

Auto Skills Manager: p. 1
Child & Youth Program Assistant: p. 3
Bowling Center Cook: p. 6
Laborer, Navy Gateway Inn: p. 7

Recreation Aide, Community Recreation: p. 9
Lifeguard: p. 11
Recreation Assistant (Fitness Center): p. 10

Auto Skills Manager

NF-1101-03, Full Time w/ Benefits, Salary \$18.00 - \$19.00

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Responsible for the administration safe operation custody and maintenance of the auto skills center and associated equipment. Responsible for 2 bay wand car wash and outdoor automotive vacuum, 10 inside bays, 5 lifts, grinder, brake lathe, tire machine, tire balancer machine and spring compressor, high tech analytical diagnostic equipment and resale lot. Responsible for cash flow in the following amounts: annual income fees levied for utilization of the work stalls and equipment approximate \$15,000.00 and change fund approximate \$500.00.

Incumbent maintains records pertaining to items purchased costs, delivery schedule and inventories; maintains close liaison with the NAF Business Manager regarding purchases, other transactions, outstanding requisitions, inventory adjustments, etc.

Incumbent must be highly trained as an instructor or teacher with knowledge in AC and R, Engine Overhaul and Repair and Brake repairs and equivalent schools/training. Incumbent must have superior knowledge of various types of specialized equipment; chain, cable or pneumatic operated equipment, portable equipment, pump units, construction engine equipment, portable generating systems, vehicle or equipment using gasoline, diesel or electric drive which includes but not limited to domestic/foreign personal vehicle, trucks, recreational vehicles, buses, tractors, boats and small engine machines.

Incumbent is responsible for ensuring that an adequate inventory of automotive tools and equipment is available for checkout to patrons. Incumbent maintains inventory for all shop-owned tools, supplies and equipment. Responsible for determining requirements for timely replacement of worn out or broken tools and equipment. Ascertains safety of all hand and power tools before checkout to patrons.

Provides technical assistance and advice to patrons in the performance of automotive repairs, including overhaul of engine and transmissions, bodywork and painting.

Incumbent exercises full authority in organizing and directing the pursuit of patrons' automotive repairs and hobbies, within the boundaries of overall program objective and policies issued by higher authority. Incumbent shall review on a continuing basis the overall Auto Skills Center programs and submit recommendations to the Programs Director for changes to the overall program.

In accordance with published departmental instructions specifying patron fees and charges, the incumbent supervises services provided for patrons and charges a specified fee for services.

In working with patrons and employees of the Auto Skills Center the incumbent will act as an instructor/teacher in the safe and efficient operations of all shop equipment and associated tools using a structured class setting or OJT setting. Incumbent will work closely with shop patrons and employees, ensuring proper procedures with regard to safety and accident reports, reports of injury or illness, as required and submit to the Programs Director in a timely manner. Further safety related duties include ensuring compliance with all established safety procedures, ensuring the availability of safety equipment and ensuring that all cars are safely jacked prior to a patrons' crawling or standing under a jacked vehicle.

Incumbent will be responsible for the overall cleanliness and proper storage of all supplies and equipment in the Auto Skills Center.

Incumbent will be responsible for the following community programs located to the Auto Skills Center.

1. Used Lube Oil Drop Off and Collection Program
2. Used Anti-Freeze Collection and Recycling Program
3. Used Oil Filter Recycling Program

Incumbent will responsible for interviewing and recommending for selection all employee candidates. Responsible for training and supervising personnel hired; schedules all employees for work assignments based upon shop operating requirements; verifies accuracy of all employee time cards and complete employee work performance evaluations in a timely manner when requested by NAF Personnel Office. Responsible for initiating request for personnel action (SF-52), when situations call for such actions.

Child and Youth Program Assistant

CY-1702- 01/02, Pay ranges \$13.29 -\$16.28 based on experience

Major Duties and Responsibilities

The duties and responsibilities of the CY Program Assistant have been grouped into categories, including curriculum, indoor and outdoor environment, interactions and relationships, supervision of children and youth, parent and employee communication, assessment, compliance, and additional responsibilities. Each is described below.

