

**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**

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|  | Announcement # | LN23-442030 | | |
| | Position | FACILITY OPERATIONS SPECIALIST UA-1640-05/03/02 | | |
| | Salary Range | UA-05 €2,301.04 – €2,531.93 per month plus applicable allowances UA-03 €2,543.07 – €2,817.45 per month plus applicable allowances UA-02 €2,690.26 – €2,987.64 per month plus applicable allowances | | |
| | Opening Date | 5-JAN-2023 | Closing Date | 13-JAN-2023 |
| | Location | NAVFAC EURAFCENT, PWO/DEPUTY PW OFFICER SIGONELLA, FACILITIES MANAGEMENT DIVISION, REQUIREMENTS BRANCH, U.S. NAVAL AIR STATION SIGONELLA, ITALY | | |
| Notes | <ol style="list-style-type: none"> Please read page two (2) of the announcement “Instructions for Completing the Employment Application”, before submitting your application. Applicants must be able to read, write and speak fluently in both English and Italian. Applications must be submitted in English. There are multiple Permanent Full-Time positions. Selectee will be required to favorably pass a physical examination and security background check as a condition of employment. This position may be filled at the lower or higher level/s. If filled at the lower level, incumbent may be non-competitively promoted to the next higher level upon meeting eligibility and qualification requirements and based upon recommendation from supervisor. This is a Contingency-Essential position. Position is required to ensure continued performance of mission essential functions of the organization. Position requires some physical exertion under field conditions requiring frequent field surveys, ascending ladders to rooftops, trusses, and other semi-precarious positions. Use of personal protective equipment such as safety glasses and shoes, protective clothing, respirator, earplug is required. Selectee will be required to work overtime, as needed. | | | |
| 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>The Facility Operations Specialist assists and briefs clients regarding work requests, funding jobs, and related policies. Reviews work efforts and requirements. Conducts and attends periodic meetings and site visits to identify facility problems and deficiencies that have developed, facilitate work execution, and inspect contractors work to ensure client satisfaction. Coordinates support to facilitate execution of the client's projects. Provides customer liaison of planned utilities outages and re-scheduling efforts. Maintains awareness of the status of all work. Visits clients' sites to determine the actual nature of the work request and enter any clarifications into Single Platform Maximo and assists to establish procedures when necessary. Identifies work that should be contracted and establishes criteria as needed. Meets with representatives of the shops and contracting office to review work in progress in their areas and identifies issues and concerns associated with the projects. Ensures client work requests are completed, closed and/or cancelled when necessary. Assists clients in fully developing scoping requirements, scoping estimates, and facilities induction of work. Works with the supervisors and Project Managers' to identify and establish priorities. Uses various systems and software in combination with site investigations to assure all major deficiencies and needs are addressed. Provides field coordination of Public Works services during natural disasters, inclement weather, or other incidents as required. Responsible for monitoring warranty issues and self-help work. Obtains design assistance when required. Assists acquisitions personnel in evaluating bids and proposals and in negotiating with contractors as required. Reviews structural, architectural, electrical, and mechanical trade requirements, work requests and inspection reports. Initiates requests for engineering design studies and identifies needs for maintenance, repair or construction project support driven either by facility conditions or by clients' changing missions. Serves as the liaison for clients on construction and facility service contracting. Identifies funding shortfalls in General Ledger Accounts before they occur and works with clients.</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:</p> <ol style="list-style-type: none"> class “B” driver’s license to drive vehicles in Italy <p>UA-05: Three (3) years of <u>general</u> experience, one year of which was equivalent to the UA-06 grade level or equivalent experience in the private or public sector OR three years of successfully completed college or university level education above the Italian “Diploma di Maturità” or equivalent, leading to a “Laurea”.</p> <p>UA-03: One (1) year of <u>specialized</u> experience equivalent to the UA-05 grade level or equivalent experience in the private or public sector OR one (1) full year of graduate College or University level education beyond the Italian “Laurea 1° livello” or equivalent.</p> <p>UA-02: One (1) year of <u>specialized</u> experience equivalent to the UA-03 grade level or equivalent experience in the private or public sector OR two (2) full years of graduate level education equivalent to “Laurea Specialistica/Magistrale”.</p> <p>General experience that provided a knowledge of the practices and procedures related to property management, maintenance, materials requirements, and building operation and repair.</p> <p>Specialized 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>Undergraduate and Graduate Level Education (College or University): Major study – engineering, industrial arts, property management, or business administration.</p> <p>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.</p> <p>Knowledge, Skills, and Abilities (KSA's):</p> <ol style="list-style-type: none"> 1) Knowledge of basic engineering principles, maintenance, repair and construction techniques. 2) Skill in managing the workflow of facility maintenance projects, identification, prioritization, execution and evaluation. 3) Skill in conducting investigations and diagnosing maintenance and repair problems within buildings. 4) Ability to read and understand contract plans and specifications and propose cost effective solutions. | | | |
| Announcement Status | For inquiries concerning job announcement status, consult the CNREURAFCENT website: https://cnreurafcnt.cnrc.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/>

Applications for white-collar positions (UA) MUST be completed in English. Applications for blue-collar positions (UC) may be completed in Italian or English.

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.

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: List any educational information on the application in detail. If education is used for qualifications purposes and a determination cannot be made based on the information provided, you will not be considered.

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 into either the English or Italian language.

Graduate College or University level education is education beyond the Italian "Laurea 1° livello" or equivalent.

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

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. CHR will proceed with the hiring process ONLY when all eligibility requirements are satisfactorily met.

SUBMISSION OF THE EMPLOYMENT APPLICATION

Applications MAY ONLY BE SUBMITTED VIA EMAIL. CHR will NOT accept "hard copy" applications.

Submit your application to: si-hro-wantajob@eu.navy.mil

EMAIL APPLICATIONS NOT IN ACCORDANCE WITH INSTRUCTIONS LISTED BELOW WILL NOT BE CONSIDERED AND YOU WILL BE RATED "NOT QUALIFIED" BY CHR:

- The subject line of your email **MUST** contain the Last and First name of the applicant **AND** the vacancy announcement number, e.g. LN19-003740;
- Only one email will be accepted per vacancy announcement. If more than one email is sent only the most recent will be accepted;
- 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 in its entirety answering ALL questions;
- 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 must not be sent);
- The email and the attached application cannot exceed a maximum of 10MB;
- Verify the accuracy and validity of the information prior to submission;
- To ensure that the file is correctly transmitted and legible, scan the application form as a PDF document;
- Submit the application by the closing date of the vacancy announcement.

INQUIRIES REGARDING THE STATUS OF THE EMPLOYMENT APPLICATION

Consult the CNREURAFCENT website:
<https://cnreurafcnt.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/How-to-Apply/>

Status column will reflect current recruitment stage.
CHR will no longer be answering telephone inquiries.

Interviews and selections are made by the department requesting the vacancy announcement and the results will be communicated to the CHR. Selectees will be notified exclusively by a CHR staff member, upon verification of eligibility requirements.

NOTES:

1. Employment of relatives is restricted in accordance with NASSIG Instruction 12330.
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.
3. List 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 November 2018.