

**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 #	LN23-443064		
	Position	ENGINEERING TECHNICIAN UA-0802-02		
	Salary Range	€2,690.26 – €2,987.64 per month plus applicable allowances		
	Opening Date	04-JAN-2023	Closing Date	12-JAN-2023
	Location	NAVFAC EURAFCENT, PWO/DEPUTY PW OFFICER SIGONELLA, FACILITIES ENG. & ACQ. DIVISION, PROJECT MGMT & ENG BRANCH U.S. NAVAL AIR STATION, SIGONELLA, ITALY		
Notes	<ol style="list-style-type: none"> <li>1. Please read page two (2) of the announcement “Instructions for Completing the Employment Application”, before submitting your application.</li> <li>2. Applicants must be able to read, write and speak fluently in both English and Italian. Applications must be submitted in English.</li> <li>3. This is a Permanent Full-Time position.</li> <li>4. Selectee will be required to favorably pass a physical examination and security background check as a condition of employment.</li> <li>5. Selectee may be required to work overtime, as needed.</li> <li>6. May be exposed to hazards associated with construction work including confined spaces. Some physical exertion and use of personal protective equipment may be required during field visits as well as driving of sedans, pickup trucks and vans.</li> </ol>			
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 Engineering Technician provides maintenance management to facilities making sure clients Commands can perform their mission. Meets with requesting command and gains information on scope of work to be done; visits job sites, verifies existing conditions and determines requirements for the work providing technical guidance on the most efficient method for work accomplishment. Coordinates work with Safety, Fire, Environmental, Natural Resources personnel to ensure work is in compliance with established regulations. Prepares job plans, estimates total man hour requirements and details labor and costs by shop, using estimating guides and historical data. Enters labor and material into Single Platform (SPM) and/or eProjects, identifying and preparing specifications for the procurement of supplies, materials, and equipment for individual jobs. Prepares technical drawings and sketches reflecting construction details, completes lists of materials and determines if special order material is necessary. Prepares detailed technical and performance portions of specifications and develops cost estimates for Simplified Acquisition Procedure Contracts, Large Purchase Contracts, Facility Service Contracts, and task orders. Reviews contractor submittals and technical questions which include cost estimates, construction drawings, and shop drawings received from various contractors for completeness and functional design within the guidelines of the required specifications. Provides technical expertise during negotiations with contractor to ensure costs are fair and reasonable for services rendered. Serves as pre-award technical support on negotiated contracts and projects and serves as the point of contact for supported command's questions or problems of a technical nature. Analyzes bids and makes recommendations for awards, price negotiations and for changes in original specifications. Attends pre-construction and pre-performance meetings during post-award. Provides continuing technical assistance during all phases of job execution for both in-house and contract, such as field modifications, design criteria changes, varying conditions, material substitutions, inspections, etc.</p>			
Qualification Requirements (OPM Qualification Standards)	<p><a href="https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0800/engineering-technical-series-0802/">https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0800/engineering-technical-series-0802/</a></p> <p><b>At the time of application, applicants must possess a valid:</b> class “B” driver’s license to drive vehicles in Italy</p> <p>One (1) year of specialized experience equivalent to the UA-03 grade level or equivalent experience in the private or public sector <b>OR</b> two (2) full years of graduate level education equivalent to “Laurea Specialistica/Magistrale”.</p> <p><b>Specialized experience:</b> 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><b>Graduate Level Education (College or University)</b> that is directly related to the work of the position.</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> <ol style="list-style-type: none"> <li>1. Knowledge of engineering technology principles and practices concerned with construction operations, facilities maintenance and repair, design and estimating criteria.</li> <li>2. Skill in preparing statements of work and engineering specifications and drawings.</li> <li>3. Ability to read and understand contract plans and specifications and propose cost effective solutions.</li> </ol>			
Announcement Status	<p>For inquiries concerning job announcement status, consult the CNREURAFCENT website: <a href="https://cnreurafcnt.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/">https://cnreurafcnt.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/</a></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/>

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](mailto: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.