



Non-Appropriated Funds Human Resources Office
CURRENT VACANT POSITIONS
ANNOUNCEMENT NUMBER 16-30

October 17, 2016

To apply, please visit www.NAFjobs.org. Please select "Illinois-Scott" from the base dropdown box.

PERMANENT POSITIONS

Automotive Mechanic

NA-5823-10

Open until Filled

Location: Golf Course

Starting Salary: \$14.59/ph

Flexible Category: Guaranteed 0 hours but may work up to 40 hours in a work week

QUALIFICATIONS:

Requires working knowledge of maintenance equipment and automotive mechanics, skill in the use of a wide variety of equipment repair tools, various types of mechanical repair; knowledge of the theory, care, and operation of internal combustion engines and mowing equipment; ability to diagnose mechanical troubles and determine appropriate maintenance work; ability to communicate effectively and keep business records. In addition, must be able to follow written and/or oral instructions, work orders and specifications related to maintenance of equipment and vehicles. Requires frequent standing, stooping, bending, stretching, crawling under vehicles, and working in tight spaces. Frequently lifts, handles, and carries parts and equipment weighing up to 40 pounds. **Must be able to satisfactorily complete a pre-employment physical. Requires a valid driver's license. Must be able to satisfactorily complete a National Agency Check with Inquiries (NACI). This is a drug testing designated position. The incumbent is subject to random testing for drug use.**

Bartender

NA-7405-03

Open until Filled

Location: Scott Event Center

Starting Salary: \$9.77/ph

Flexible Category: Guaranteed 0 hours but may work up to 40 hours in a work week

QUALIFICATIONS: Must have experience mixing alcoholic beverages for retail sale, which includes knowledge of correct proportions and mixtures to use in preparing beverages. Must be able to recognize intoxicated patrons and resolve the problem or seek assistance if needed. Must be able to follow cash handling procedures. Must be physically able to frequently lift objects weighing 5-15 pounds, pull and push objects weighing 10-20 pounds, and occasionally lift up to and over 40 pounds. **Must meet the appropriate minimum age requirement for working with and/or serving alcoholic beverages.** Must be able to communicate clearly with customers, and possess skill in dealing with the public. **Must be able to obtain a Food Handler's Certificate and/or complete Food Handler's training. Must satisfactorily complete a pre-employment physical. Must satisfactorily complete a National Agency Check with Inquiries (NACI). Any individual who was required to register with Selective Service and who is not registered or knowingly and willfully did not register before the requirement terminated or became inapplicable, will not be appointed.**

Chef

NA-7405-03

Open until Filled

Location: Scott Event Center

Starting Salary: \$16.53/ph

Regular Category: Guaranteed 20 hours but may work up to 40 hours in a work week. This position is eligible for annual and sick leave, NAF retirement, 401(k), health and life insurance.

QUALIFICATIONS: Progressively responsible experience in quantity cooking, preparation of a variety of food items, menu planning, quality and cost control of food preparation, inventory and storage procedures for food supplies and equipment, and procurement of food supplies and equipment. The experience must include supervising personnel. In addition, the incumbent must have knowledge of dietetics, planning culinary activities, and portion control. Possession of Chef's Certificate is desirable. Must have experience that provides knowledge of formal protocol for high-ranking dignitaries. Must be able to obtain Food Handler's Certificate and/or complete Food Handler's Training. Must be able to communicate clearly with customers and possess skill in dealing with the public. Must be able to physically able to frequently lift and carry objects weighing up to 50 pounds and stand for extended periods of time. Exposed to high temperatures, hot surfaces and cutting utensils. **Must be able to satisfactorily complete a pre-employment physical. Position is a Position of Trust. Must be able to satisfactorily complete a National Agency Check with Inquiries (NACI). Must possess a valid driver's license and have a good driving record. This is a designated drug testing position. This incumbent is subject to random drug testing.**

Child and Youth Program Assistant

CY-1702- Pay Band 01 & Pay Band 02

Open Until Filled

Location: Child Development Center

Starting Salary

Pay Band 01 Entry Level: \$11.31/ph

Pay Band 01 Intermediate Level: \$11.99/ph

Pay Band 02 Target Level: \$13.86/ph

Flexible Category: Guaranteed 0 hours but may work up to 40 hours in a work week.

May hire at the Intermediate or Entry level if no qualified applicants available for Target Level, Review the requirements for all levels in the basic and specialized requirements section.

QUALIFICATIONS

BASIC REQUIREMENT FOR ENTRY (CY- Pay Band 01), INTERMEDIATE (CY- Pay Band 01), AND TARGET LEVELS (CY- Pay Band 02)

Must be at least 18 years of age, hold a high school diploma (or equivalent) and must speak, read and write English. Must meet specific physical requirements, pass a physical examination and have required immunizations. Must be able to lift 40 lbs or more and stand for long periods of time. Must be able to obtain a Food Handler's Certificate, and satisfactorily complete installation, state and national criminal background checks. Any individual who was required to register with Selective Service and who is not registered or knowingly and willfully did not register before the requirement terminated or became inapplicable, will not be appointed. Must satisfactorily complete mandatory training as specified below. Must possess maturity and good judgment and like working with children/youth and their parents. Employee must have a valid driver's license and have a good driving record if required to transport children. Position is a Position of Trust. Any individual who was required to register with Selective Service and who is not registered or knowingly and willfully did not register before the requirement terminated or became inapplicable, will not be appointed.

