



## 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](mailto:Quantico.vacancies@usmc-mccs.org)

WEB SITE: [www.quantico.usmc-mccs.org](http://www.quantico.usmc-mccs.org)

<b>POSITION:</b>	<b>MAINTENANCE/GARDENER, NA-6</b>		
ANNOUNCEMENT #:	123-09BIL	OPEN:	27 Oct 09
LOCATION:	BACHELOR HOUSING	CLOSE:	9 Nov 09
WHO MAY APPLY:	ALL SOURCES	SALARY:	\$12.09/hr
TYPE OF APPOINTMENT:	Regular Full-time, Non-Exempt	HOURS: Sunday-Saturday 40 hrs week ** 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:** Performs or assists in minor maintenance work such as unclogged commodes and sinks. Paints a variety of surfaces such a shelves, counters, cabinets and similar type items in the various Bachelor Housing locations. Installs, repairs and replaces windows shades, drapes, rods, curtains and Venetian blinds. Identifies, installs and replace broken floor tiles; repairs and installs carpet and safety type non-skid materials. Operates a variety of hand and power operated garden tools and equipment such as seeders, spreaders, edgers, hedge trimmers, pruning shears, sprayers and lawn mowers. Utilizes hand-operated blowers, tractor-driven snowplows and ice chipper for snow/ice removal from sidewalks, steps, entrances and parking areas. May remove snow or ice by scraping, chipping, and/or spreading chemicals. Performs preventative and corrective maintenance on all assigned equipment and maintains equipment in a clean and operating condition. Abides by proper safeguarding procedures to prevent loss of assigned supplies and equipment. Keeps work areas safe and clean. Inventories equipment. Uses tools such as hammers, chisels, handsaws, planes, screwdrivers, glue guns, and power saws/sanders/drills to repair and make improvements. Straightens furniture and will, on occasion, move, exchange or add furniture to other locations for setup. Reports and relocates damaged furniture per guidelines set forth in branch policies and procedures as required.

Considers suitability of weather, degree of moisture in soil, and stage of plant growth in deciding when and how to do the work. Figures quantities of plants, seeds, fertilizer, and other materials needed for specified areas. Weeds, fertilizes, lays sod, waters, cuts, edges, prunes and trims and aerates all grass, grounds cover, flowers, shrubs and trees for a neat appearance. Connects hose and or sprinkler system at designated points on ground to irrigate lawns, flowerbeds and landscaping. Polices and grooms daily. Gathers, removes and disposes of all litter or debris, such as trash, garbage, grass cuttings and leaves, from assigned areas such as sidewalks, curbs and lots. Removes grass and weeds from cracks in pavement. Prepares proper mixture of materials such as sand, humus, topsoil and fertilizer. Prepares seedbeds and mulches and transplants according to seasonal demands.

Installs and repairs sheet rock, repairs, ceiling, and installs tiles when needed. Prepares new and existing lumber and building materials for applying paint, varnishes, and shellacs. As needed, replaces worn or broken wall switches and outlets. Replaces ceiling light fixtures and light bulbs. Repairs faucets, resets toilets and lavatories. Performs other easily accomplished repairs.

Plans, schedules, and performs work required to properly maintain grounds for six diversely located buildings aboard MCB Quantico. Recommends alterations to improve conditions and overall appearance.

May be required to work during inclement weather when the rest of the Base is closed or arrive on duty early or stay on duty after normal working hours to initiate maintenance repairs, remove snow, ice, etc.

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. Lifts and carries objects up to 45 lbs independently and objects over 45 lbs with assistance. Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Education:** High school student or graduate preferred.

**Experience:** One year responsible work in grounds keeping and maintenance work

**Skills:** Must be able to read, write and comprehend instructions. Must have working knowledge of basic shop mathematics. Must possess the ability to complete work assignments independently. Must be skilled in the use and operation of common hand and power tools to perform a variety of tasks. Must have knowledge of standard surface preparation, coating methods, and techniques.

Must possess a working knowledge of basic grounds maintenance and accepted methods used in seeding, mowing, and replacing grass used in residential and commercial setting. Must have basic knowledge of soils, chemicals, and equipment used for grounds maintenance upkeep. Experience with hand and power operated gardening tools is required. Must be able to operate riding lawn mowers and utilize a variety of lawn equipment. Valid Virginia driver's license preferred but not necessary. An equivalent combination of education and experience may be substituted for the qualifications above.

**PHYSICAL DEMANDS:** The work requires frequent walking, standing, bending, stooping, reaching, kneeling, pushing, pulling, carrying, and crawling. Climbing ladders to prune or trim vegetation may be required. In inclement weather the work can be strenuous and continuous

**WORK ENVIRONMENT:** Work is performed outdoors. In working outdoors, the gardener is subject to discomfort from long periods in the hot sun and being exposed to dirt, dust, mud, and sometimes to chemical, sprays/dust. Protective clothing such as eye shields, respirators or safety shoes must be worn as required. There is a chance of minor injuries such as bruises, cuts and scrapes. Safety procedures and regulations must be of foremost concern and carefully followed.

**Hours:** Sun-Sat 0730-1800

**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.

**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](mailto:Quantico.vacancies@usmc-mccs.org)

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

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