

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 #	LN25-418937 – TEMPORARY PROMOTION OPPORTUNITY		
	Position	BUILDING MANAGEMENT SPECIALSIT, UA-1176-02		
	Salary Range	€2,979.25 – €3,276.63 per month plus applicable allowances		
	Opening Date	04-NOV-2025	Closing Date	08-NOV-2025
	Location	NAVAL SUPPLY SYSTEMS COMMAND (NAVSUP), FLEET LOGISTICS CENTER, SITE DIRECTOR – SI, BUSINESS DIVISION, SIGONELLA, ITALY		
Notes	Please read page two (2) of the announcement “Instructions for Completing the Employment Application”, before submitting your application. Applications must be completed and submitted in English. Temporary assignment to higher-level duties not to exceed six (6) months <u>OR</u> prior to the return of regular incumbent, whichever occurs first. - Selectee will be compensated with a Temporary Assignment Differential (TAD) but will retain the grade and job title of their permanent position. At the end of the temporary assignment, employee will return to their regular position. - Selectee will be required to favorably pass an alcohol test and a physical examination as a condition of employment. Position is subject to random alcohol testing in accordance with Italian Law 81/2008. - Position is subject to “on call” duty status. - This is a Contingency-Essential position. Position is required to ensure continued performance of mission essential functions of the organization. - Work requires prolonged periods of walking, standing, crouching, reaching, bending, lifting and occasional climbing. - Selectee may be required to wear personal protective equipment (PPE).			
Who May Apply	Permanent Appropriated Fund local national employees of Naval Supply Systems Command (NAVSUP), UIC: 3490B/40411 , serviced by Human Resources Office.			
Description of Duties	Acts as liaison for buildings occupied by FLC personnel, executing facility management and safety and fire prevention programs. As a Building Manager, coordinates building operations, maintenance, repair, and alteration of assigned buildings; promotes and monitors efficient occupant space utilization, energy and water conservation, and environmental programs. Monitors and evaluates performance of major building systems and submits emergency and routine service repair orders to the Installation's Public Works Department to report building maintenance, repairs, and deficiencies. Tracks all work orders, ensuring that FLC Site leadership and employees are aware of scheduled outages and repairs that may impact FLC operations. Prepares statements of work to request facility services, repairs, or modifications from the Public Works Department, or to support internal contract actions. Prepares supporting budget estimates for facilities services and repair projects. Works with other FLC departments, and the PWD, to coordinate changes to the current floor plan and ensures any changes have been approved at the appropriate management level. Develops, procures and/or distributes promotional materials for safety and fire prevention. As the Duty Safety Representative, supports applicable occupational safety and health programs and fire prevention programs. Performs a variety of administrative functions to support and execute the FLC's safety program, keeping the workforce updated concerning new safety regulations and changes. Assists supervisors and the workforce with the development and implementation of job hazard analysis, site specific safety plans, and other safety related standard operating procedures. Monitors and tracks the Medical Surveillance Compliance program, which includes medical surveillance to prevent occupational disease and to ensure that military and civilian personnel can perform specific jobs without undue hazard to themselves, other personnel, or equipment. Serves as Purchasing Coordinator for all materials used to execute daily business within the Warehouse, Shipping, and receiving areas. Provides a list of all needed items to the Departmental Purchasing Agent, and ensures that all required material is always available. Maintains records, inventories, and oversees all goods coming in to ensure compliance with the ordered items.			
Qualification Requirements (OPM Qualification Standards)	https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/1100/building-management-series-1176/ UA-02: One (1) year of specialized experience equivalent to the UA-03 or equivalent experience in the private or public sector OR two (2) full years of graduate level education equivalent to Italian Degree “Laurea Specialistica/Magistrale”. 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. Graduate Level Education (College or University) must demonstrate the knowledge, skills, and abilities necessary to do the work. You will be rated on the experience and education described on your application form to determine your level of Knowledge, Skills, and Abilities (KSA's) related to the job requirements: - Knowledge of regulations and policies regarding facilities services, contracting, repairs and construction; - Knowledge of principles and practices of facilities and project management, as well as of industrial work processes; - Knowledge of techniques applied by safety and occupational health specialists; - Skill in using office software applications and management information systems to perform word processing, prepare spreadsheets and create reports; - Ability to interpret engineering drawings and specifications to coordinate maintenance and repair projects.			
Announcement Status	For inquiries concerning job announcement status, consult the CNREURAFCENT website: https://cnreurafcntl.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/			

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:
usn.sigonella.nassigonella@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.