

# SUPERVISORY HOUSING MANAGEMENT ASSISTANT (MAINTENANCE SUPERVISOR)

DEPARTMENT OF THE NAVY

Commander, Navy Installations

Joint Region Marianas

Accepting applications

## Open & closing dates

🕒 03/09/2021 to 03/17/2021

## Pay scale & grade

NF 3

## Appointment type

Permanent

## Service

Competitive

## Salary

\$33,000 to \$58,000 per year

PLUS COST OF LIVING ALLOWANCE (COLA)

## Work schedule

Full-Time

## Locations

1 vacancy in the following location:

**Nimitz Hill, GU**

1 vacancy

## Relocation expenses reimbursed

No

## Telework eligible

No

## This job is open to



### The public

U.S. citizens, nationals or those who owe allegiance to the U.S.

## Announcement number

JRM-21-146

## Control number

594696400

## Duties

### Summary

This position is located at Naval Base Guam (NBG). NOTE: When a Permanent Change of Station (PCS) with the federal government is performed, the IRS considers the majority of entitlements to be taxable. The Relocation Income Tax Allowance (RITA) may offset the impact of some of these taxes. Additional Info: <https://www.dfas.mil/CivilianEmployees/Civilian-Permanent-Change-of-Station-PCS/Tax-Information/>

### Responsibilities

Major duties and responsibilities are summarized below.

# USAJOBS - Job Announcement

Responsible for developing, organizing, coordinating, executing, and supervising a comprehensive maintenance, repair, and renovation program at the site level. Provides input for short and long range planning. Assists in the preparation, justification, execution and monitoring of the annual non- appropriated and appropriated fund budgets. The incumbent trains, instructs, and supervises personnel assigned to Maintenance both in a formal training setting and on-the-job training. Plans and schedules ongoing production oriented work for all maintenance personnel on a daily, weekly, monthly, and quarterly basis adjusting staff levels as required to meet workload demand. Ensures that EEO concepts are applied and an appropriate work environment is maintained. Performs various maintenance related actions associated with assigned NGIS buildings. Assists in coordinating with Public Works, NAVFAC planners and outside organizations conducting maintenance related work in NGIS facilities. Responsible for maintenance/supervisory related actions which include preparing briefings on facilities, preparing cost estimates for in-house self help projects and evaluating cost estimates for contractors' proposals working within NGIS funded by Non-Appropriated Funds.

A complete list of duties and responsibilities will be provided at the time of hire.

## Travel Required

Occasional travel - Travel to other facilities may be required within the normal scope of duties

## Supervisory status

Yes

## Promotion Potential

03

## Job family (Series)

[1173 Housing Management](https://www.usajobs.gov/Search/Results?i=1173)  
(<https://www.usajobs.gov/Search/Results?i=1173>)

# Requirements

## Conditions Of Employment

- \*SEE QUALIFICATIONS

## Qualifications

In order to qualify for this position, resumes must include information which demonstrates experience and knowledge, skills, and ability (KSAs) as they relate to this position. Applicants are encouraged to be clear and specific when describing their experience level and KSAs. If you are relying on your education to meet qualification requirements: Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education (<http://www2.ed.gov/admns/finaid/accred/index.html> (<http://www2.ed.gov/admns/finaid/accred/index.html>)).

Applicants qualifying based on education, time in grade, credentials, certification, training and/or module completion MUST provide proof of education, personnel action or SF50, credentials, statement of service, certification, training and/or module completion at the time of resume submission. Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

Requires two years of documented work experience that demonstrates knowledge of basic principles, concepts, standards, regulations, and administration related to maintenance operations. Supervisory experience strongly preferred.

Must be able to read and evaluate blueprints for renovation projects. Must understand the daily operation of a hotel to include safety, environmental and fire prevention regulations and practices; hotel management procedures; maintenance operating principles and practices; and have a working knowledge of automated property management system(s). The incumbent must possess excellent communication skills and must possess fluent command of the English language, understand and use proper grammar, and be able to communicate clearly and effectively to all levels of the organization, both verbally and in writing. Incumbent must be able to use and/or operate basic computer software such as; Microsoft Word, Excel and Power Point and have a working knowledge of the property management system. Must be skilled in customer service techniques, tact and good judgment. Must possess a welcoming manner and positive attitude; demonstrate effective communication skills; professionally interact with guests, answering guest questions concerning hotel facilities.

