

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



Announcement #	LN/001-26				
Position/Grade	MAINTENANCE WORKER / 4749 - E-06-B				
Salary Range	€2.145,24 – €2.311,38 per month plus applicable allowances				
Opening Date	24 AUGUST 2026	Closing Date	28 AUGUST 2026		
Scheduled Days/Hours	Rotating	Earliest Starting Time	07:30	Latest Quitting Time	24:00
Location	NHG – NAVY LODGE Sigonella				

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. Two (2) Regular Full-Time positions. 4. Selectees will be required to work rotational shifts including weekends and holidays. Work scheduled is subject to change. 5. Selectees will be required to favorably pass and maintain drug and alcohol testing, security background check and physical examination as a conditions of employment. 6. Position is subject to random drug and alcohol testing in accordance with Italian Law 81/2008. 7. Work requires considerable standing, bending, walking, pushing, use of ladders, lifting and carrying up to 50 pounds. 8. Work is performed indoors and outdoors. May be exposed to bad weather condition, dust, dirt, paint vapors, cuts, scrapes. Personal Protective Equipment is provided.				

Who May Apply	Permanent Local National employees of NEX and NHG Sigonella, serviced by Navy Exchange Human Resources, Sigonella, Italy.				
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Description of Duties	- Performs all or a combination of the following trade and craft maintenance work on equipment as scheduled by supervisor, at the journeymen and specialized level: - Performs various carpentry tasks involved in the alteration, repair or maintenance of buildings or equipment. Repairs doors, windows, office furniture; replaces screens and wire window guards; builds/repairs cabinets and walls using sheet rock, partitions, and extensions; replaces worn out ceiling tiles. Measures and cuts material to the required lengths and dimensions. Uses a variety of hand and power shop tools in the accomplishment of assignments. - Paints the interior and exterior of the Exchange and/or Navy Lodge areas including walls, baseboards, shelves, counters, cases, etc. Prepares surfaces for painting by sanding, wire brushing, etc. Uses pre-mixed paints and accomplishes assignments by using roller, brushes and spray. Cleans and maintains brushes and painting equipment. - Makes electrical repairs on defective wiring, control equipment and fixtures; may install circuit breakers and new wiring. Removes, replaces, splices, solders and/or insulates items being repaired, using a variety of hand tools. - May make plumbing repairs that can be accomplished by removing, cleaning, replacing, packing and sealing defective parts of utility, supply and disposal systems such as dirty traps, sections of broken tile pipe and lead drains. Threads pipe and tile, caulks and seals elbows, union joints and faucets. Uses material specified in work orders or obtains replacement parts by comparison with samples. Uses such tools and equipment as tapes, rules, hacksaws, hand and power pipe threaders and cutters, packing and caulking irons and pipe wrenches. - May patch pot holes around the Navy Exchange/Navy Lodge parking areas. Uses asphalt, jack hammer and/or other heavy equipment. - May operate a motor vehicle in the performance of duties. Maintains Daily Trip Report of all trips made by date, assignment time, amount of gas and vehicle used. Checks vehicle for proper maintenance. Secures vehicle in designated area at end of day. - Maintains compliance with local safety regulations. Informs supervisor of hazardous conditions and unserviceable items. - Works under the general supervision of a designated supervisor who makes assignments orally or in the form of work orders. Incumbent works independently using own judgment and skills in performing assignments, in selecting tools and deciding on methods and techniques to use. Work is checked upon completion for conformance with requirements. - Performs other related duties as assigned PHYSICAL EFFORT: Is required to stand, bend, kneel, climb and work in tiring and uncomfortable positions. Frequently lifts and carries material weighing up to 50 pounds. WORKING CONDITIONS: Works inside and outside; is exposed to dust, dirt and soiling of hands and clothing. Is also exposed to cuts and bruises. TRAINING REQUIREMENT: Associate must receive hazardous material (HazMat) training within 90 days of hire per Department of Transportation regulations.				
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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: 1. Ability to work as maintenance worker without more than normal supervision. (e.g. ability to perform simple electrical, plumbing, woodworking, painting, and general maintenance task); 2. Applicants must possess a valid Italian class "B" Driver's License; 3. Knowledge of equipment assembly, installation, repair; 4. Ability to understand and follow instructions; 5. Ability to operate tools and equipment with dexterity and safely; 6. Use of measuring instruments and knowledge of materials;				
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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.				
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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, any other APPLICATION FORM will NOT be taken into consideration.

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

ALL applications MUST be completed in English.

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/001-26;**
- 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 **NEX** 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.