

VACANCY ANNOUNCEMENT



MARINE CORPS BASE HAWAII
 MCCS Personnel Office
www.mccshawaii.com
 Box 63073 MCBH, Kaneohe Bay, HI 96863-3073
 Fax 808-254-4888

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| POSITION: | LABOR LEADER | | |
| SALARY: | \$12.97 PER HR | SERIES NUMBER: | NL-3502-03 |
| ANNOUNCEMENT #: | 0067-10 | OPEN DATE: | 03/05/2010 |
| LOCATION: | MCCS LOGISTICS | FIRST CUT OFF DATE: | 03/12/2010 |
| AREA OF CONSIDERATION: | All Sources | HOURS: MON-FRI; 7:00AM-3:30PM **Hours subject to change based on business requirements** | |
| <input checked="" type="checkbox"/> Background Check Required and/or Investigative Consumer Report | | <input checked="" type="checkbox"/> Valid Drivers License Required | <input checked="" type="checkbox"/> RFT <input type="checkbox"/> RPT <input type="checkbox"/> FLEX |

DUTIES: Leads all lower grade laborers and labor leaders in accomplishment and planning of work. Demonstrates work methods and provides training and work-related guidance for lower grade workers. Relays instructions to personnel. Ensures that workers have the necessary tools and equipment to perform the assigned duties. Reviews and spot checks work in progress and upon completion to ensure proper quality of work is performed. Corrects any discrepancies that are found. Ensures employees follow security, safety and good housekeeping practices. Ensures that materials and equipment are properly and safely stored, protected and maintained. Informs supervisors of work progress, operating problems, need for supplies and equipment, actual or potential delays and similar items. Maintains supplies and inventory records in conjunction with the warehouse personnel. Responsible for closing-out each work order and supplying feedback and status of work to the customer via the work order clerk. May be required to perform any of the following duties; Loads and unloads heavy boxes, bulky supplies, and materials to and from trucks, dollies, etc. Moves heavy boxes or cartons by hand, hand-truck, or dolly. Opens crates and boxes using crowbars and cuts bands using shears. Stacks boxes and cartons where directed. Using a shovel, digs ditches where grading and sloping is not required. Fills holes with dirt and levels bumps and low places using shovel, hand tamper, and rake. Runs hand and powered (walking type) lawnmowers, which do not require very heavy physical effort. Clears small trees and bushes using hatchet, handsaw, or clipper. Moves and arranges furniture as directed. May shovel sand or dirt from sidewalks. Collects and empties garbage cans. Washes and waxes cars and trucks by hand or using powered buffer. Relays instructions from supervisor. Gets work started. Sets work pace. Demonstrates work methods, and provides work-related guidance. Ensures worksite materials and tools are available to complete work. Reports workplace injuries immediately to the immediate or higher level supervisor, and to the Human Resources office in the absence of the immediate supervisor. Checks with supervisor on problems. Checks on work and meets productivity goals. Ensures the completion and closing of each work request. Ensures employees follow security, safety and housekeeping rules. Conducts on-the-job training and instructions. Performs supervisory duties in an emergency, or short-term and nonrecurring basis. 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. Performs other related duties as required.

QUALIFICATION REQUIREMENTS: Must be able to work independently. Skilled in all phases of laborer procedures. Possess ability to clearly communicate general and specific instructions, both orally and in writing. Possess ability to lead employees in accomplishment of work. Must be able to read and understand product labels. Knowledgeable in safe working habits, conditions and environment. Knowledgeable in fire, safety and security requirements. Ability to use various industrial-type equipment, to include performing minor maintenance on equipment. Works with specific oral and written instructions. Assigns duties to personnel and ensures they are completed correctly and in the allotted time given. Normal duties are performed without instructions from the supervisor. Checks with supervisor when situations arise that have any questionable aspects to the tasks. Work involves light to heavy physical effort, continual walking, standing, bending, stooping and reaching. Lifts and carries objects up to 45 lbs independently and objects over 45 lbs with assistance. Must be able to work from ladders and scaffolds. Work may be performed outdoors, occasionally in bad weather, involving exposure to extreme temperatures. Indoor working conditions may expose the worker to drafts, noise, dust and dirt and require standing on concrete floors for long periods. The tools, equipment, and heavy objects involved occasionally present chances of serious injury.

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. **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.

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.