

Position: Maintenance Helper**Job Vacancy Notice#:** 07/12**Location:** Billeting Facility**Grade/Pay Band:** NA-4749-5**Salary:** \$11.55 per hour**Employment Category:** Flex up to 40 hrs. per wk.

Non-Competitive potential to regular position. Salary may be negotiable on performance.

In-house applicants (currently regular status) are eligible to negotiate for regular status upon selection

Opening Date: 13 Feb 2012**Closing Date:** Open until filled
1st cut off date 17 Feb 2012**Area of Consideration:** All Sources

BRIEF DESCRIPTION OF MAJOR DUTIES: Serves as assistant to a higher grade maintenance worker in maintaining all equipment and facilities in optimum operating conditions. Assists in the performance of one or more trade practices associated with occupations such as carpentry, plumbing, electrical, air conditioning, painting, and other related trades. Such assignments may include but not limited to: Assists maintenance workers in performing general maintenance, repair and/or alterations to such items as: doors, floors, floor covering, walls, ceiling, windows, electrical switches, receptacles and light fixtures, commodes, wash basins and showers. Assists in performing repair of recreation/mess equipment and appliances and other related maintenance and/or custodial duties. Assists in the performance of simple plumbing repairs, replacing faucets or washers; repairing toilet flushing devices; clearing clogged drains, and tightening leaking pipe joints. Assist in the performance of light maintenance on air conditioning units and intermediate maintenance on equipment in the facility. May assist in the performance of minor electrical repairs to switches and boxes, and replace electric lights, fuses and fixtures. Maintains maintenance shop in a safe and clean condition. Observes environmental, safety, security and housekeeping rules and regulations. Assists customers and communicates positively in a friendly manner. Takes action to solve problems quickly. Alerts the higher-level supervisor, or proper point of contact for help when problems arise. Adheres to safety regulations and standards. Uses required safety equipment, and observes safe work procedures. Promptly reports any observed workplace hazards, and any injury, occupational illness, and/or property damage resulting from workplace mishaps to the immediate supervisor. Adheres to established standards of actively supporting the principles of the EEO program and prevention of sexual harassment. Performs other related duties as assigned.

QUALIFICATIONS: High school or trade school graduate in office appliances and construction trade. Minimum one year experience laborer or equivalent in one or more building trades. Must be able to read and understand operating manuals and printed instructions. Ability to perform mechanical, construction/maintenance duties with use of hand and power tools to accomplish building or maintenance assignments. Work requires prolonged standing, stooping, bending, kneeling, climbing and working in tiring and uncomfortable positions. Lifts and carries objects up to 45 lbs independently and objects over 45 lbs with assistance.

To be considered for this position, outside applicants are required to complete Application for Employment; in-house applicants are to submit a MCCS Form #18. For all NF Exempt, NS Supervisory and NL Leader positions, applicants must submit MCCS Form #18 and a current resume. Employee's performance and attendance record will be taken into consideration at the time of the selection process. Selection for an interview does not guarantee promotion or appointment to the position.

MCCS is a Drug-free workplace. The use of illegal drugs by MCCS employees, whether on or off duty, cannot and will not be tolerated. Federal employees have a right to a safe and secure workplace, and Marines, sailors, and their family members have a right to a reliable and productive Federal workforce.

Conditions of employment: Applicants are required to successfully complete a National Agency Check with Inquiries background check and screening. Direct Deposit is a mandatory condition of employment. MCCS provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Human Resources. The decision on granting reasonable accommodation will be on a case-by-case basis. Full consideration will be given to all qualified applicants without regard to race, sex, color, age, religion, physical handicap, national origin, marital status or political affiliation in accordance with the No FEAR Act of 2002. No FEAR Act also covers the Whistleblower Protection Laws.

Three options to apply

- * *Apply in Person:* MCCS Human Resources 3704 Hochmuth Avenue Bldg 5 San Diego, CA 92140 To apply in person visit our website: www.mccsmcrd.com to register for base access. Accepting applications: Monday – Friday 8:00am – 3:30pm Office phone: 619.725.6226
- * *Fax your resume:* 619.725.6233 Please put the following [Attn: Maintenance Helper]
- * *E-mail your resume:* sandiego.vacancies@usmc-mccs.org