Curriculum

Assists in implementing and leading planned activities for program participants. Uses prepared curriculum and program materials. Incorporates special instructions provided by parents such as special dietary needs, physical needs, or other information that may affect the child or youth's experience in the program. Cares for children and youth with special needs as directed by the supervisor.

-Promotes and models safety, fitness, health, and nutrition practices.

-Helps arrange for and/or serve appropriate snacks or meals where applicable.

Indoor and Outdoor Environment

- Helps prepare, arrange, and maintain indoor and outdoor activity areas and materials to accommodate daily schedules.
- Helps create adult-made games and play materials (mixing paint and play dough and assembling props for dramatic plays, activities, etc.).
- Assists with developing a list of needed supplies and equipment for submission to the supervisor.

Interactions and Relationships

- Helps establish a program environment that promotes positive interactions with other children, youth, and adults.
- Interacts with children and youth using approved child guidance and youth development techniques as provided by supervisors.

Supervision of Children and Youth

- Provides care and supervision, oversight, and accountability for program participants in compliance with the Department of Defense (DoD), NAF Component, and local installation policies, guidance, and standards.

Maintains control of and accounts for whereabouts and safety of children and youth ranging in age from 6 weeks to 18 years. Ensures children and youth (as applicable) depart with authorized person according to written parental instructions.

Supervises children and youth during daily schedule of indoor and outdoor activities and on field trips, outings, and special events.

Observes program participants for signs that may indicate illness, abuse, or neglect and reports as directed. Incumbent is a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect.

Parent and Employee Communication

Interacts professionally with employees, parents, and local installation command personnel.

Assessment

Participates in program evaluation as required.

Compliance

- Assists in achieving and maintaining DoD certification and national accreditation where applicable.
- Ensures compliance with law, policies, and regulations applicable to DoD CY programs.
- Notifies supervisor of health, fire, and safety compliance concerns.

Additional Responsibilities

- Assists in maintaining program participation data and completing required reports.

-Performs other related duties as assigned.

Classification Factors

-Factor 1. Knowledge Required by the Position

- Ability to communicate effectively in English, both orally and in writing.
- Ability to follow verbal and written instructions.
- Ability to complete all DoN training requirements within the specified time frames, including orientation, initial, Standardized Module Training, and ongoing training requirements.
- Ability to promote and foster effective working relationships with children and youth and coworkers.
- Ability to work cooperatively as a member of a team.

Factor 2. Supervisory Controls

Works under the close supervision of the CYP Director or CYP

Assistant Director. As an entry-level position, the incumbent may receive daily on-going guidance and instruction from a more experienced Program Assistant assigned to the classroom or activity area or Program Lead. Incumbent works as instructed and consults with the supervisor, as needed, on matters not specifically covered by the original instructions. Work is checked in progress and completed work is reviewed for adherence to instructions and for adequacy.

Factor 3. Guidelines

Specific, detailed guidelines covering all aspects of the assignment are provided to the employee. The employee works in strict adherence to guidelines, and deviations must be authorized by the supervisor.

Factor 4. Complexity

The work consists of a relatively few clear-cut tasks with limited choice in deciding what needs to be done and with readily recognized actions.

Factor 5. Scope and Effect

The work involves the performance of specific, routine, repetitive or closely related tasks. The service provided saves the time of other CYP employees and contributes to the efficiency of the CYP, but has little impact beyond the immediate organizational unit or beyond the timely provision of limited services to others.

Factor 6. Personnel Contacts

The personal contacts are with employees within the immediate organization, or work unit and/or with members of the community serviced, such as parents, children and youth, and educators.

Factor 7. Purpose of Contacts

The purpose of contacts is to clarify, or give facts or information directly related to the work.

