

**DEPARTMENT OF THE NAVY
NAVY EXCHANGE, HUMAN RESOURCES OFFICE, SIGONELLA, ITALY
JOB VACANCY ANNOUNCEMENT FOR LOCAL NATIONAL**



Announcement #	LN/004-25				
Position/Grade	MAINTENANCE WORKER / 4749 - E-05-B				
Salary Range	E-05-B €1.998,25 – €2.153,01 per month plus applicable allowances				
Opening Date	9 JUNE 2025	Closing Date	13 JUNE 2025		
Scheduled Days/Hours	Rotating	Earliest Starting Time	7:30	Latest Quitting Time	24:00
Location	NEXCOM HOSPITALITY GROUP Sigonella Nas I & Nas II				

Notes

THE SELECTEES WILL BE HIRED UNDER LOCAL NATIONAL EXCHANGE SALARY TABLE

1. Please read the "Instructions for Completing the Employment Application", before submitting your application. EMAILS APPLICATIONS NOT IN ACCORDANCE WITH INSTRUCTIONS WILL NOT BE CONSIDERED.
2. Application must be submitted in English.
3. Regular Full Time position.
4. Selectees will be required to work rotational shifts including weekends and holidays. Work schedule is subject to change. May be required to work overtime, including on emergency basis.
5. Selectees will be required to favorably pass a physical examination and security background check as a condition of employment.
6. Work requires considerable standing, bending, walking, pushing, pulling, use of ladders, lifting and carrying up to 45 pounds.
7. Work is performed indoors and outdoors. May be exposed to bad weather condition, dust, dirt, paint vapors, cuts, scrapes. Personal Protective Equipment is provided.
8. Applicants must possess a valid Italian Class "B" Driver License.

Who May Apply

Citizens of a European Union member state except those applicants also holding citizenship of the United Of America.

Description of Duties

- Performs work in at least two of the following trades in the maintenance and repair of buildings and related fixtures. Maintains work order log and follow up as required. Reports status to supervisor. Logs trouble calls with contractor, as appropriate. May be required to greet guests at time of arrival and offer assistance with luggage, directions, base services, and local area information.
 - Plumbing: Repairs sinks, faucets, commodes, tanks, urinals, P-traps, shut-off valves on washing machines and water supply that can be accomplished by removing, cleaning, resealing, replacing defective parts or units, installing water heaters, garbage disposals, faucets and sinks.
 - Washer/Dryer repair: Performs routine maintenance on washers and dryers to include cleaning lint ducts and vents, replacing hoses and fittings, as required, and referring more complex problems to supervisor for action.
 - Heating, Ventilation and Air Conditioning (HVAC): Identifies the cause of faulty equipment and assists in making repairs on a variety of HVAC units, as appropriate.
 - Electrical: Recognizes and reports electrical problems, making repairs, as appropriate. Replaces fluorescent and incandescent ballasts, bulbs and tubes.
 - Carpentry: Performs basic carpentry repairs such as repairing or replacing screens; window and door frames; molding and trim; repair and replacement of drywall or similar products.
 - Painting: Prepares areas and applies standard coating methods such as brushing, rolling and spraying and ensures surfaces are fully coated, protected and free from drips and runs.
 - Performs recurring assignments, e.g. follow up on maintenance requests reported by guests, housekeeping or front desk.
 - Performs preventive maintenance on equipment such as fans, air conditioners, water coolers, grills, broilers, heat lamps and other appliances. Cleans/changes filters, cleans condenser, lubricates various machinery parts and makes minor adjustments to belt tensions. Cleans out dust from coolers, ventilation ducts and cooling vents.
 - Maintains the basic tools and equipment pertinent to the various occupations. Knowledge of the basic materials utilized in the performance of the various repair and maintenance activities.
 - Complete all required safety/security training.
 - Maintains compliance with local safety regulations. Informs supervisor of hazardous conditions and unserviceable items.
 - Required to do considerable standing, bending, walking, pushing, pulling, and climbing. Must have ability to perform moderately strenuous physical labor as unassisted lifting, moving, and carrying of supplies and equipment weighing up to 45 pounds (100 pounds assisted) is required. Must be able to climb/descend stairs and ladders, stoop, bend, kneel and work in uncomfortable positions.
 - The work involves normal risks or discomforts associated with operations, facility management, and/or mechanical systems. Work is performed both indoors and outdoors with potential exposure to extreme weather or temperature conditions. Occasional exposure to dusty or dirty conditions exists when visiting rooms or facilities undergoing repair, maintenance, or renovation. Personal Protective Equipment (PPE) is provided.
 - May be required possess a valid state driver license, as travel to other facilities may be required within the normal scope of duties. Applicants will be notified when this is a requirement for appointment.
 - This position is subject to the possibility of workdays on weekends and holidays, as well as, rotating shifts, often consisting of other than normal duty hours. May be recalled to duty and/or required to work overtime, including on an emergency basis.
- Performs other related duties as assigned.

Qualification Requirements

GENERAL EXPERIENCE:
Experience that equipped the applicant with the knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled.
Applicant's experience and education will be evaluated in conjunction with the following knowledge, skills, and abilities to determine qualified candidates for referral:

1. Ability to work of maintenance worker without more than normal supervision. (e.g. ability to perform simple electrical, plumbing, woodworking, painting and general maintenance task). Applicants must possess a valid Italian class "B" Driver's License. (SCREEN-OUT ELEMENT)
2. Knowledge of equipment assembly, installation, repair;
3. Ability to understand and follow instructions;
4. Ability to operate tools and equipment with dexterity and safely;
5. Use of measuring instruments;
6. Knowledge of materials.

Application Status

For inquiries concerning job announcement, please contact the NEX Human Resources Office at (095) 564276 or (095) 564270, Tuesday and/or Thursday from 1330 to 1500, at least 15 days after the closing date of the announcement.

THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

DEPARTMENT OF THE NAVY, NAVY EXCHANGE
NEX Human Resources Office, 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 and NEX application form may be downloaded from:
<https://cnreurafcnt.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/>
It is required to submit the NEX APPLICATION FORM ensuring that you are utilizing the latest version.

ALL applications MUST be completed in English.

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

WHO MAY APPLY

Citizens of 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/subject 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 EW-05 grade level only.

SUBMISSION OF THE EMPLOYMENT APPLICATION

APPLICATIONS MAY ONLY BE SUBMITTED VIA EMAIL, IN **ENGLISH**, to:
sig-nexhro-wantajob@nexweb.org

- **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 - LN/001-24;**
- 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 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;
- Attached the application form only in PDF format utilizing only ADOBE PDF Reader (additional attachment 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

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. The NEX Human Resources will proceed with the hiring process **ONLY** when all eligibility requirements are satisfactorily met.

INQUIRES REGARDING THE STATUS OF THE EMPLOYMENT APPLICATION

For information on the application submitted, contact the NEX Human Resources Office at (095) 564276 or (095) 564270, Tuesday and/or Thursday, from 1330 to 1530 hours, at least 15 days after the closing date of the competition notice.
When requesting information by telephone, you must provide the announcement Number of the position for which you are applying.
The Human Resources Office of the NEX will not give information on the status of the application for employment to family or friends, in compliance with the rules on the confidentiality of personal data (law 675/96). In case of selection the candidate will be informed by telephone and/or electronic (email) by a representative of the Human Resources Office of the NEX.

NOTES:

1. Employment of relatives is restricted in accordance with NASSIG Instruction 12330 and NEXCOM HR Policy Manual.
2. If a candidate is selected at lower grade level for a position with promotion potential (e.g. EW-03/04/05), 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.