

# NAF VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: CPAC-NAF-FU-04-OC-006

OPENING DATE: 1 JAN 2004

CLOSING DATE: 31 DEC 2004

POSITION: LABORER, NA-3502-01, \$6.14 PER HOUR  
LABORER, NA-3502-02, \$6.56 PER HOUR  
LABORER, NA-3502-03, \$7.19 PER HOUR

CATEGORY: FLEXIBLE (0 – 40 HOURS PER WEEK), REGULAR PART-TIME (20 – 39 HOURS PER WEEK);  
REGULAR FULL-TIME (40 HOURS PER WEEK)

LOCATION: VARIOUS LOCATIONS

AREA OF CONSIDERATION: COMMUTING AREA

WHO MAY APPLY: MILITARY SPOUSE PREFERENCE ELIGIBLE, INVOLUNTARY SEPARATED SERVICE MEMBERS, CURRENT AND FORMER NAF EMPLOYEES, OUTSIDE APPLICANTS (VETERANS), OUTSIDE APPLICANTS (NON-VETERANS)

## SUMMARY OF DUTIES:

**NA-01:** Performs seasonal tasks to include mowing lawns, pulling weeds, raking leaves, watering lawns. Uses push mowers, riding mowers, weed eaters, rakes, brooms and shovel, hand clippers for trimming hedges. May be required to change wire in weed eaters when broken or as needed. Clears small trees and bushes using handsaw or clippers,. Cleans off dirt or grease from equipment used. Picks up litter and trash on grounds in the immediate area of assigned buildings and carries to dumpster.

**NA-02:** Loads and unloads heavy boxes, bulky supplies, and materials to and from trucks, dollies, etc.; moves heavy boxes, cartons, or crates by and, hand truck, or dolly; opens crates and boxes using crowbars and cuts bands using shears; stacks boxes and cartons where directed. Fills holes with dirt and levels bumps and low places using a shovel, hand tamper, and rake. Runs hand and powered lawn mowers, which do not require very heavy physical effort; clears small trees and bushes using a hatchet, handsaw, or clipper.

**NA-03:** Loads and unloads large and heavy objects on trucks, vans, and other conveyances. Moves supplies, material, and equipment to proper location, using wheelbarrows, hand trucks, or dollies; stacks and arranges supplies for storage. Mows grass using heavy (walking type) power mowers, adjust blades, and clean and oils mowers. Weeds flower beds and trims and edges around walks, flower beds, and walls, using hand clippers or power edging tools. Cuts trees, using ax or chain saw; prunes shrubs. Applies fertilizer or insecticide, waters lawns, flowers, and shrubs; cleans out culverts and drainage ditches.

**QUALIFICATIONS:** Applicants must indicate how they acquired the knowledge, skill, and ability through experience, education, or training in the following job elements: (1) Ability to do the work of Laborer without normal supervision; (2) Work practices (includes keeping things neat, clean, and in order); (3) Ability to interpret instructions, specifications, etc. (i. e., equipment operating manuals); (4) Ability to use and maintain tools and equipment; (5) Dexterity and safety practices. Applicants must have favorable results on pre-employment background checks.

- **The positions listed above are filled through regular scheduled job fairs. Applications received under this announcement will only be referred for vacancies that are not filled at job fair.**
- **Applications received under this announcement will remain active for a period of 180 days. Applicants must reaffirm their continued interest and availability for the positions they applied for prior to the 180-day period or their applications will be placed in the inactive files.**
- **Applicants selected for employment will be required to complete DA Form 3433-1 (Supplemental application Form) as a condition of employment.**
- **Refusal of a military spouse to participate in established recruitment procedures (e.g., interview, KSAs where required) is considered a declination of employment and is a basis for termination of Spouse Employment Preference (SEP) entitlement for the current tour of duty of the military sponsor at this installation.**
- **All applicants will be free from reprisal in making protected disclosure and the confidentiality of applicants making such disclosures will be protected (whistleblower protection).**
- **Department of the Army Non-Appropriated Fund Instrumentalities are Equal Opportunity Employers.**
- **As a condition of employment, candidates appointed, competitively promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer within 60 days following the effective date of that action. If this position requires you to use a Government computer, you will be required to complete a favorable NAC.**



- **The Department of the Army NAF provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing NAF civilian personnel unit. Requests for reasonable accommodations are made on a case-to-case basis.**

**WHERE TO APPLY: Candidates must submit DA Form 3433, and/or a resume for each position to the NAF Human Resources Office, Bldg. 319, Ft. Riley, KS. Candidates with prior active military service must have the original copy of their latest DD Form 214 showing the nature and character of discharge verified and copy for submission with the application. Military spouses who wish to apply based on preference must submit a copy of their sponsor's PCS orders. To obtain credit for education a copy of originals must be verified and submitted with the application. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

RELEASING AUTHORITY: HAROLD M. COX, JR.  
NAF Human Resources Officer