Factor 8. **Physical Demands**

The work requires considerable walking, standing, bending, stooping and lifting up to 40 pounds. Activities may require incumbent to drive an automobile (to include driving a government vehicle while transporting children). However, most of the work is done in classroom settings or activity areas, and no special, physical demands are made upon the incumbent.

Factor 9. **Work Environment**

The work environment involves everyday risks or discomforts that require normal safety precautions typical of a wide variety of child and youth activities, programs, and services, such as exposure to disease and injuries from lifting. Normal fire and safety precautions must be adhered to. Activities planned are conducted in a building or outside and are suitable for CY programs. The work area is adequately lighted, heated, and ventilated. The incumbent may be required to work an uncommon tour of duty.

CONDITIONS OF EMPLOYMENT

Position is subject to special inoculation and immunization requirements as a condition of employment for working with children. Employee is required to obtain appropriate immunization against communicable diseases in accordance with recommendations from the Advisory Committee on Immunization Practices (ACIP), which includes the influenza vaccine.

Test Designated Position: In accordance with the Department of the Navy Test Designated Position listing issued 7 October 2003 this position is subject to both pre-employment and random drug testing as a condition of employment. A positive drug test, or failure to submit for testing, may become the basis for removal from this position.

Must obtain appropriate credentials as required.

Must pass a pre-employment physical, provide evidence of immunization and be free from communicable disease.

Satisfactorily complete all background checks in accordance with PL 101-647 to include National Agency Check with Written Inquiries (NACI).

Must satisfactorily obtain or complete required training certificates and maintain certifications or credentials required by federal, state or National Accreditation institutions utilized as part of DOD's Child and Youth Programs.

PREFERRED QUALIFICATIONS AND CORE COMPETENCIES:

In accordance with DoDI 6060.2, must be at least 18 years of age with a high school diploma or equivalent.

Prior experience working with children and/or youth preferred.

COOK – Bowling Center

NA-7404-04, Flex Position, \$12.18 per hour

MAJOR DUTIES AND RESPONSIBILITIES

Summary of Duties: Performs a full range of simple cooking tasks by preparing and cooking items requiring little or no processing such as pancakes, sausage, eggs, hamburgers, and fresh or canned vegetables. Prepares all forms of hot cereals; broils meats; prepares and cooks concentrated or dehydrated soups, sauces, and gravies; and makes cold sandwich fillings.

Prepares convenience items such as frozen hash browns, fish fillets, and chicken nuggets. May prepare and bake pizza. Prepares foods by peeling, chopping, grinding, paring, cutting, slicing, dicing, pureeing, dredging, flouring, and breading. Weighs, measures, and dispenses foods in accordance with portion controls. Mixes ingredients according to precisely written recipes. Sets up and replenishes salad bar. Covers, dates, and stores leftovers according to established procedures. Cleans and maintains equipment and work areas. Maintains accurate food inventories and rotates stock items to prevent spoilage.

Performs other related duties as required.

Skills and Knowledge: Working knowledge of the methods and procedures relating to food preparation in small quantities, and the skill to apply such information to cook a limited variety of prepared foods. Ability to read and understand written food service material such as food labels, standardized recipes, etc. Ability to perform basic arithmetic computations in multiplying ingredients for a recipe and calculating how many servings. Knowledge of the characteristics of various foods such as color, flavor, consistency, texture, and temperature and cooking time required. Skill in planning, coordinating and timing sequence of steps required to have all menu items ready for serving at specified time. Knowledge of sanitation principles.

Responsibility: Receives assignments in form of written and oral instruction from immediate supervisor who "spot checks" work to ensure it is being performed properly and is available to answer technical questions. Responsible for the proper use and cleaning of equipment, safety practices, personal hygiene, and conformance with sanitation requirements. Detailed instructions are provided on new or more difficult work. Work is evaluated in terms of quality of food cooked and adherence to instructions and time schedules.

