



75th Force Support Squadron Hill AFB, Utah

NAF Vacancy Announcement

11-023

POSITION:

Position / Grade: Tool and Parts Attendant / NA-6904-04

Location: Arts & Crafts Center

Salary: \$10.63 – \$12.44 DOE

Category: Flexible (0-40 hours per week) without benefits

Opening Date: 07 July 2011

Closing Date: Open Until Filled

Area of Consideration: Open To All

DUTIES AND RESPONSIBILITIES:

1. Issues tools and assigns working space to patrons and advises patrons in the proper use of tools and equipment that is being used in the shop which includes tire changer, brake turner, and wheel balancer. Insures that cars are put on hoists properly. Assists with tool inventory.
2. Monitors all shop activity to insure that fire and safety standards are adhered to and that each patron cleans his/her own work area.
3. Assists in cleaning entire shop area inside and out and follows established standards on control and security of equipment and facilities.
4. Exercises good judgment in dealing with patrons to create a harmonious atmosphere.
5. Performs other related duties as assigned.

QUALIFICATIONS:

Must have a general knowledge in the various phases of automotive repair and maintenance, such as proper use of tools and equipment. Must be able to communicate effectively both orally and in writing. May work uncommon work schedule, including nights and weekends. Requires crawling, bending, standing and working in various strained position. Subject to cuts, burns, shocks, strains and skin irritation from solvents, lubricants and fuel. Must be physically able to frequently lift objects weighing up to 40 pounds and occasionally lifts and carries objects weighing up to and over 50 pounds. Must be able to satisfactorily complete a pre-employment physical. Successful completion of a security background check is required. This is a drug testing designated position. The incumbent is subject to random testing for drug use.

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.

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 can be found on our website at: 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

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

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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