



NAF HUMAN RESOURCES OFFICE
FLEET AND FAMILY READINESS (FFR) DEPARTMENT
US NAVAL AIR STATION SIGONELLA, ITALY

VACANCY ANNOUNCEMENT: LOCAL NATIONAL (LN) NON-APPROPRIATED FUND (NAF) POSITION

ANNOUNCEMENT #: NLN-26-001
POSITION: CUSTODIAL WORKER, UC-3566-09
SALARY RANGE: €2,023.97 - €2,182.27 per month plus applicable allowances
OPENING DATE: 13 JANUARY 2026
CLOSING DATE: 19 JANUARY 2026
LOCATION: FLEET READINESS DEPARTMENT (MWR), FITNESS SECTION,
US NAVAL AIR STATION, SIGONELLA, ITALY

NOTES:

1. THERE ARE TWO PERMANENT FULL-TIME POSITIONS.
2. WORK IS PERFORMED INDOORS AND OUTDOORS AND REQUIRES CONSIDERABLE STANDING, BENDING, STOOPING, REACHING, CLIMBING, WALKING, AND WORKING IN AWKWARD POSITIONS AND FROM LADDERS, LIFTING AND CARRYING UP TO 20 KILOGRAMS UNASSISTED AND OCCASIONALLY OVER 20 KILOGRAMS WITH ASSISTANCE. MAY BE EXPOSED TO BAD WEATHER CONDITIONS, DIRT, CHEMICAL FUMES AND DUST.
3. REGULAR WORK SCHEDULE IS SUBJECT TO CHANGE AND IT INCLUDES ROTATING SHIFTS, WEEKENDS AND HOLIDAYS.
4. SELECTED CANDIDATES WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT PHYSICAL EXAMINATION AND SECURITY BACKGROUND CHECK AS CONDITIONS OF EMPLOYMENT.
5. APPLICANTS MUST POSSESS A VALID ITALIAN CLASS "B" DRIVER'S LICENSE **(ATTACH COPY TO APPLICATION)**.
6. MUST BE ABLE TO PASS PRE-EMPLOYMENT AND PERIODICAL ALCOHOL TESTING TO DRIVE US GOVERNMENT VEHICLES.
7. **ABILITY TO COMMUNICATE EFFECTIVELY IN ENGLISH, BOTH ORALLY AND IN WRITING. APPLICATION MUST BE SUBMITTED IN ENGLISH.**

HOW TO APPLY:

Applicants may submit their job application at the FFR NAF Human Resources Office (NAS I Sigonella, Building 157), by E-MAIL to nas-sigonella-naf-employment@us.navy.mil or drop it in the NAF HRO box located at the NAS I Pass & ID Office. **It is recommended to call 095-560522 to verify receipt of the application form and attachments prior to closing date.**

For general information please read the instructions before applying.

AREA OF CONSIDERATION:

Citizens of Italy and of other European Union (EU) countries. Applicants with dual citizenship (EU/US) are ineligible for employment by the US Forces in Italy.

DESCRIPTION OF DUTIES:

Incumbent is responsible for the cleaning of several Fitness facilities located at NAS I and NAS II, and occasionally other MWR facilities located at Augusta Bay and Base Housing. Sweeps, mops, scrubs, waxes, polishes and buffs floors using brooms, mops, vacuum cleaners, buffers, and floor scrubbers. Adjusts, cleans and oils these machines, and changes brushes, rollers, buffers and other accessories. Dusts, waxes, and polishes equipment and furniture. Empties wastebaskets. Polishes doorknobs and other metal fixtures. Washes walls, windows, ceiling fixtures and blinds using ladders if needed. Keeps restrooms clean, orderly and sanitary. Cleans and disinfects lavatories, urinals, toilet bowls, sinks, mirrors, and water fountains. Replaces deodorizers, toilet tissue, hand towels and soap. Restocks gym

wipes in dispensers. Dusts ledges and woodwork. Inspects grounds, including removing trash and debris. Sweeps external areas, sidewalks and parking lots. Is required to drive a vehicle to and from sites. Performs vehicle maintenance such as operational inspections for worn or defective tires, water and oil levels, reporting any mechanical defects in the vehicle, operational and accidental damages or traffic violations. Provides support for special events. Sets up and breaks down equipment, such as tents, stage, inflatables, fencing, picnic tables, sound and lighting equipment, electric cables, trash receptacles, grills, chairs, etc. Performs other laboring duties such as loading and unloading vehicles, moving furniture, picking up and disposing of trash, etc. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Applicants must at a minimum meet the Screen-Out Element. Candidates' description of current or prior work experience/military service must show possession of the following job elements:

DESCRIBE DUTIES IN DETAIL

1. Ability to do the work of a custodial worker without more than normal supervision. (e.g., ability to clean, sanitize, etc.) (SCREEN-OUT ELEMENT).
2. Work practices (Ability to keep things neat, clean, and in order).
3. Knowledge of cleaning procedures and of chemical and cleaning agents.
4. Skill to operate, clean, and make adjustments to powered cleaning equipment.
5. Ability to operate hand tools and equipment with dexterity and safety.

THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.
ALL QUALIFIED CANDIDATES WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR,
RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, MARITAL STATUS, POLITICAL AFFILIATION,
SEXUAL ORIENTATION OR ANY OTHER NON-MERIT FACTOR.

NAF HUMAN RESOURCES OFFICE
TELEPHONE NUMBER: 095/560522

INSTRUCTIONS FOR ITALIAN/EUROPEAN UNION CITIZENS

Copies of Vacancy Announcements and forms required to apply for jobs advertised by our Department are available at the NAF Human Resources Office of the Fleet and Family Readiness Department (NAS I, Building 157) or on the website

<https://cnreurafcen.cn.navy.mil/Installations/NAS-Sigonella/About/Jobs/MWR-Jobs>

Ensure that you are utilizing the latest version of the application form.

Applications **must be completed in English** and are accepted only if referred to a vacancy announcement. Applications not in accordance with these instructions may not be considered. Only candidates specified in the “Area of Consideration” section of the vacancy announcement may receive consideration. “Local Nationals” refers to citizens of a European Union member state. Applicants with U.S. citizenship are ineligible for employment in LN positions by the US Forces in Italy.

If you apply for a temporary position, it is mandatory to list all prior temporary jobs with the US Forces in Italy by filling out and attaching the form “History of Prior Temporary Employment” to your application package.

It is the candidate’s personal responsibility to fill out the application form in all its parts, to provide all required information, attach all required supporting documents and pay attention to the type of experience, education, and licenses/certifications required by the vacancy announcement. You will have to provide a detailed description, in your own words, of your prior work experience in the fields specified on the vacancy announcement, number of hours worked per week, and, when acting in different roles, the percentage for each role. Credit will be given to the general or specialized experience acquired in the workplace, as long as it is inherent to the qualification requirements listed on the vacancy announcements, for a total number of weekly hours not to exceed 40. If description of experience is copied verbatim from position descriptions, vacancy announcements or certificates of employment, the application will not be considered.

Work experiences will be verified by the following documents: “Notification of personnel Action” (Standard Form 50, for current or prior personnel employed by the US Forces), work books, pay stubs, certificates of employment issued on letterhead, appropriately stamped and signed, and providing the position title and employment dates. Self-employment will be verified by attaching copy of the license, registration paperwork with “Camera di Commercio” or establishment of Partita IVA. Credit will be given to experience gained during military service if described in details and documented by official certifications.

Without the above listed supporting documents attached to your job application, work experience will not be considered.

Documents issued in foreign languages will have to be accompanied by an official translation into English or Italian.

When education is utilized in lieu of work experience, for qualification purposes, it will have to be verified by copies of diplomas, college transcripts, or any other certificate **attached** to the application form. Education gained in non-European countries will have to be accompanied by an official equipollent certificate and foreign language documents must be officially translated to English.

It is the candidate’s responsibility to submit the application form completed in all its parts, signed, dated, and supported by all the applicable verification documents requested by the vacancy announcement by its closing date. Applications received after the closing date will not be considered (16:00 if hand-delivered or dropped into our box, 24:00 if sent via email). Application forms may be submitted in person or by a third person to the NAF Human Resources Office (NAS I, building 157), or can be electronically transmitted via email to nas-sigonella-naf-employment@us.navy.mil or can be dropped into the box named “NAF HRO (MWR & NGIS)” located by the pass & ID office window at NAS I. If transmitted electronically, please do not alter the content and the properties of the application form, submit it **only in PDF format**, and do not utilize certified electronic emails (PEC). Application form and attachments all together cannot exceed 10MB. We suggest to call and verify correct receipt of your application by the closing date/time.

Only selected candidates will be promptly informed by the NAF Human Resources Office. Any other candidate checking on the status of their applications may call the NAF Human Resources Office at the number indicated above, **exclusively on Tuesdays or on Thursdays from 1300 to 1530**, and at least three weeks after the closing date of the vacancy announcement.

Qualified candidates may be selected for other positions as the one advertised which become available within 120 days from the closing date of the announcement without further competitions.

Employment of relatives is restricted in accordance with NASSIG Instruction 12330. Relatives cannot be in the same line of supervision of another relative.

Rev: 07/2024