

NAF PERSONNEL OFFICE (LC)  
MWR & VQ Little Creek  
VACANCY ANNOUNCEMENT  
\*AMENDED

05/20/04

Does not confer to Civil Service Status

POSITION: **Tractor Operator**  
Grade: NA-5705-05  
Salary: \$8.67/\$9.03  
LOCATION: MWR Dept., Sports & Fitness Division-Athletics  
NAB Little Creek, Norfolk VA 23521

ANNOUNCEMENT # **LC-38-04**

CLOSING DATE: **\*Open Until Filled**

**AREA OF CONSIDERATION: \*Open**

(1) Position (s), Regular Full-time

**NOTE:** No relocation costs will be paid

Direct Deposit of salary is a condition of employment

**DUTIES:** Operates tractors, mowers and other motorized equipment used for ball field preparation and responsible for the upkeep and maintenance for all athletic facilities. Prepares and maintains athletic fields for their respective seasons, lines athletic fields, places bases, secures windscreens, installs goals and goal post, moves bleachers and repairs as needed or directed. Sweeps, mops, washes and waxes/buffs athletic flooring surfaces, washes walls, window, blinds and other surfaces and replaces light bulbs as needed. Maintains restrooms and locker rooms ensuring they are clean, orderly and sanitary. Assembles, dismantles, repairs and maintains various recreational equipment. May perform a variety of other duties, which included minor maintenance to assure an optimum state of cleanliness within the athletic facilities. Performs other related duties as assigned.

**QUALIFICATIONS:** Must have the ability to operate and perform routine mechanical maintenance and repair on tractor and a variety of equipment used in preparing athletic fields and facilities for sporting events, such as carburetor adjustments, replacing belts, lubrication, timing etc. Identifies and reports any safety discrepancies to the supervisor. Must possess the knowledge and ability to prepare and maintain outdoor athletics fields (watering, lining, dragging, edging, and etc.) using a variety of outdoor maintenance equipment such as weed eaters, lawn mowers, line markers, draggers, etc., and other aspects of field grooming. Basic knowledge and skill in the use of hand and power tools to perform general facility maintenance and repair work. Knowledge of basic cleaning and janitorial technique and procedures as well as the ability to work with basic equipment, materials and supplies used in maintaining athletic facilities in a clean, sanitary state. Ability to drive a variety of automotive vehicles such as pick-up trucks and tractors.

**SPECIAL REQUIREMENTS:** This position is subject to an irregular tour of duty, which may include weekends and holidays. Must possess and maintain a valid state Drivers License as this position requires the operation of a variety of motorized vehicles in the daily performance of duties. May be reassigned on an "as needed" basis to other athletic facilities to cover staff shortages.

**-FILING INSTRUCTIONS:** Applicants must submit a completed application and preference documents to: NAF Personnel Office, NAB Little Creek, 1432 Hewitt Drive, Norfolk VA 23521.

**-NOTE:** Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

**-EMPLOYMENT PREFERENCES:** To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

**-MILITARY SPOUSE:** Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

**- VETERAN:** Attach copy of DD214

**-INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS:** Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

**-ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.**

**-Active Duty Military:** Military regulations require that you obtain a special request authorization (NAVPER 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

*"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."*

Web Site: [www.nsa-norva.navy.mil](http://www.nsa-norva.navy.mil)

JOBS Line: 440-JOBS (5627)