This position may be designated ALPHA personnel/mission essential for inclement weather or in the interest of national security and may be required to report for work when other employees are excused.

This position is subject to the possibility of working on weekends and holidays, as well as, rotating shifts, often consisting of other than normal duty hours. The staff member may be recalled to duty and/or required to work overtime, including on an emergency basis.

May be required to possess a valid state driver license, as travel to other facilities may be required within the normal scope of duties.

This position is subject to a favorable National Agency Check (NAC).

In order to verify fitness for duty, a complete physical examination may be required.

The incumbent is expected to obtain professional certification or industry equivalent for maintenance operations within 12 months of employment, as well as, any other requirements outlined in the Lodging Career Path Guide.

## Education

\*SEE QUALIFICATIONS

**OTHER REQUIREMENTS:** Some positions have special requirements. In these cases, selection is tentative pending satisfactory completion of these requirements.

All selections are contingent upon obtaining satisfactory background and employment reference checks.

Males must be registered for or exempt from Selective Service (<https://www.sss.gov/register/> (<https://www.sss.gov/register/>)).

Selectees are required to participate in direct deposit.

We are an E-Verify participant.

# USAJOBS - Job Announcement

The Department of 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.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should email them to: M-GU-JRM-NAFHRO-N9@fe.navy.mil to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.

**PRIVACY ACT STATEMENT FOR NAF APPLICANTS:** Authority to request this information is derived from 5 U.S.C. 301, Departmental Regulations. The purpose of this information is to determine the qualifications, suitability, and availability of applicants for employment with a NAF activity, and of current employees for reassignment, reinstatement, transfer, or promotion. The information will be used to assess qualifications, entitlement, and overall employment suitability. Completion of information on this form is voluntary. Failure to provide this information may prevent you from receiving full consideration for the position you seek.

## Additional information

### How You Will Be Evaluated

Any experience, education, or other qualification presented on your application and/or resume is subject to evaluation and verification. Submissions are reviewed to determine if applicants meet the hiring eligibility and qualification requirements and to determine the level of knowledge, skill, and ability related to the job requirements.

Best qualified applicants are referred to the hiring manager in accordance with Military Spouse and Veteran Preference policies where applicable.

If your application and/or resume lacks sufficient information, you will be rated accordingly or may be considered ineligible.

The hiring manager may choose to conduct interviews, which may also be subject to evaluation and verification.

Click the following link to preview the applicant questionnaire: [Preview Applicant Questionnaire](https://app.fedhrnavigator.com/usajobs/vacancy.do?operation=preview&vhr=48392&eca=232)  
(<https://app.fedhrnavigator.com/usajobs/vacancy.do?operation=preview&vhr=48392&eca=232>)

## Background checks and security clearance

### Security clearance

[Other](https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/)  
(<https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/>)

### Drug test required

No

## Required Documents

- A resume should be provided. It should include relevant work experience (start/end dates stated in month/year, description of duties and salary), applicable education at a minimum, and your contact information. For current or previous Federal employees, it should also include the Pay Plan, Series and Grade for each work experience entry.
- For current or previous Federal employees, please attach a copy of your most recent SF-50 or agency notification of personnel action form that provides current position, grade level, and duty location.
- Please provide a copy of your College transcript(s) which support those qualifications for which you wish to have considered.

\*SEE HOW TO APPLY

### If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education](http://www.ed.gov/admins/finaid/accred/)  
(<http://www.ed.gov/admins/finaid/accred/>)

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

## Benefits

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

Regular Full-Time (35 - 40 hours per week) - All benefits offered including medical, dental, life insurance, spouse & child life insurance, long term disability, annual and sick leave, retirement, and 401(k) savings plan.