Physical Effort: Work requires continual standing and walking, and frequent stooping, reaching, pushing and pulling, and bending. Frequently lifts or moves objects weighing up to 40 pounds unassisted, and occasionally lifts or move objects weighing over 40 pounds with the assistance of lifting devices or other workers.

Working Conditions: Kitchens are often warm and noisy. Exposed to steam, fumes, odors, danger of falling, burns, and cuts. Exposed to extremes in temperatures when entering walk-in refrigerators from the warm kitchen.

LABORER – Navy Gateway Inn

NA-3502-03, Regular full time w/ Benefits, \$11.26 per hour

MAJOR DUTIES AND RESPONSIBILITIES

Ensures security and privacy for all guests is maintained at all times.

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.

Performs one or more of the following duties: Uses heavy power mowers, adjusts blades, and cleans and oils mowers; cuts trees, using ax or chain saw. Digs ditches and trenches with pick and shovel where dirt is hard and compact and does grading and sloping. Occasionally and for short periods of time, breaks up pavement with jackhammer, mixes and pours concrete, asphalt, and hot mix, fills and levels holes in damaged roads. Moves furniture and equipment.

May be required to greet guests at time of arrival and offer assistance with luggage, directions, base services, and local area information. May be required to store and track guest luggage in a secure area.

Performs other related duties as required.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION

Ability to operate, control, and clean heavy power equipment and to work safely with heavy tools. Ability to provide continual care and attention both to avoid accidents and to finish the work properly. Prior job experience or on-the-job training is normally required to gain this ability. Ability to complete assignments involving several tasks or processes, which require remembering directions, sequences, etc.

Must possess basic math and reading skills.

Must be able to communicate clearly and effectively both verbally and in writing in English.

FACTOR 2. SUPERVISORY CONTROLS

For most assignments, the supervisor gives detailed instructions or provides continual supervision. The incumbent is responsible for completing work after getting initial oral or written instructions.

FACTOR 3. GUIDELINES

The incumbent works under normal supervision. Incumbent is expected to perform daily work on own initiative and carry out assignments in accordance with DOD and Navy regulations. The leader/ supervisor will provide suggestions for handling unusual situations.

FACTOR 4. COMPLEXITY

The operation conducts business 24 hours a day, 365 days a year. Customer service is of the foremost importance in this position.

Laborers work various shifts. The incumbent, over a period of time, will be required to work each shift and must be trained to accomplish a variety of tasks.

FACTOR 5. SCOPE AND EFFECT

The purpose of the work is to provide general non-technical services. The work directly contributes to the military members, retirees, civilians, and family member's quality of life, mission readiness, and contributes to job satisfaction and retention of valuable members.

FACTOR 6. CONTACTS

Contacts include regional staff, all department heads, and lodging staff. Some contact with guests, contractors, vendors, and representatives of private industry.

FACTOR 7. PURPOSE OF CONTACTS

Contacts are made to coordinate and/or obtain information relating to the general property operation.

FACTOR 8. PHYSICAL DEMANDS

May exert very heavy physical effort in doing such tasks as frequently lifting and moving objects weighing over 50 lbs. , running power mowers on grades, or pushing heavy wheelbarrow loads of cement, lifting or carrying luggage, etc.

FACTOR 9. WORK ENVIRONMENT

Work indoors may expose the worker to drafts, noise, dust and dirt and require standing on concrete floors for long periods. Extreme temperature and weather conditions may exist when working outdoors. Special care is required to avoid serious injuries. Must wear issued Personal Protective Equipment (PPE) and protective gear.

SPECIAL REQUIREMENTS

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 subj etc. 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.

Must possess a valid state driver's 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).

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

Recreation Aid (Community Recreation)

NF-0189-01, Flex Position, \$10.00 per hour NTE 09/30/2021

Major Duties and Responsibilities

Performs duties assigned and provides necessary services to authorized patrons, including general information and support of Community Recreation Programs. Provides information concerning facilities and operation. Ensures adherence to regulations, safety, and security procedures.

