

**JOB OPPORTUNITY  
JOINT REGION MARIANAS  
NON-APPROPRIATED FUND (NAF) POSITION  
\*\*\*\*\*AMENDED\*\*\*\*\***

**ANNOUNCEMENT NO:** JRM-21-010

**POSITION TITLE:** Maintenance Worker, NA-4749-07, Regular Full Time, 1 Vacancy

**SALARY:** \$11.86 - \$13.83 per hour

**LOCATION:** Navy Gateway Inns and Suites (NGIS), 36th Force Support Squadron (36FSS), Andersen Air Force Base (AAFB) Guam

**WHO MAY APPLY:** Open to all

**Changed from:** Current CNIC NAF or APF Employees at NGIS, 36FSS, AAFB Guam and NGIS, Morale Welfare Recreation (MWR) Department, Naval Base Guam (NBG)

**OPEN DATE:** 14 January 2021

**CLOSING DATE:** 05 April 2021

**Changed from:** 19 February 2021

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**SUMMARY:** The mission of Joint Region Marianas (JRM) 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 (NBG), and at the 36th Force Support Squadron (36FSS), Andersen Air Force Base (AAFB), Guam, we strive to be the global model of professional support services for our customers while they are stationed here under one unified command. Please visit our website for further details:  
<http://www.militarymwr Guam.com/>.

**AMENDMENT:** Vacancy announcement amended to change "Who May Apply" to "Open to all" and "Closing Date" to "05 April 2021". Applicants who applied previously under the same Announcement No. need not re-apply unless submitting updated and/or missing information

**RESPONSIBILITIES:** Major duties and responsibilities are summarized below.

The purpose of this position is to assist with facilities maintenance work for more than one trade practice and perform work in at least two or more skilled trades at the worker level. Duties performed include executing maintenance related tasks requiring the use of skills associated with a variety of trades. Incumbent works more independently as training and experience increase.

**Plumbing:** Makes basic plumbing repairs to sinks, faucets, commodes, tanks, urinals, P-traps, shut-off valves on washing machines and water supply that can be accomplished by removing, cleaning, resealing, replacing defective parts or units, installing water heaters, garbage disposals, faucets and sinks. Performs routine maintenance on washers and dryers to include cleaning lint ducts and vents, replacing hoses and fittings as required, and referring more complex problems to supervisor for action.

**Heating, Ventilation and Air Conditioning (HVAC):** Recognizes the cause of faulty equipment and assists making repairs on a variety of HVAC units as appropriate.

**Electrical:** Recognizes and reports electrical problems making repairs as appropriate. Replaces fluorescent and incandescent ballasts, bulbs and tubes.

**Carpentry:** Measures, cuts and constructs or repairs wood or wood substitute items. Conducts basic carpentry repairs such as repairing or replacing screens; window and door frames; molding and trim; and repair and replacement of drywall or similar products.

**Painting:** Preparation of areas and standard coating methods such as brushing, rolling and spraying and ensure surfaces are fully coated, protected and free from drips and runs.

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

**TRAVEL REQUIRED:** Yes – Travel to other facilities may be required within normal scope of duties.

**SUPERVISORY STATUS:** No

**RELOCATION AUTHORIZED:** No

**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](#). 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.

Minimum two years of experience with demonstrated skill in two areas (Carpentry, Plumbing, HVAC, Electrical, Painting).

Knowledge in the applicable combination of trades sufficient to perform the duties of the position. Knowledge of safety and environmental rules and regulations concerning procedures, tools, mechanical and electrified equipment, commonly used chemicals and basic safe work practices is required. Must possess a welcoming manner and positive attitude; demonstrate effective communication skills; professionally interact with guests; answering guest questions concerning hotel facilities; and provide information about local attractions. Provide assistance in handling customer complaints, involving management as necessary. Must possess basic math and reading skills. Must be able to communicate clearly and effectively both verbally and in writing in English.

This position may be designated ALPHA personnel 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 workdays 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's license, as travel to other facilities may be required within the normal scope of duties.

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

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

The incumbent is expected to meet the requirements outlined in the Lodging Career Path Guide.

**EDUCATION:** \*SEE QUALIFICATIONS\*

**REQUIRED DOCUMENTS:**

- A resume should be provided. It should include relevant work experience (start/end dates stated in month/year, # of hours worked per week, detailed 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.
- 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.
- 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.militarymwrquam.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: <https://www.militarymwrquam.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:

- <https://www.militarymwrquam.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: [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.

**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 KSAs 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.

**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.

- Benefits for federal employees
- Healthcare insurance
- Pay and leave

You can review our benefits at: <http://www.navymwr.org/resources/hr/>

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.

**HOW TO APPLY:** Submit resume and required documentation via email to [M-GU-JRM-NAFHRO-N9@fe.navy.mil](mailto:M-GU-JRM-NAFHRO-N9@fe.navy.mil). For additional information visit our website at <http://www.militarymwrquam.com/jobs> or contact our office at (671) 349-1154 / 2154 / 2210 / 5154. All applications **MUST** be submitted by the closing date on the announcement in order to be considered. Due to volume of applications received, applicants may not be notified of non-selection.

**WHAT TO EXPECT NEXT:** 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.

**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 (<http://www.sss.gov/>).

Selectees are required to participate in direct deposit.

We are an E-Verify participant.

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](mailto: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.