Regular Part-Time (20 - 34 hours per week) - Medical, dental, life insurance, spouse & child life insurance, annual and sick leave, retirement, and 401(k) savings plan.

Flexible (0 - 40 hours per week) - No benefits offered.

<http://WWW.NAVYMWR.ORG/RESOURCES/HR/>

## How to Apply

Go to [www.usajobs.gov/](http://www.usajobs.gov/)  
(<http://www.usajobs.gov/>)

to create an account or log in to your existing USAJOBS account. Only applications submitted through USAJOBS will be considered. E-mailed applications will **NOT** be accepted. **All applications MUST be submitted by the closing date on the announcement in order to be considered.**

**ALL APPLICANTS:** Applicants qualifying based on education, time in grade, credentials, certification, training and/or module completion **MUST** provide proof of education, personnel action or SF50, credentials, statement of service, certification, training and/or module completion at the time of resume submission.

# USAJOBS - Job Announcement

\*Current or prior federal employees, please submit your most recent personnel action or SF50.

\*Military retirees, please submit your statement of service.

\*Documentation submitted for other/previous vacancies is not considered as part of this submission.

Some positions have special requirements. In these cases, selection is tentative pending satisfactory completion of these requirements.

**APPLICANTS CLAIMING HIRING PREFERENCE:** Please ensure you complete and submit ALL required documents to claim preference at the time of resume submission. All forms to claim preference can be downloaded via our website at <http://www.militarymwrugam.com/jobs> (<http://www.militarymwrugam.com/jobs>).

**WHAT ARE PREFERENCES?** Preferences are advantages in the candidate selection process. Individuals can claim the following preferences:

**1. Reemployment Priority List (RPL):** Qualifying separated employees shall have priority placement in the NAF activity from which they were separated as a result of a Business Based Action (BBA), when the position has substantially the same duties as the position from which they were separated and it is not a higher grade or employment category, provided the position is not being filled by an internal candidate. To claim this preference, you **MUST**:

- Submit a copy of your BBA Separation Notification indicating eligibility for RPL.

**2. Military Spouse Preference (MSP):** Qualifying spouses eligible for MSP are spouses of an active duty military member of the U.S. Armed Forces, including members of the National Guard or Reserves on active duty. The marriage must have occurred before the military member received official permanent change of station (PCS) orders to Guam. MSP is applicable only when applying for NAF positions at the NF-03 and below and equivalent craft and trade (CT) positions. To claim this preference, you **MUST**:

- Complete and Submit MILITARY SPOUSE PREFERENCE (MSP) CLAIM FORM. Form may be downloaded from: [Download MSP Form](https://www.militarymwrugam.com/modules/media/?do=download&id=91d40da0-9cdd-47d8-b35c-ec69bd4da0a0) (<https://www.militarymwrugam.com/modules/media/?do=download&id=91d40da0-9cdd-47d8-b35c-ec69bd4da0a0>); **AND**

- Submit sponsor's PCS orders to Guam.

\*\*\*If you are not indicated as a spouse on the PCS orders, you **MUST** submit proof of marriage prior to PCS to Guam.

**3. Veteran's Preference/Gold Star Veteran's Preference:** Qualifying military veterans, and spouses/parents of deceased veterans shall be given employment preference over non-preference applicants if they are equally qualified. Preference applicable for positions open to external candidates. To claim Veteran's preference, you **MUST**:

- Complete and Submit VETERAN'S PREFERENCE WORKSHEET. Form may be downloaded from: [Download Vet Preference Form](https://www.militarymwrugam.com/modules/media/?do=download&id=9e9f89f5-0b7a-49cb-a1d4-c00bf57db516) (<https://www.militarymwrugam.com/modules/media/?do=download&id=9e9f89f5-0b7a-49cb-a1d4-c00bf57db516>); **AND**

- Submit a copy of your DD-214 (member 4 copy)

To claim Gold Star Veteran's preference, you **MUST**:

- Complete and submit completed SF-15, APPLICATION FOR 10-POINT VETERAN PREFERENCE. Form may be downloaded from: [Download SF-15 Form](https://www.opm.gov/forms/pdf_fill/sf15.pdf) ([https://www.opm.gov/forms/pdf\\_fill/sf15.pdf](https://www.opm.gov/forms/pdf_fill/sf15.pdf)); **AND**

- Submit a legible copy of DD-1300; **AND**

- Submit any other supporting documentation (official statements, document of service, court decree, etc).

