: LOCAL NATIONAL POSITION**

	Announcement #	LN25-417102		
	Position	ELECTRICIAN FOREMAN II, UA-2805-04		
	Salary Range	UA-04: €2,672.37 – €2,924.57 per month plus applicable allowances		
	Opening Date	23-DEC-2025	Closing Date	04-JAN-2026
	Location	NAVFAC EURAFCENT, PWO/DEPUTY PW OFFICER SIGONELLA, FM&S 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. Applications must be completed and submitted in English.</li> <li>3. Applicants must be able to read, write and speak fluently in both English and Italian.</li> <li>4. This is a Permanent Full-Time position.</li> <li>5. Selectee will be required to favorably pass an alcohol test, a physical examination and security background check as a condition of employment.</li> <li>6. Position is subject to random alcohol testing in accordance with Italian Law 81/2008.</li> <li>7. This is a Contingency-Essential position. Position is required to ensure continued performance of mission essential functions of the organization.</li> <li>8. Position may be subject to “on call” duties.</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	<p>Incumbent serves as the Low Voltage Shop Supervisor and is directly responsible for control over all work operations performed by the work center and for planning and implementing all shop resources to accomplish trouble calls and work requests in the most efficient and cost effective manner. Supervises the local national workforce engaged in the electrical work for all the real property for the station. Provides technical indications to one military shop supervisor and up to eight military personnel overseeing their tasks and setting work priorities. Establishes subordinate employees' workload by issuing assignments in the form of Work Orders (WO), generated in NAVFAC's central database, MAXIMO. Determines execution loading, man-hours required, skills and equipment availability and labor capacity to complete work. Generates purchase requests required in MAXIMO, reassigns WOs to subordinates upon receipt of materials, tracks progress and closes out WOs upon completion. Ensures employees properly use all Electrical Safe (E-Safe) practices, procedures and wear all personal protective equipment. Schedules and approves leave, certifies subordinates' timecards in the timekeeping database, sets performance expectation, makes formal appraisals and determines training needs. Recommends awards, promotions or reassignments of subordinates. Counsels employees, manages conflict resolutions of grievances and initiates disciplinary actions. Develops minor scopes of work and/or perform planning and estimating functions for minor construction projects.</p>			
Qualification Requirements	<p><a href="https://www.opm.gov/policy-data-oversight/classification-qualifications/federal-wage-system-qualifications/#url=WG-2800">https://www.opm.gov/policy-data-oversight/classification-qualifications/federal-wage-system-qualifications/#url=WG-2800</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>This position has a screen-out element which will be used to determine minimum eligibility. Description of experience/military service must show possession of the elements. Applicants who do not meet the screen-out element/s will be found ineligible/not qualified.</b></p> <p><b>The Screen-out Element/s for this position is:</b></p> <ol style="list-style-type: none"> <li>1. Ability to supervise (Manage and direct workforce operations, providing technical guidance to subordinate employees engaged in electrical work (repairs, alterations, modifications or replacement of electrical parts), setting priorities, overseeing their work and tracking progress through completion. Solve problems that can affect base operations and life/safety systems; assigns and evaluates work, trains employees etc.)</li> </ol> <p>In addition to the screen-out element you will be evaluated on the following job elements through your application:</p> <ol style="list-style-type: none"> <li>1. Knowledge of electrical distribution systems, equipment, theory and tools of the trade.</li> <li>2. Technical practices (understanding of the skills, special requirements and safety practices and procedures so to be able to inform subordinates of safety regulations pertinent to work assignments).</li> <li>3. Ability to read and interpret blueprints and electrical drawings and schematics.</li> <li>4. Troubleshooting (i.e. troubleshoot electrical system malfunctions).</li> </ol>			
Announcement Status	<p>For inquiries concerning job announcement status, consult the CNREURAFCENT website:  <a href="https://cnreuraacent.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/">https://cnreuraacent.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/</a></p>			

**THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

Revised 27 Sep 2024

**DEPARTMENT OF THE NAVY, OFFICE OF CIVILIAN HUMAN RESOURCES (OCHR)**  
**Human Resources Office (HRO), 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://cnreurafcnt.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/>

The application form may be downloaded from:  
<https://cnreurafcnt.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/How-to-Apply/>. **Ensure that you are utilizing the latest version of the application form.**

**ALL applications MUST be completed in English.**

**APPLICATIONS NOT IN ACCORDANCE WITH INSTRUCTIONS WILL BE RATED “NOT QUALIFIED/INELIGIBLE” BY THE HRO.**

**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.

If the announcement text is copied verbatim, the application will not be considered.

**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:** If education is used for qualification purposes, the title of the degree/certificate/diploma **and** all courses/subjects must be translated to English.

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 to English.

Graduate education is College or University level education beyond the Italian 1<sup>st</sup> Level University Degree or equivalent.

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

**SUBMISSION OF THE EMPLOYMENT APPLICATION**

APPLICATIONS MAY ONLY BE SUBMITTED VIA EMAIL, IN **ENGLISH**, to:  
[sigonella-hro-wantajob@us.navy.mil](mailto:sigonella-hro-wantajob@us.navy.mil)

- **The subject line of your email MUST contain the Last and First name of the applicant AND the vacancy announcement number, for example: LAST NAME, FIRST NAME - LN19-003740;**
- Only one email will be accepted per vacancy announcement. If more than one email is sent only the most recent will be considered/evaluated;
- Utilize the latest version of the application form downloaded from the CNREURAFCENT website;
- Do not alter the content and the properties of the application;
- Complete the application form providing all the requested information;
- 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 should not be included unless specifically requested by the vacancy announcement);
- To ensure the file is correctly transmitted and legible, scan the application form as a PDF document or save the file by printing it to adobe pdf;
- The email and the attached application cannot exceed a maximum of 10MB;
- Verify the accuracy and validity of the information prior to submission;
- Submit the application by the closing date of the vacancy announcement.

**VERIFICATION DOCUMENTS**

Prior to appointment, selectees must provide verification of work experience, education and/or licenses, as applicable. Work experience certified on the application form is subject to verification with employers. HRO will proceed with the hiring process **ONLY** when all eligibility requirements are satisfactorily met.

**INTERVIEWS AND SELECTIONS**

Interviews and selections are made by the Hiring Manager of the department requesting the vacancy announcement. Selectees will be notified exclusively by a staff member of the HRO.

**STATUS OF THE EMPLOYMENT APPLICATION**

Consult the CNREURAFCENT website status column for the current recruitment stage: <https://cnreurafcnt.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/How-to-Apply/>.

HRO does not provide status on job applications .

**NOTES:**

1. Employment of relatives is restricted in accordance with NASSIG Instruction 12330. Relatives cannot be in the same line of supervision of another relative.
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 at management's request.
3. Prior lists 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 April 2024.