

VACANCY ANNOUNCEMENT



** AMENDED 7/12/2010

MARINE CORPS BASE HAWAII

MCCS Personnel Office

www.mccshawaii.com

Box 63073 MCBH, Kaneohe Bay, HI 96863-3073

Fax 808-254-4888

| | | | |
|---|--|--|-------------------|
| POSITION: | PROJECTIONIST (RELEIF) | | |
| SALARY: | **\$15.62 Per Hour | SERIES NUMBER: | NA-3910-07 |
| ANNOUNCEMENT #: | 0045-10 | OPEN DATE: | 02/16/2010 |
| LOCATION: | Business Operations - KBAY Theater | FIRST CUT OFF DATE: | 02/23/2010 |
| AREA OF CONSIDERATION: | All Sources | HOURS: Sun 1:30pm- 8:30pm, Wed 6:30pm- 9:00pm, Fri & Sat 6:30pm – 11:30pm (AS SCHEDULED) **Hours subject to change based on business requirements** | |
| <input checked="" type="checkbox"/> Background Check Required and/or Investigative Consumer Report | <input type="checkbox"/> Salary to be increased by COLA (Subject to change) | <input type="checkbox"/> Valid Drivers License Required | |
| <input checked="" type="checkbox"/> Minimum Age Requirement 18 | <input type="checkbox"/> Minimum Age 21 Required | <input type="checkbox"/> Resume/Cover Letter Required | |
| <input type="checkbox"/> Pre-Employment Drug Test | <input type="checkbox"/> Health Card Required | <input type="checkbox"/> RFT <input type="checkbox"/> RPT <input checked="" type="checkbox"/> FLEX (On-Call) | |

DUTIES: Sets up, operates and maintains 35mm motion picture projecting equipment, and public address or intercommunication systems. Inspects film before it is shown and reports any problems or potential problems to supervisor before show time. Performs adjustments and organizational maintenance/repairs on equipment. May be required to cut and splice film. Maintains log of servicing dates for machines to ensure proper maintenance service is obtained in a timely manner. Advises supervisor when maintenance servicing is due. Keeps projection booth clean and orderly. May prepare film for forwarding. Packages film according to instruction determined by designation. May act as Theater Operations Assistant during absences, and also be required to sell tickets and maintain order during showings. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS: Ability to set-up and adjust sound motion picture projectors properly to achieve proper size, illumination, and focus of the image and to operate motion picture and public address systems. Ability to replace defective lamps, fuses, tubes, clean, and make minor complicated maintenance adjustments to equipment such as replacing worn carbons, realigning reflectors with lens and screen, aligning and focusing sound optical systems, and to cut and splice film to correct breakage. Skill in anticipating transfer of operation from one machine to another without interrupting flow of action on screen, and ability to use hand tools such as allen wrenches, screwdrivers, and pliers are required.

FILING INSTRUCTIONS: A completed MCCS employment application to the NAF Personnel Office. APPLICATIONS RECEIVED BY **02/23/2010** WILL BE GIVEN FIRST CONSIDERATION. Failure to address these requirements and/or failure to fully complete the employment application form will preclude consideration. Position to remain open until filled.

WHAT TO FILE: An application may be obtained at the NAF Personnel Office or by visiting our website at www.mccshawaii.com.

CURRENT MCCS HAWAII EMPLOYEES: Submit APPLICATION FORM NAF 0910 FORM P-455.

WHERE TO FILE: MCCS Human Resources Bldg. 219 MCBH. Fax to (808)-254-4888 or mail to NAF Personnel Office, Box 63073 MCBH, Kaneohe Bay, HI 96863-3073. Submit on line application through www.mccshawaii.com website by selecting MCCS NAF Job Listings and then choose Apply Now option.

SPOUSE PREFERENCE: Spouses of relocating active duty military members applying through the Spouse Preference Program must submit a written request/statement (*may be obtained from the MCCS Human Resources Office*) and attach a copy of sponsor's Permanent Change of Station (PCS) orders.

CONDITIONS OF EMPLOYMENT: Applicants are required to successfully complete required background check and screening. Direct deposit is a mandatory condition of employment.

EQUAL EMPLOYMENT OPPORTUNITY: MCCS does not discriminate against race, color, national origin, age, sex, religion, physical or mental disability or reprisal. MCCS provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of our application and hiring process, please notify the NAF Personnel Office representative. The decision on granting reasonable accommodation will be on a case-by-case. **NO FEAR ACT:** MCCS does not retaliate against an employee or applicant for making a protected disclosure. For more information, please refer to <http://www.eeoc.gov> and <http://www.osc.gov> or contact the Personnel Office.

DFWP: This activity is a Drug-free workplace. The use of illegal drugs by NAF employees, whether on or off duty, cannot and will not be tolerated. Federal employees have a right to a safe and secure workplace, and Marines, sailors, and their family members have a right to a reliable and productive Federal workforce.