



NAF Vacancy Announcement

NAF Human Resources Branch

MARINE CORPS BASE QUANTICO

2034 Barnett Ave, Little Hall, Quantico, VA 22134

COM: (703) 784-3454 DSN: 378-3454 FAX: (703)784-3460

E-MAIL: Quantico.vacancies@usmc-mccs.org

WEB SITE: www.quantico.usmc-mccs.org

POSITION:	Motor Vehicle Operator, NA-06 ***POSITION REQUIRES PASSING AN FBI ACADEMY SECURITY CLEARANCE***		
ANNOUNCEMENT #:	124-09RET	OPEN:	November 6, 2009
LOCATION:	VENDING	CLOSE:	November 19, 2009
WHO MAY APPLY:	ALL SOURCES	SALARY:	\$12.09/ hour
TYPE OF APPOINTMENT:	Regular Full-time, Non-Exempt	HOURS: Monday-Friday 0600-1430 ** Hours subject to change based on business requirements**	
<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:

Operates and performs operator maintenance on one or more commercial motor vehicles to include but not limited to: platform trucks, van trucks, stake trucks, dump trucks, passenger shuttle vans, and cargo vans which typically have an approximate gross vehicle weight (GVW) up to 26,000 pounds. Vehicles are driven on the basis of either specific trip assignments or regularly established schedules over public roads at highway speeds throughout rural or urban areas over Federal, state, and county roads and city streets in all traffic conditions. Adheres to all State, local and installation traffic laws and ordinances. Maneuvers vehicles in and out of constricted areas including narrow city streets and congested parking lots. May operate vehicles equipped with a power takeoff device for transferring engine power to special purpose accessory equipment, such as winches, power lifts. Will be required to locate and load merchandise to be delivered, ensuring cargo is protected from weather and is properly distributed and secured to prevent damage or loss during transit. May also be required to unload and store merchandise at the delivery destination.

Verifies/prepares/maintains documents either manually or by using automated equipment used in the shipping and receiving of merchandise/cargo. Completes and signs, and/or obtains required signature on necessary shipping and receiving documents. May be required to operate standard warehouse material handling equipment in the loading and unloading of freight. Complies with applicable safety regulations. During periods of non-driving, may be assigned to perform other duties associated with normal warehouse operations.

Performs a wide range of warehousing activities, including receiving, storing, and shipping a variety of supplies, materials, equipment and resale merchandise. Receives, unloads and processes incoming and outgoing shipments/trucks. Reports over, short, or damaged conditions. Completes and signs shipping and receiving reports. Routes material and equipment to correct locations or storage areas. Marks/prices stock in accordance with standard warehouse procedures. Locates, assesses, loads and moves material for shipment and verifies or prepares documents either manually or by using automated equipment such as computer terminals and bar code wands to read, store, track and prepare materials documentation. May operate warehouse tractors, forklifts. Counts types and quantities of items during inventories. Recounts or searches other storage locations to assist in determining the basis for over, short, or misplaced items.

Provides World Class Customer Service with an emphasis on courtesy. Assists customers and communicates positively in a friendly manner. Acknowledge 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:

Skill in operating vehicles that are high, wide, long and heavy. Knowledge to make difficult judgments concerning loading and arranging cargo, overhead and side clearances, turning radius, braking distance, and distance to be maintained from other vehicles. Selects routes to take which will accommodate the size and weight of the vehicle and the laws restricting use of some roads by such vehicles. Ability to manipulate hydraulic controls. Ability to back up using side mirrors and hand signals from spotters. Skill in selecting alternate routes to avoid heavy traffic or other delaying conditions. Ability to read a map and reach unfamiliar locations. Ability to operate power takeoff devices. Ability to operate material handling equipment in the moving, loading, and/or unloading of freight. Ability to process and independently complete shipping and receiving documents to ensure correctness of quantities, identification criteria, and labeling, including accountability and the security of freight. Obtain, and maintain current vehicle and/or equipment licenses and/or certifications as required, to include, but not limited to U.S. Government Motor Vehicle Operators License with a commercial 3-ton rating. DMV record upon request.

RESPONSIBILITY:

Receives instructions from supervisor on type of vehicle to be operated, destination, cargo or passengers to be transported, purpose of the trip, deadlines to be met, and any special information. Driving proficiency is assessed in terms of safe and expeditious completion of assigned jobs. Responsible for selecting routes and obeying all traffic laws and safety regulations, as well as safely loading and unloading vehicle.

PHYSICAL EFFORT:

Heavy physical effort is required to maneuver long and heavy vehicles, especially when backing up, and when loading and unloading freight. Frequently lifts merchandise, supplies and/or equipment weighting up to 45 pounds.

WORKING CONDITIONS:

Operates vehicles in all types of traffic and weather on public roads. Loading and unloading may be performed inside or outside in areas that may be hot, damp, cold, drafty, or poorly lighted. Work may require the use of protective clothing, and/or equipment. Additionally, uniforms may be required to be worn during duty hours.

GENERAL INFORMATION:

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 MCCS HR at 703-784-3454. The decision on granting reasonable accommodation will be on a case-by-case basis. 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. 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> 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. As part of the employment process, the Marine Corps Community Services (MCCS) may obtain a Criminal Record Check and/or an investigative Consumer Report.

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

FILING INSTRUCTIONS:

All candidates must submit a complete application or resume to MCCS 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-mccs.org

POSITIONS ARE SUBJECT TO A ONE-YEAR PROBATIONARY PERIOD