Assists in maintaining routine reports and/or performs clerical, custodial and/or general maintenance duties as needed. Operates a cash register, Point of SALE (POS) system, processes product or service transactions including equipment loans, rentals, resale, and program registration; receives payments and makes change as required.

Provides customer service by greeting patrons in person and by answering the telephone; takes messages and handles customer requests or referrals to the appropriate staff member. All of the above mentioned tasks relate to Community Recreation Program delivery, e.g. inventory control, equipment inspection, restocking, point of sale system operation, and cash handling.

Ability to communicate orally and in writing. Work schedule is flexible and will vary as required by the needs of the program to include night, weekend, and holiday shifts as well as split days off.

Recreation Assistant (Lifeguard)

NF-0189-02, Flex Position, \$12.00 – 13.00 per hour

Major Duties and Responsibilities

Performs all pool and/or waterfront lifeguard responsibilities (e.g., supervising swimmers/patrons and their activities, monitoring all natural water activities, applying first aid, enforcing safety rules, reporting safety hazards to supervisor, performing water rescues as necessary, etc.).

Observes conditions of area assigned (e.g., possible hazards, water/chemical conditions, wind and weather, etc.) to ensure a safe environment, removing hazardous materials when necessary (e.g., floating debris, glass, etc.).

Performs rescue work, promptly renders cardiopulmonary resuscitation (CPR) or emergency first aid, and calls for medical assistance as necessary.

Conducts and documents pool chemical testing results. Checks chlorine and pH levels on a scheduled basis; notifies Certified Pool Operator or supervisor of chemical imbalances; adjusts chemicals as directed.

Documents marine life, water conditions and weather conditions.

Administers aquatic assessment testing and certification in accordance with Department of Defense (DoD), Department of the Navy (DON) and CNIC policy.

Provides introductory equipment orientations, as needed.

Checks identification cards for authorized patrons and collects usage fees, if applicable.

Serves as the primary liaison between the activity, security, medical departments, and Aquatics Coordinator during emergencies.

Performs cleaning duties (e.g., basic janitorial services, vacuuming, skimming, etc.) and routine facility maintenance as assigned by Aquatics Coordinator.

Inspects stands, boards, ropes, safety gear and condition of the dressing rooms, ensuring they are within the condition required by environmental health standards. Informs supervisor of deficiencies.

Uses and maintains care of emergency equipment (e.g., specialized kits and bags, backboards, suction devices, splints, stretchers, monitoring equipment, etc.).

Enforces applicable policies and procedures of Morale, Welfare, and Recreation (MWR) regarding the use of Aquatic facilities and waterfront operations.

Prepares accident/incident reports during emergencies. Notifies management of all emergencies immediately.

Works with hazardous materials (e.g., cleaning agents, pool chemicals, etc.).

Must possess and maintain the following certifications: Lifeguard and CPR certification

Recreation Assistant (Fitness)

NF-0189-02, FLEX position, \$12 -\$15.00 per hour

Major Duties and Responsibilities

Incumbent is assigned to one or more specialized recreational activities such as the following: Marina/Fishing Piers, Community Activities, ITT Office, Campsites/Cottages, Arts & Crafts, Fitness/Athletics, Golf Course, Skeet Range, Youth Activities, Bowling Centers & Stables. Performs and/or assists in the operation of the recreation activity. Based on established policies, incumbent carries out assigned phases of designated activity applying an understanding of the interest and needs of program participants.

Typical assignments may include: establishing schedules of events; applying rules and regulations in supervising assigned youth participants in indoor and outdoor activities; setting up gymnasiums and playing fields for sports events; scheduling and conducting tours and field trips. Demonstrates procedures common to the activities, and instructs in the use of related equipment. Conducts instructional classes in the recreational area. Helps to plan and coordinates details of recreational activities and maintains related supplies. Assists in planning, scheduling and publicizing various activities to attract and motivate participants.

May oversee sale of retail items associated with activities. Ensures adherence to safety rules and regulations. Performs other related duties assigned.