--Additional Specialized Requirements for Intermediate and Target Levels--

CY-1702 Pay Band 01 INTERMEDIATE LEVEL

Six months experience equivalent to the CY- Pay Band 01 Entry level working in a group program for children or youth.

Completion of 3 AF modules (or equivalent) and AF Orientation Training Program; or, 15 semester hours above the high school level in early childhood education, youth development, or related field.

CY-1702 Pay Band 02 TARGET LEVEL

Six months experience equivalent to the CY- Pay Band 01 Intermediate level working in a group program for children or youth.

Completion of the AF Modules; or, 30 semester hours above the high school level which included at least 15 semester hours in early childhood education, youth development, or related fields.

Guest Services Representative

NF-0303-I

Open until Filled

Location: Lodging

Starting Salary: \$8.25/ph

Flexible Category: Guaranteed 0 hours but may work up to 40 hours in a work week

QUALIFICATIONS

Applicant must have experience in general clerical work of any kind in which the applicant has demonstrated ability to perform satisfactorily at the grade level of the position. Experience must have demonstrated the ability to resolve common arithmetic problems and to make change when receiving payment from customers. Must be able to read, speak, and write English. Must meet state and legal age requirement for sale of alcoholic beverages. Must be able to satisfactorily complete a National Agency Check with Inquiries (NACI). Must possess a valid driver's license and have a good driving record. This is a drug testing designated position. The incumbent is subject to random testing for drug use. Any individual who was required to register with Selective Service and who is not registered or knowingly and willfully did not register before the requirement terminated or became inapplicable, will not be appointed.

Laborer (Bowling Facility Maintenance)

NA-3502-03

Open until Filled

Location: Bowling Center

Starting Salary: \$9.90/ph

Flexible Category: Guaranteed 0 hours but may work up to 40 hours in a work week.

QUALIFICATIONS:

Must have experience or training in the maintenance of bowling lanes, pinspotters, or experience which demonstrates the ability to operate, control and clean heavy powered equipment. Must be able to follow oral and/or written instructions. Must be physically able to frequently lift and carry heavy objects weighing in excess of 50 pounds. Must be able to satisfactorily complete a pre-employment physical. Must satisfactorily complete a National Agency Check with Inquiries (NACI). Any individual who was required to register with Selective Service and who is not registered or knowingly and willfully did not register before the requirement terminated or became inapplicable, will not be appointed.

Laborer (D0003)

NA-3502-02

Open Until Filled

Location: Golf Course

Starting Salary: \$9.12/ph

Flexible Category: Guaranteed 0 hours but may work up to 40 hours in a work week.

QUALIFICATIONS

No previous experience or training is required. Must be able to use, control, and clean common hand tools, and simple power equipment. Must be able to follow oral and/or written instructions. Must be physically able to frequently lift and carry medium to heavy objects up to 40 pounds, and be able to occasionally lift and carry objects up to 50 pounds. Must be able to actively bend, stoop, stand, reach, and work in awkward positions. Must be at least 18 years of age. Must possess a valid driver's license and have a good driving record. This is a designated drug testing position. The incumbent is subject to random testing for drug use. Must be able to satisfactorily complete a pre-employment physical. Must satisfactorily complete a National Agency Check with Inquiries (NACI). Any individual who was required to register with Selective Service and who is not registered or knowingly and willfully did not register before the requirement terminated or became inapplicable, will not be appointed.

Plumber

NA-4206-09

Open until Filled**Location: Golf Course****Starting Salary: \$13.88/ph****Flexible Category: Guaranteed 0 hours but may work up to 40 hours in a work week.****QUALIFICATIONS:**

Must have experience which demonstrates knowledge of; basic electricity and hydraulics related to the irrigation systems, including automatic valves and controllers, and working knowledge of various types of pumps and pumping systems. Requires understanding of agronomy, turf grass science and the rules of golf; knowledge of tools, methods and materials used in grounds and landscape area maintenance work; ability to operate light motorized equipment; and the ability to follow oral and written directions. Required to lift, carry and set up parts and equipment weighing up to 40 pounds unassisted and over 40 pounds with assistance. **Must be able to satisfactorily complete a pre-employment physical. This is a designated drug testing position. The incumbent is subject to random testing for drug use. Requires a valid driver's license and a good driving record. Must satisfactorily complete a National Agency Check with Inquiries (NACI). Any individual who was required to register with Selective Service and who is not registered or knowingly and willfully did not register before the requirement terminated or became inapplicable, will not be appointed.**

Recreation Assistant

NF-0189-II

Open until Filled**Location: Outdoor Recreation****Starting Salary: \$9.90-18.00/ph Depending on Qualifications****Flexible Category: Guaranteed 0 hours but may work up to 40 hours in a work week.****QUALIFICATIONS:**

