



**NONAPPROPRIATED FUND VACANCY ANNOUNCEMENT #: 10-014**

**POSITION TITLE: Maintenance Worker Supervisor, NS-4749-05**

**PAY: \$12.12**

**OPENING DATE: 11-MAR-2010**

**CLOSING DATE: OPENED UNTIL FILLED**

This is a regular position (with benefits) located at the Sheppard Inn on Sheppard AFB, TX.

**DUTIES:** Plans the use of workers, equipment, materials, facilities, tool, etc., on a week-to-week basis. Plans self-help projects for lodging facilities. Adheres to work priorities and work sequences. Plans work assignments IAW methods and policies set by higher-level supervisors. Tracks and reports progress on work assignments, and request authority to use overtime, if needed. Coordinates work with supporting or related work functions controlled by other supervisors or related work functions controlled by other supervisors. Determines number and type of workers needed to accomplish specific projects. Redirects individual workers to accomplish unanticipated work. Provides input on initial planning of current and future lodging maintenance needs. Provides technical direction and/or help in accomplishing difficult work steps and processes. Oversees work progress to meet scheduled deadlines. Inspects lodging facilities, rooms, common areas, grounds, equipment and tools to ensure proper maintenance. Repairs are accomplished and/or identify minor plumbing and electrical discrepancies, sanitation problems or deteriorated paint surfaces. Reports any actual or potential work delays to supervisor. Investigates work related problems such as excessive costs to determine causes. Assures safety and housekeeping practices are observed. Maintains work reports and records. Performs minor construction and repair on existing structures involving standard measurements, specifications, instructions, and basic shop mathematics. Responsible for the maintenance and upkeep of equipment to make sure they are in good mechanical and safe operating condition. Performs routine inspection and minor maintenance on lodging vehicles. Uses and maintains tools and equipment. Maintains bench stock levels of parts, materials, tools, and equipment at prescribed levels. Utilizes hand and power tools such as, drills, power saws, routers, standard hand tools, straight edge, chalk line, tapes, rules, caulking items, pipe wrenches, rollers, putty knife, etc. Implements corrective actions within authority to resolve work problems. Recommends solutions to staffing problems, work operations, etc., as appropriate to other supervisors. Supports and explains management problems to subordinates. Plans, establishes and schedules leave; sets performance standards; selects the most suitable applicants for vacancies, determines performance ratings and training need; and prepares and recommends disciplinary actions. Advises and counsels workers on how to improve their performance, and explains new work techniques. Investigates grievances and complaints; resolves them informally, notifying supervisors of those of sufficient importance or seriousness. Performs minor construction and repair on existing structures involving standard measurements, specifications, instructions, and basic shop mathematics. Installs exterior and interior trim using preplanned materials, such as baseboards, and molding. Replaces broken or missing acoustical ceiling tile, broken door and window trim, window screens, stairway steps, wooden porches, door jams and other wood components.

**QUALIFICATIONS:** Must have functional experience and demonstrated a mastery of facility/equipment maintenance and the ability to build teams and work with others. Must have knowledge and experience in plumbing, carpentry, and painting trades/occupations. Must have demonstrated the ability to troubleshoot and determine the need for repair and servicing of facilities, utilities, and equipment. Requires the ability to plan, schedule and direct the work operations of subordinates and a basic knowledge and skill in the use of tools of the trade. Must be able to lift, bend, and work in awkward positions both indoors and outdoors. Must be able to lift objects weighing up to 40 pounds and heavier with assistance. Must possess a valid motor vehicle operator's license. Must successfully complete a pre-employment physical. Supervisory experience in another lodging function such as housekeeping, logistics, etc., may be substituted for maintenance experience. Must be able to satisfactorily complete a National Agency Check with Inquiries (NACI).

**BENEFITS:** If selected for this position, you will be eligible for leave, retirement, 401(K), health and life insurance. If you are a civil service employee with DoD, you may be able to keep your retirement. As a Nonappropriated Fund employee, you are eligible to use the fitness centers, golf course, bowling centers, clubs, swimming pools, and other Services facilities.

**HOW TO APPLY:** Current Sheppard NAF employees should submit an AF Form 2550; others submit OF 612, Optional Application for Federal Employment, or resume and the OF 306, Declaration for Federal Employment, to the Human Resources Office. Mailing Address: 82 FSS/FSMH, 426 5<sup>TH</sup> AVE STE 5, Sheppard AFB TX 76311-2740. Telephone: (940) 676-6394. Fax: (940) 676-2682. Selection will be based on merit without discrimination because of race, color, sex, religion, sexual orientation, national origin, age, marital status, physical handicap, political affiliation, or any non-merit factor.

This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

"All Federal NAF Employees are required by PL 104-134 to have salary payments made by electronic funds transfer/direct deposit."

**SHEPPARD AIR FORCE BASE IS AN EQUAL OPPORTUNITY EMPLOYER**