

VACANCY ANNOUNCEMENT



MARINE CORPS BASE HAWAII

MCCS Personnel Office

www.mccshawaii.com

Box 63073 MCBH, Kaneohe Bay, HI 96863-3073

Fax 808-254-4888

POSITION:	GARDENER		
SALARY:	\$14.57 PER HOUR	SERIES NUMBER:	NA-5003-06
ANNOUNCEMENT #:	0070-10	OPEN DATE:	03/08/2010
LOCATION:	Business Operations: Tiki Island	FIRST CUT OFF DATE:	03/15/2010
AREA OF CONSIDERATION:	All Source	HOURS: Mon – Fri 6:00am – 2:30 pm **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 checked="" type="checkbox"/> Valid Drivers License Required	
<input 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 checked="" type="checkbox"/> RFT <input type="checkbox"/> RPT <input type="checkbox"/> FLEX	

DUTIES: Performs seasonal gardening tasks such as fertilizing, preparing seedbeds, transplanting, laying sod, aerating, pruning, trimming and applying chemicals to plants according to seasonal schedules or project plans for assigned area and in consonance with environmental instructions. Considers suitability of weather, degree of moisture in soil, and stage of plant growth in deciding when and how to do work. Figures quantities of plants, seeds, fertilizer, and other materials needed for specific areas. May start nursery and coldframe beds independently and select proper fungicides, insecticides, and herbicides for the control of common plant diseases, plant insects, and weeds. May operate a variety of vehicles. Performs other rated duties as assigned.

QUALIFICATION REQUIREMENTS: Knowledge of gardening procedures to decide when and which standard method to use. Knowledge of: when and how plants should be watered, when to thin or transplant plants and how to prune plants or trees to remove diseased parts and seal wounds with coating mixtures; knowledge of harvesting seeds and removing bulbs from ground storage; knowledge of and ability to build a good soil base and place seeds at proper depth, in consideration of moisture, temperature, humidity, and ventilation requirements needed to encourage germination and growth of new plants. Ability to compute required quantities of plants, seeds and other garden materials needed for specific areas; and select and use fungicides, insecticides, and herbicides for control of common plant disease, plant insects and weeds. Work requires frequent walking, standing, pushing of carts and wheelbarrows, bending and stooping. Occasionally climbs ladders to prune or trim vegetation and frequently lifts heavy objects weighing 40 pounds.

FILING INSTRUCTIONS: A completed MCCS employment application to the NAF Personnel Office. APPLICATIONS RECEIVED BY **03/15/2010**, WILL BE GIVEN FIRST 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.

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

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.

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.