



JOB TITLE	Automotive Helper
AGENCY	Commander, Navy Installations Command
BRANCH	N922 Community Recreation
JOB ANNOUNCEMENT NUMBER	FFR18-0038
SALARY RANGE	\$11.59 - \$13.50 Hourly
OPENING DATE	Friday, January 5, 2018
FIRST CUT-OFF DATE	Friday, January 26, 2018
CLOSING DATE	Open Until Filled
SERIES & GRADE	NA-5823-05
POSITION INFORMATION	FLEX
NUMBER OF VACANCIES	1
DUTY LOCATION(S)	Naval Air Facility Atsugi, Japan
WHO MAY APPLY	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area

SUMMARY DUTIES AND RESPONSIBILITIES

Assists automotive mechanics in performance of maintenance and repair on all combustion powered vehicles. Helps with repairs that can be accomplished by removing, replacing, adjusting, or cleaning defective parts or components such as fouled spark plugs, worn brakeshoes, water pumps, engine gaskets belts and hoses, etc. Under the direct supervision of the automotive mechanic or higher grade worker, removes and replaces with standard parts, items such as spark plugs, fan belts, starters, carburetors, fuel pumps, water pumps, mufflers, tail pipes, etc. Assists in making settings and adjustments such as setting distributor and voltage regulator points, gapping spark plugs, setting engine idle and time, and taking up on brakes. May assist higher grade mechanics and workers in making service calls. May be required to operate a light truck or van to answer trouble calls or transport men and materials to and from jobs. May assist with use of on-board computers and electronic analyzers to help diagnose problems with automatic computer control systems and emission systems. May perform maintenance on lawn cutting equipment, such as cleaning filters, spark plugs and sharpening blades. Observes environmental, safety and security rules and regulations. Performs other related duties as required.

QUALIFICATIONS REQUIRED

A basic knowledge of automotive repair such as could be gained at the high school or trade school level. Ability to use standard and metric automotive hand and powered tools. Ability to operate a motor vehicle. A driver's license is required.

CONDITIONS OF EMPLOYMENT

Satisfactorily complete all background checks to include National Agency Check with Written Inquiries (NACI).

OTHER INFORMATION

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

The Department of the Navy (DON) is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, national origin, religion, sex, age, mental or physical disability, genetic information, reprisal, marital status, political affiliation, sexual orientation, or any other non-merit factor. The DON provides reasonable accommodations to applicants with disabilities. Applicants with disabilities who believe they may require reasonable accommodation(s) should email their request to MWR_Recruitment@fe.navy.mil to ensure proper consideration is given.

HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined Ranking and Rating Criteria of knowledge,

skills, and abilities will be used for each application.

BENEFITS

NAF Flexible (FLEX) employees are not eligible for benefits or leave accrual.

HOW TO APPLY

Interested applicants can submit all required documents to: Building 978 FFR Personnel Office NAF Atsugi, Japan.

Or send your resume via email: MWR_RECRUITMENT@fe.navy.mil

Or mail to: Commander Navy Region Japan
NAF Human Resource Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Please visit our webpage at <http://www.navymwratsugi.com/jobs> to find a sample format and information on Military Spouse Preference.

Please direct inquiries to: MWR_RECRUITMENT@fe.navy.mil

REQUIRED DOCUMENTS

- Resume or NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) (Declaration for Federal Employment / Must be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (if applicable to position requirements), if applicable to position requirements
- If claiming Veteran's Preference, a legible copy of DD-214 (page 4).
- If you are a current Federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

AGENCY CONTACT INFO

Commander Navy Region Japan
NAF Human Resources Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Commander, Navy Installation Command
Tel: 315-243-5446 / 046-816-5446
Email: MWR_RECRUITMENT@fe.navy.mil

WHAT TO EXPECT NEXT

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job**. Applications received after the closing date **will not be considered**. If selected for an interview, applicants can expect to be contacted 1-3 weeks after the interview with a position offer or notification of non-selection.