



## 75th Force Support Squadron Hill AFB, Utah

### NAF Vacancy Announcement

# 10-020

#### POSITION:

**Position / Grade:** Custodial Worker Supervisor / NS-3566-01

**Location:** Lodging, Hill AFB, UT

**Salary:** \$8.91 per hour

**Category:** Regular (20-40 Hrs per week) with benefits

**Opening Date:** 30 Aug 2010

**Closing Date:** Open until filled  
(08 Sep 2010)

**Area of Consideration:** Open To All

#### DUTIES AND RESPONSIBILITIES:

Plans the use of workers, equipment, facilities, materials and tools needed to accomplish the job. Accountable to management for the quantity and quality of work performed and for ensuring efficient and economical work operations. Plans, schedules, and coordinates work operations while adhering to work priorities, project schedules, resources, and work plans established by higher-level supervisors. Assigns, directs, and reviews the work of subordinates. Observes work in progress resolving problems and making adjustments as necessary to meet schedules. Inspects completed work for quantity and quality of work performed. May be required to drive to the Utah Test and Training Range (UTTR), located approximately 100 miles from Hill AFB, UT, to review the quantity and quality of work performed by subordinates working at this location. Explains and gains the support of subordinates for management policy, programs, and goals. Hires, promotes, motivates, disciplines, and separates subordinates. Approves or disapproves leave schedules and/or other absences from work. Supports the objectives of AF-wide programs and policies such as labor-management relations and equal employment opportunity. Advises and counsels subordinates on improving performance. Investigates grievances and complaints and assures safety and housekeeping practices are observed. May perform duties of custodial worker. Performs other related duties as assigned.

#### QUALIFICATIONS:

Experience in supervising the work of subordinate employees in accomplishing custodial work. Experience and knowledge must have been gained in a military lodging program or commercial hotel/motel housekeeping. Must be able to follow simple oral and written instructions and speak English. Must be able to use hand or lightweight powered cleaning tools or equipment. Must be physically able to frequently lift and empty wastebaskets, and occasionally lift and carry items weighing up to 20 pounds. Must be able to continuously stand, stoop, and reach for long periods of time. Must be able to satisfactorily complete a National Agency Check with Inquiries (NACI). Must possess a valid driver's license. As a condition of employment, incumbent must complete an employment physical within 60 days from the date of employment.

## HOW TO APPLY:

**Current Nonappropriated Fund employees** must submit Air Force Form 2550 to the NAF Human Resources Office, located at 5713 E. Ave., Bldg 460, Annex, by 4:00 p.m. on 07 Sep 2010 to be considered for first referral on 08 Sep 2010.

**External applicants** must submit a complete application package to include:

1. Optional Form 612, "Optional Application for Federal Employment"  
(resume's may be attached to the OF 612)
2. Optional Form 306, "Declaration for Federal Employment"
3. Prior Military, submit a copy of your DD 214
5. If claiming Military Spouse Preference, provide a copy of the spouse's orders

Application packages must be submitted no later than 4:00 p.m. on 07 Sep 2010 to be considered for first referral on 08 Sep 2010.

Application packages can be found on our website at: [www.75thforcesupport.com/hro/index.html](http://www.75thforcesupport.com/hro/index.html)

All applications are submitted to:

75 FSS/FSMH  
Human Resources Office  
5713 E. Ave., Bldg 460, Annex  
Hill AFB, UT 84056

or faxed to: (801) 775-4261

or emailed to: [75fss.fsmh@hill.af.mil](mailto:75fss.fsmh@hill.af.mil)

**FOR ADDITIONAL INFORMATION CONTACT:** 75 FSS/FSMH, DSN: 777-1080 or CMCL: (801) 777-1080 or visit us on the web at: [www.75thforcesupport.com/hro/index.html](http://www.75thforcesupport.com/hro/index.html)

**OTHER INFORMATION:** All Federal NAF employees are required by PL 104-134 to have salary payments made by electronic funds transfer/direct deposit.

**NONMERIT FACTORS:** Selection will be made without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, age, politics, disability, or sexual orientation, which do not relate to successful performance of the duties of the position except where specifically authorized by law.

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