

**Regional NAF Human Resources Office**  
**Fleet Readiness Program**  
**VACANCY ANNOUNCEMENT**

8/6/09

Does not confer to Civil Service Status

POSITION: **TRACTOR OPERATOR**

ANNOUNCEMENT # **SP-76-09**

Grade: NA-5705-05

Salary: \$10.45 - \$10.88

LOCATION: FRP, NSA, FITNESS & SPORTS  
Norfolk, VA 23505

CLOSING DATE: Until Filled

AREA OF CONSIDERATION: Open

1Position, Regular, Full-time

NOTE: No relocation costs will be paid

**Direct Deposit of salary and I-Pay is a mandatory condition of employment**

**DUTIES:** Operates tractors, mowers and other motorized equipment used outdoors for ball field preparation or general facility titivation. Responsible for the upkeep and maintenance for all athletic facilities (flower beds, ball fields, tennis, racquetball, squash and basketball courts, jogging trails, track, etc.), keeping abreast of athletic schedules to ensure preparation are made for each event. Prepares and maintains athletics fields for their respective seasons by clearing, landscaping, cutting grass, edging, weeding, raking, etc., and repairing as needed. Lines athletics fields, places bases, secures windscreens, installs goals and goal posts moves bleachers, and repairs as needed or directed. Operates equipment such as pressure washers, tractors, mowers, edgers, weed-eaters and etc. Sweeps, mops, washes and waxes/buffs athletic flooring surfaces using automatic waxing/buffer machines. mops and brooms. Washes walls, windows, blinds and other surfaces and replaces light bulbs as needed using ladders or scaffolding to reach higher areas. Maintains restrooms and locker rooms ensuring they are clean, orderly and sanitary by cleaning, disinfecting and deodorizing lavatories, urinals and toilet bowls. Replenishes bathrooms tissues, hand towel and soaps. Assembles, dismantles, repairs and maintains various recreational equipment, removing and replacing any worn or damaged parts using a variety of hand tools and materials. Obtains and/or delivers supplies and equipment to the warehouse. Assists in unloading and loading trucks. Opens, unpacks and removes content of cartons or crates and stores in assigned locations. May perform a variety of other duties, which includes minor maintenance (maintaining, cleaning, repairing, painting, etc.) to assure an optimum state of cleanliness within the athletics facilities. Typical assignments consist of interior painting using brushes and rollers. Performs other 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 athletics 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 makers, 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 techniques and procedures as well as the ability to work with basic equipment, material and supplies used in maintaining athletics 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 Driver 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 facilities to cover staff shortages.

**FILING INSTRUCTIONS:** Applicants must submit a completed application and preference documents to: NAF Human Resources Office, 1200 Fechteler Rd Norfolk VA 23505. Electronic application forms may be requested from and returned to: naf\_hr\_norfolk@nafpers.hrcoxmail.com

-**NOTE:** Applications are available in the NAF Human Resources Office. "Unless otherwise specified, all applicants must be 16 and over." If computer access is required, employment subject to successful NAC or equivalent background check.

-**EMPLOYMENT PREFERENCES:** To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Human Resources Office. No preference is given unless requested and documented.

-**MILITARY SPOUSE:** Must attach the completed Military Spouse Preference form, a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application. ACCEPTANCE OR DECLINATION OF A REGULAR FULL-TIME POSITION ENDS ABILITY TO CLAIM PREFERENCE.

-**VETERAN:** Attach copy of DD214

-**INVOLUNTARILY SEPARATED MIITARY 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. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE.

-**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 to be considered for NAF Employment.**

-**Active Duty Military:** Military regulations require that you obtain a special request authorization (NAVPERS 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 - Naval Station Norfolk > NAF Job Listings: <https://www.cnic.navy.mil/Norfolk/>

JOB Line: 440-JOBS (5627)