Working experience or knowledge of the recreational activities and equipment, rules, and procedures as they relate to an Outdoor Recreation program. Typing skills are required. Knowledge of office automation software (MS office programs to include Word, Excel, PowerPoint, and Access). Knowledge of one or more automated databases, Club Plus and/or Rec Trac is desirable. **Must be able to satisfactorily complete a National Agency Check with Inquiries (NACI). Must be able to satisfactorily complete a pre-employment physical. Must possess a valid driver's license and have a good driving record. This is a drug testing designated position. The incumbent is subject to random testing for drug use. Position is a Position of Trust. Any individual who was required to register with Selective Service and who is not registered or knowingly and willfully did not register before the requirement terminated or became inapplicable, will not be appointed.**

Recreation Equipment Repairer

NA-4801-06

Open until Filled**Location: Outdoor Recreation****Starting Salary: \$11.87/ph****Flexible Category: Guaranteed 20 hours but may work up to 40 hours in a work week****QUALIFICATIONS:**

Must have practical knowledge of recreation equipment and its use. Must have the skill and knowledge required for trouble shooting, repair, and maintenance of mowers, blowers, tillers, trailers, camping equipment, electric and gas powered motors and other recreational items. Binding manufacturer's certification training is desirable. Must have basic mathematic skills necessary to compute sales and issue correct change. Must have knowledge of Microsoft programs. **Must satisfactorily complete a pre-employment physical. Must satisfactorily complete a National Agency Check with Inquires (NACI). Position is a Position of Trust. Must have a valid driver's license and a good driving record and be able to drive. This is a designated drug testing position. The incumbent is subject to random testing for drug use. Must be at least 18 years old. Any individual who was required to register with Selective Service and who is not registered or knowingly and willfully did not register before the requirement terminated or became inapplicable, will not be appointed.**

Tractor Operator

NA-5705-06

Open Until Filled**Location: Golf Course****Starting Salary: \$11.71/ph****Flexible Category: Guaranteed 0 hours but may work up to 40 hours in a work week.****QUALIFICATIONS**

Ability to manipulate both tractor and equipment controls at the same time. Knowledge of equipment to make connections on mechanical drive shafts and hydraulic lines. Skill to manipulate equipment over different types of terrain. Must have experience in operating and performing maintenance on field-type tractors and associated equipment. Must be physically able to frequently lift and carry objects weighing up to 50 pounds. Must be able to frequently stoop, bend, reach, and climb. **Must be able to satisfactorily complete a pre-employment physical. Must satisfactorily complete a National Agency Check with Inquiries (NACI). Must possess a valid driver's license and have a good driving record. This is a drug testing designated position. The incumbent is subject to random testing for drug use. Any individual who was required to register with Selective Service and who is not registered or knowingly and willfully did not register before the requirement terminated or became inapplicable, will not be appointed.**

Waiter

NA-7420-01

Open Until Filled**Location: Scott Event Center****Starting Salary: \$8.56/ph****Flexible Category: Guaranteed 0 hours but may work up to 40 hours in a work week****QUALIFICATIONS:**

No previous experience or training is required. Must be able to follow simple oral instructions and prepare checks for patrons. Must be physically able to stand, stoop, bend and walk for long periods of time. Must be physically able to frequently lift and carry objects weighing up to 30 pounds. **Must be able to obtain a Food Handler's Certificate and/or complete food handler's training.** Must be able to communicate with customers and possess skill in dealing with the public. Must be able to read, write, and speak English. **Must be able to satisfactorily complete a pre-employment physical. Must satisfactorily complete a National Agency Check with Inquiries (NACI). Any individual who was required to register with Selective Service and who is not registered or knowingly and willfully did not register before the requirement terminated or became inapplicable, will not be appointed.**

Employment Categories

Regular Category: Employees are guaranteed 20 hours and a maximum of 40 hours per workweek. This category is eligible for annual and sick leave, NAF retirement, 401(k), health and life insurance.

Flexible Category: Employees work schedule depends on the needs of the activity. Employees may work a minimum of zero hours to a maximum of 40 hours per workweek, but do not receive benefits.

**** All positions require working flexible hours possibly including nights, weekends, and holidays****

THE DEPARTMENT OF THE AIR FORCE IS AN EQUAL OPPORTUNITY EMPLOYER

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.

REASONABLE ACCOMMODATION

This agency 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 *NAF Human Resources Office* at 618-256-3831. The decision on granting reasonable accommodation will be on a case-by-case basis.

NATIONAL AGENCY CHECK WITH INQUIRIES (NACI)

All applicants are required to complete a background check prior to employment

DRUG TESTING PROGRAM

Certain NAF positions will require the applicant to be subject to drug testing as a condition of employment

DIRECT DEPOSIT

All Federal NAF employees are required by PL 104-134 to have salary payments made by Electronic Funds Transfer/Direct Deposit

SELECTIVE SERVICE REGISTRATION

Any individual who was required to register with Selective Service and who is not registered or knowingly and willfully did not register before the requirement terminated or became inapplicable, will not be appointed.