

# 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>GROUND MAINTENANCE SUPERVISOR</b>		
<b>SALARY:</b>	<b>\$19.33 PER HR</b>	<b>SERIES NUMBER:</b>	<b>NS-5003-08</b>
<b>ANNOUNCEMENT #:</b>	<b>0064-10</b>	<b>OPEN DATE:</b>	<b>03/05/2010</b>
<b>LOCATION:</b>	<b>MCCS LOGISTICS</b>	<b>FIRST CUT OFF DATE:</b>	<b>03/12/2010</b>
<b>AREA OF CONSIDERATION:</b>	<b>All Sources</b>	<b>HOURS: MON-FRI; 7:00AM-3:30PM</b> **Hours subject to change based on business requirements**	
<input checked="" type="checkbox"/> <b>Background Check Required and/or Investigative Consumer Report</b>		<input checked="" type="checkbox"/> <b>Valid Drivers License Required</b>	<input checked="" type="checkbox"/> <b>RFT</b> <input type="checkbox"/> <b>RPT</b> <input type="checkbox"/> <b>FLEX</b>

**DUTIES:** Supervises grounds maintenance workers in work such as adjusting mineral content of soil, transplanting a wide variety of grasses, flowers, shrubs, and trees, pruning trees to obtain a proper balance between roots and top growth. Works with project plans, master landscape, and long range plans, and event plans making independent judgments within the framework of good grounds practices. Responsible for supporting all special events and internal MCCS activities with requirements for tents, portable bleachers, fencing and crowd control barriers. Supervises and performs skilled work in the area of athletic field development and maintenance. Work includes analyzing each athletic field's specific requirements and developing a treatment plan to maintain the field in satisfactory condition; fertilizing and treating for weeds and pests; the lining and marking of fields to meet specific sport requirements for various types of athletics such as football, baseball, soccer, etc... and at different levels to include intramural, youth, teen, little league, etc performing scheduled maintenance on assigned equipment; using and storing chemicals in accordance with applicable local, state and federal guidelines. Position also works in a close relationship with the Facilities side of the operation as many of the special events require support from all sections of the Logistics department.

Supervises employees to include: assigning and distributing work, coaching, counseling, tutoring, and mentoring employees; approving and disapproving leave, recommending and completing personnel actions, completing performance reviews and signing timecards, training employees, keeping abreast of and actively supporting the principles of the EEO program, and prevention of sexual harassment. Performs quality assurance inspections of groundskeepers or provides guidance to perform such inspections. Must be alert to alcohol abuse, and take appropriate action.

Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS:** Must know how to propagate and cultivate a wide variety of plants and perform a wide range of gardening work. Ability to use various foliage feeding, root feeding, and soil additive techniques in fertilizing different varieties of plants. Knowledge to prune to obtain a proper balance between roots and top growth; to modify or retain the natural form. Knowledge of local, state and federal guidelines regarding the use and storage of chemicals and hazardous materials used in the care and maintenance of athletic fields. Skill in recognizing the different types, causes for, and proper treatment of weed and insect infestations. Ability to develop irrigation and mowing schedules which complement athletic field treatments. Must have working knowledge of sports field layouts and preparation based on the various sporting leagues, associations and organizations. Performs work independently, consulting gardening books or catalogs regarding physical characteristics of plants and individual plant requirements for sun, water, minerals and soil mixture. Within framework of accepted practices makes independent judgments in treating soil and in deciding which plants will be moved, and how problem conditions will be treated. Work requires frequent walking, standing, pushing of carts and wheelbarrows, bending and stooping. Climbs ladders to prune or trim vegetation. Lifts and carries objects up to 45 lbs independently and objects over 45 lbs with assistance. Work is done outside and incumbent is subject to discomfort from long periods in hot sun, and chilly or rainy weather. Exposed to dirt, dust chemical sprays and mud. May be required to wear protective clothing.

**FILING INSTRUCTIONS:** A completed MCCS employment application to the NAF Personnel Office. APPLICATIONS RECEIVED BY **03/12/2010** 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](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.

**EVALUATION AND RANKING OF CANDIDATES:** All qualified applicants will receive consideration for employment regardless of race, religion, color, sex, national origin, political affiliation, marital status, membership or non-membership in an employee organization, age or handicap condition. Applicants who meet the qualifications will be evaluated.

**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.