



**NAF Vacancy Announcement**  
**NAF Human Resources Branch**  
**MARINE CORPS BASE QUANTICO**  
 2034 Barnett Ave, Little Hall, Quantico, VA 22134  
 COM: (703) 784-3454 DSN: 278-3454 FAX: (703)784-3460  
 E-MAIL: [Quantico.vacancies@usmc-mccs.org](mailto:Quantico.vacancies@usmc-mccs.org)  
 WEB SITE: [www.quantico.usmc-mccs.org](http://www.quantico.usmc-mccs.org)

<b>POSITION:</b>	<b>AUTOMOTIVE WORKER NA-8</b>		
ANNOUNCEMENT #:	97-09SFP	OPEN:	3 Nov 2009
LOCATION:	Auto Hobby Shop	CLOSE:	<b>17 Nov 2009</b>
WHO MAY APPLY:	ALL SOURCES	SALARY:	<b>\$13.57 PER HOUR</b>
TYPE OF APPOINTMENT:	Regular Full-time, Non-Exempt	<b>HOURS: Wed – Sun – 40 hours per week</b> <small>** Hours subject to change based on business requirements**</small>	
<input checked="" type="checkbox"/> Background Check Required	<input type="checkbox"/> Health Card Required	<input checked="" type="checkbox"/> Valid Virginia Drivers License Required	

**SUMMARY OF DUTIES:**

Makes repairs that can be accomplished by removing, replacing, adjusting, or cleaning defective automotive parts or components such as replacing sensors, water pumps, spark plugs, brakeshoes, mufflers, radiator caps, condensers, engine gaskets, and a variety of belts and hoses. Adjusts brakes, transmission linkages, engine idle, voltage and current control valves, sensing valves, expansion valves, and pressure regulator valves. Cleans or replaces filters, screens, battery cables and clamps, engine components, and heating and cooling devices. Flushes radiators and replaces anti-freeze solutions. Aligns front ends by adjusting caster, camber, and setting toe-in. Locates worn or poorly adjusted parts through visual and auditory checks, and through use of a small variety of test equipment such as test lamps, timing lights, multimeters, tachometers, and dwell meters. May use vehicle on-board computers to help diagnose problems, and electronic analyzers to test automotive computer control systems and emission systems. Observes established safety, sanitation and hazardous waste disposal rules and requirements. Operates vehicles to test repair and move around facility.

Provides World Class Customer Service with an emphasis on courtesy. Assists customers and communicates positively in a friendly manner. Acknowledges customers, smiles and makes eye contact. Asks questions to determine, verify and solve problems. Checks for satisfaction on the quality of goods and services. 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. 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.

Adheres to established standards of actively supporting the principles of the EEO program and prevention of sexual harassment.

Performs other related duties as assigned.

**Skills and Knowledge:** Knowledge of various techniques for removing, replacing, cleaning, and installing a variety of parts, components, and accessories such as filters, radiators, engine thermostats, wheel cylinders, universal joints, wheel bearings, springs, shock absorbers, mufflers, components of heating and air conditioning systems, brake components, catalytic converters, clutch assemblies, carburetors, and suspension components including lower control arms, struts, constant velocity joints and stabilizer arms. Ability to determine when parts should be cleaned and reinstalled or replaced with standard parts. Basic understanding of on-board computer diagnostic systems and other test equipment. Ability to test automotive computer control systems and emission systems. Skill in using basic tools and operating equipment common to the occupation. Basic understanding of makeup and operation of various individual automotive systems. Must have valid driver's license.

**Responsibility:** Work is assigned orally or through work orders by the supervisor or a higher graded worker, indicating the nature of the problem. Incumbent selects tools, decides on techniques and carries out assignments. Obtains standard parts. Routine repair and maintenance duties are accomplished independently. Assistance is provided by supervisor or higher graded worker when standard procedures fail to correct the problem or when assigned more complex repairs. Completed work is checked for compliance with instructions, specifications, and standard shop practices.

**Physical Effort:** Work is often performed in tiring, awkward and uncomfortable positions. Frequent standing, bending, stooping and crawling. Lifts and carries objects up to 45 lbs independently and objects over 45 lbs with assistance.

**Working Conditions:** Exposed to drafts, noise, fumes, dirt, dust and grease. Works with automotive fluids that may cause chemical irritations. Must wear issued protective gear.

#### **GENERAL INFORMATION:**

Applicants are assured of equal consideration regardless of race, age, color, religion, national origin, gender, political affiliation, physical handicap, marital status, membership or non-membership in an employee organization. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify MCCA HR at 703-784-3454. The decision on granting reasonable accommodation will be on a case-by-case basis. It is Department of Navy (DON) policy to provide a workplace free of discrimination and retaliation. The DON No Fear Act policy link is provided for your review. <https://www.donhr.navy.mil/NoFearAct.asp> As part of the employment process, the Marine Corps Community Services (MCCA) may obtain a Criminal Record Check and/or an investigative Consumer Report. For all positions requiring access to firearms or ammunition, the Federal Government is prohibited from employing individuals in these positions who have ever been convicted of a misdemeanor crime of domestic violence, or a felony crime of domestic violence adjudged on or after 27 November 2002. Selectees for such positions must submit a completed DD Form 2760, Qualification to Possess Firearms or Ammunition, before a final job offer can be made.

Direct Deposit of total NET pay is mandatory as a condition of employment for all appointments to positions within MCCA.

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.

#### **FILING INSTRUCTIONS:**

All candidates must submit a complete application or resume to MCCA Division, NAF Human Resources, PO Box 1397, Quantico, VA 22134-1397. Correspondence must be received by 4:00 p.m. on the closing date of this announcement. Fax: 703-784-3460 E-mail: [Quantico.vacancies@usmc-mcca.org](mailto:Quantico.vacancies@usmc-mcca.org)

**POSITIONS ARE SUBJECT TO A ONE-YEAR PROBATIONARY PERIOD**