

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 #	LN26-584928		
	Position	LEAD FACILITIES OPERATIONS SPECIALIST, UA-1640-01		
	Salary Range	€3,157.52 - €3,484.17 per month plus applicable allowances		
	Opening Date	17-JUNE-2026	Closing Date	22-JUNE-2026
	Location	REQUIREMENTS, ENTERPRISE AND REGIONAL REQUIREMENTS MANAGEMENT, 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. Applications must be completed and submitted in English. 3. This is a Permanent Full-Time positions. 4. Selectee will be required to favorably pass an alcohol test, a physical examination and security background check as a condition of employment. 5. Position is subject to random alcohol testing in accordance with Italian Law 81/2008. 6. Position may be subject to “on call” duty status. 7. This is a Contingency-Essential position. Position is required to ensure continued performance of mission essential functions of the organization. 8. Work involves some physical exertion during field survey. May be required to carry light weight items. May be required to wear protective clothing 9. Selectee may be required to work overtime. 			
Who May Apply	Permanent Appropriated fund local national employees serviced by Human Resources Office, Sigonella, Italy			
Description of Duties	<p>Incumbent leads staff of Facilities Management Specialists and enlisted military service members. Assigns work to the subordinate staff ensuring a balanced work load based on backlog and shop staffing. Reviews completed work for correctness and conformance to established maintenance management standards, codes and regulations. Assists and briefs Clients on the Regional Engineer/Public Works Department (PWD) organizations and how they work with regards to requesting work, estimating work, funding procedures, and related policies. Conducts periodic meetings and site visits to identify facility issues and to facilitate work planning and execution. Provides procedural guidance and expertise to both reimbursable and non-reimbursable clients concerning funding and execution of all services. Screens all work requirements considering issues of safety, urgency, health and security and recommends or initiates appropriate action to properly maintain the facility and minimize life cycle costs. Responsible for the preparation of manpower and material estimates for work generated from controlled inspection programs or work requests; compilation of estimating information designed to improve estimating techniques; and the development, maintenance and analysis of new procedures for the maintenance of facilities. Develops and maintains planning and estimating unit costs on repair/construction/alteration works and recurring maintenance. Assists with the management of annual multi-million dollar Sustainment (ST) budget. Provides guidance and oversight of the client's Emergency and Service/Project requests and deals directly with the client and/or between the client and the Requirements Branch lead on all financial issues. Utilizes Navy and commercial software programs (i.e. Maximo database, estimating tools, AutoCAD, etc.) within assigned functional areas. Performs analysis, designs, develops and implements studies of new and improved methods and provides technical guidance and support on all matters relating to the maintenance functions.</p>			
Qualification Requirements (OPM Qualification Standards)	<p>https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/1600/facility-operations-services-series-1640/</p> <p>At the time of application, applicants must possess a valid: Class “B” driver’s license to drive vehicles in Italy</p> <p>One (1) year of specialized experience equivalent to the UA-02 or equivalent experience in the private or public sector OR three (3) full years of graduate level education leading to “Dottorato di Ricerca” or equivalent.</p> <p>Specialized experience: 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>Graduate education: Must demonstrate the knowledge, skills and abilities necessary to do the work.</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 facility management and facility maintenance and repair workflow to be able to prioritize and execute projects. 2. Knowledge of financial systems, track budget expenditures and validate client funds availability. 3. Skill in database management to provide project status, briefings and reports. 4. Ability to investigate maintenance and repair problems, formulate a solution and initiate work request as appropriate. 			
Announcement Status	<p>For inquiries concerning job announcement status, consult the CNREURAFCENT website: https://cnreurafcent.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/</p>			

THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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 1st 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

- **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.