

# VACANCY ANNOUNCEMENT



MARINE CORPS BASE HAWAII

MCCS Personnel Office

[www.mccshawaii.com](http://www.mccshawaii.com)

Box 63073 MCBH, Kaneohe Bay, HI 96863-3073

Fax 808-254-4888

<b>POSITION:</b>	<b>Laborer</b>		
<b>SALARY:</b>	<b>\$11.96</b>	<b>SERIES NUMBER:</b>	<b>NA-3566-03</b>
<b>ANNOUNCEMENT #:</b>	<b>0052-10</b>	<b>OPEN DATE:</b>	<b>02/22/2010</b>
<b>LOCATION:</b>	<b>Business Operations Temporary Lodging Facility</b>	<b>FIRST CUT OFF DATE:</b>	<b>03/01/2010</b>
<b>AREA OF CONSIDERATION:</b>	<b>All Sources</b>	<b>HOURS: Sunday–Saturday including weekends and holidays 6:00 a.m – 8:00 p.m.</b> <b>**Hours subject to change based on business requirements**</b>	
<input checked="" type="checkbox"/> <b>Background Check Required and/ or Investigative Consumer Report</b>	<input type="checkbox"/> <b>Salary to be increased by COLA (Subject to change)</b>	<input checked="" type="checkbox"/> <b>Valid Drivers License Required</b>	
<input checked="" type="checkbox"/> <b>Minimum Age Requirement 18</b>	<input type="checkbox"/> <b>Minimum Age 21 Required</b>	<input type="checkbox"/> <b>Resume/Cover Letter Required</b>	
<input type="checkbox"/> <b>Pre-Employment Drug Test</b>	<input type="checkbox"/> <b>Health Card Required</b>	<input checked="" type="checkbox"/> <b>RFT</b> <input type="checkbox"/> <b>RPT</b> <input type="checkbox"/> <b>FLEX</b>	

**DUTIES:** Performs a variety of heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing trash. Empties trash cans, does painting and minor carpentry, replenish bathroom supplies, mow lawns, and see that heating and air-conditioning equipment works properly through preventative maintenance. Wet- or dry-mop floors, clean bathrooms, vacuum carpets, dust furniture, make minor repairs, and exterminate insects and rodents. Cleans debris from sidewalks in front of buildings and notify management of the need for major repairs. Performs simple plumbing repairs, replacing faucets or washers; repairing toilet flushing devices; clearing clogged drains, and tightening leaking pipe joints. Performs light maintenance on air conditioning units and intermediate maintenance on equipment in the facility. Does minor electrical repairs to switches and boxes and replaces electric lights, fuses and covers. Provides World Class Customer Service with an emphasis on courtesy. Assists customers and communicates positively in a friendly manner. Takes action to solve problems quickly. Alerts the higher-level supervisor, or proper point of contact for help when problems arise. Adheres to safety regulations and standards. Promptly reports any observed workplace hazards, and any injury, occupational illness, and/or property damage resulting from workplace mishaps to the immediate supervisor. Adheres to established standards of actively supporting the principles of the EEO program and prevention of sexual harassment. Adheres to safety regulations and standards. Uses required safety equipment, and observes safe work procedures. Promptly reports any observed workplace hazards, and any injury, occupational illness, and/or property damage resulting from workplace mishaps to the immediate supervisor. Observes environmental, safety, security and housekeeping rules and regulations. Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS:** Basic knowledge of trade practices sufficient to complete simple tasks using common skills. Familiarity with safe use of common hand and powered tools. Ability to operate and maintain machines, such as wet-and-dry vacuums, buffers, and polishers. Knowledge of common cleaning materials and ability to use and store them safely. Performs simple tasks independently after receiving detailed instructions. Requires prolonged standing; stooping, bending, kneeling, climbing, and working in tiring and uncomfortable positions. Lifts, carries, and sets up materials and equipment. Lifts and carries objects up to 45 lbs independently and objects over 45 lbs with assistance. Work is performed both inside and outside, and is exposed to dirt, paint vapors and fumes, possible electric shock, scrapes, burns and cuts.

**FILING INSTRUCTIONS:** A completed MCCS employment application to the NAF Personnel Office. APPLICATIONS RECEIVED BY 03/01/201, 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](http://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](http://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:** The U.S. Department of Homeland Security requires a mandatory national agency background check for all NAF employees, which is a condition of employment with MCCS Hawaii. In addition, direct deposit is also a mandatory requirement for 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.