

# REGIONAL NAF PERSONNEL OFFICE

## MWR Dept/NSA, VQ-Sewell's Point Sub-Region, Regional Recycling Program

### VACANCY ANNOUNCEMENT

03/08/04

Does not confer to Civil Service Status

POSITION: **Groundskeeper**

ANNOUNCEMENT # **SP 45-04**

NA-5003-04

Salary: \$8.04 - \$8.37 per hour

LOCATION: Visitor's Quarters /NSA

CLOSING DATE: Open Until Filled

Norfolk, VA 23511

**AREA OF CONSIDERATION: Open**

(15) Positions, Flexible

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

Direct Deposit of salary is a condition of employment

**DUTIES:** Performs a variety of grounds and external maintenance tasks such as: prepares planting beds with proper mixture of sand, humus, topsoil and fertilizer; spreading and replacing mulch as needed, places seeds and plants in soil at proper depth, taking care not to damage roots while transplanting. Maintains lawns to include laying sod, aerating existing lawns, seeding, mowing, and trimming edges with the use of applicable hand and power tools. Prunes and trims flowers, shrubs, trees and hedges for a neat appearance, during dormant season to retain health and/or appearance of plants during re-growth, or to ensure patron safety and visibility surrounding buildings and other areas. May fertilize or apply pesticides, insecticides, and herbicides following instructions on product labels and in a manner consistent with environmental instructions. Inspects plants for obvious plant diseases, plant insects, and unusual or poor plant growth and reports these conditions to supervisor. Observes environmental and safety rules and regulations. May drive a motor vehicle with a gross weight of up to 10,000 pounds throughout installation under limited traffic conditions at low speeds to transport supplies and equipment. Operates equipment, both gas and electric, to include hand mowers, standing mowers, weed cutters, and a variety of hand tools. May operate a tractor with pull mower. Maintains appearance of external areas of buildings, to include walkways, entryways, paths, sidewalks and driveways. Rakes/shovels and applies deicer to ensure areas are clear of leaves, dirt, ice, and snow. Removes weeds and unwanted plants from flowerbeds, cracks, joints, and crevices. May assist with industrial cleaning and maintenance of building, as needed, to include washing windows and entry doors, cleaning sills, may include stripping and waxing using a mop, operating industrial washers, buffers, and carpet cleaners, cleaning work in common areas or requiring the use of a ladder, pressure washing building exteriors, and maintaining and ensuring the cleanliness of gazebos/decks/spa area, etc. Performs light maintenance to include changing light bulbs, making minor repairs to walls, woodwork, flooring, or minor plumbing. Performs other related duties as required.

**QUALIFICATIONS:** Knowledge of seasonal gardening tasks and procedures, for example: how to apply fertilizer evenly to avoid underfeeding or burning plants. Ability to use a variety of hand and power operated garden tools and equipment such as seeders, spreaders, edger's, hedge trimmers, pruning shears and sprayers. Ability to detect plant diseases and unusual or poor plant growth. Ability to properly maintain outdoor fish ponds and spas in accordance with BUMEDINST 5300.10. Must be able to read, write, and understand both written and verbal instructions. A minimum of 6 months experience in basic grounds and building maintenance is preferred. The ability to operate vehicles such as pickup trucks and 5-ton dump trucks with manual transmission is preferred.

**Special Requirements:** Must possess and maintain a valid state driver's license. This position is subject to an irregular tour, which may include weekends and holidays.

**-FILING INSTRUCTIONS:** Applicants must submit a completed application and preference documents to: Regional NAF Personnel Office, 1200 Fechteler Road, Norfolk VA 23505. (Corner of Terminal Blvd and Diven Street)

**-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)