\*\*\*Qualifying applicants with preferences are considered in the order listed above. Then all other qualifying applicants are considered.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

## Technical Support

- Check the status of the application system and maintenance schedule here: [status.fhrnavigator.com](http://status.fhrnavigator.com) (<http://status.fhrnavigator.com>)
- If you experience technical difficulties applying online, report it here: [support@econsys.com](mailto:support@econsys.com) ([mailto:support@econsys.com?subject=Apply Online / Joint Region Marianas / JRM-21-146](mailto:support@econsys.com?subject=Apply+Online+Joint+Region+Marianas+JRM-21-146)). The support inbox is monitored Monday through Friday, from 8 AM ET until 6 PM ET.
- Make sure your status in USAJOBS is 'Received' after you submit your application to ensure it was submitted successfully.

## Agency contact information

 Joint Region Marianas

### Phone

[\(671\)3491155](tel:(671)3491155)  
(tel:(671)3491155)

### Email

[M-GU-JRM-NAFHRO-N9@FE.NAVY.MIL](mailto:M-GU-JRM-NAFHRO-N9@FE.NAVY.MIL)  
(mailto:M-GU-JRM-NAFHRO-N9@FE.NAVY.MIL)

[Learn more about this agency](#)  
(#agency-modal-trigger)

### Address

Joint Region Marianas  
ATTN J9 NAF HR OFFICE, PSC 455 BOX 211  
FPO AP, GU 96540  
Guam

The mission of Joint Region Marianas Warfighter & Family Readiness (WFR) is to enhance quality of life through customer driven services that make a difference every day in the lives of our service members and their families. Through our work at both Morale Welfare and Recreation (MWR), Naval Base Guam, and at the 36th Force Support

# USAJOBS - Job Announcement

Squadron (36FSS), Andersen Air Force Base, Guam, we strive to be the global model of professional support services for our customers while they are stationed here under one unified command.

Learn more about what it's like to work at Joint Region Marianas, what the agency does, and about the types of careers this agency offers at

[WWW.MILITARYMWRGUAM.COM](http://www.MILITARYMWRGUAM.COM)  
(<http://www.MILITARYMWRGUAM.COM>)

**Please note when a Permanent Change of Station (PCS) with the federal government is performed as part of a relocation, the IRS considers the majority of your entitlements to be taxable. The Relocation Income Tax Allowance (RITA) may offset the impact of some of these taxes. For more information you may visit the following website: <https://www.dfas.mil/CivilianEmployees/Civilian-Permanent-Change-of-Station-PCS/Tax-Information/>**

## Next steps

Applicants may be contacted for an interview or may be sent a notice of non-selection within 2-8 weeks of the announcement closing date.

If you are selected for a position, you will be contacted by the JRM Regional NAF Human Resources Office with a temporary job offer. Final job offer upon completion of all pre-employment requirements (typically 2-8 weeks).

We reserve the right to close this position without further announcement.

## Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

### Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy And gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) for federal employees & job applicants](https://www.eeoc.gov/federal/fed_employees/index.cfm)  
([https://www.eeoc.gov/federal/fed\\_employees/index.cfm](https://www.eeoc.gov/federal/fed_employees/index.cfm))

### Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about [disability employment and reasonable accommodations](https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/)  
(<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>)  
or [how to contact an agency](https://www.usajobs.gov/Help/how-to/application/agency/contact/).  
(<https://www.usajobs.gov/Help/how-to/application/agency/contact/>)

## Legal and regulatory guidance

[Financial suitability](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/)  
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/>)

[Privacy Act](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/)  
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/>)

[Selective Service](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/)  
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/>)

[Social security number request](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/)  
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/>)

[Signature & False statements](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/)  
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/>)

[New employee probationary period](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/)  
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/>)