# CNRSW New logo 1

# NAVY REGION SOUTHWEST FLEET & FAMILY READINESS

***NON-APPROPRIATED FUNDS (NAF)***

# VACANCY ANNOUNCEMENT

**Vacancy Announcement Number:** **16-06**

**Job Title, PPlan, Series, & Grade:** Supply Technician, NF-2005-03

**Location:** Naval Base San Diego, CA

**Status:** Regular Full Time

**Pay Range:** $17.00 - $22.00 Per Hour

**Opening Date:** 15 January 2016

**Closing Date:** Open Until Filled; **First Cut-Off:** 24 January 2016

**Area of Consideration:** All Sources- Relocation Expenses Not Authorized

**BRIEF DESCRIPTION OF DUTIES:** This position is that of Deployed Forces Support (DFS), Morale, Welfare and Recreation (MWR) department, Southwest Region San Diego, CA. The incumbent is responsible for directing the day-to-day property custody and control on a local level, but not limited to, receiving, checking, handling, storing, and distribution of NAF and APF property according to established procedures. Takes an active part in physical inventorying equipment, or other materials. Reconciles inventory or property record balances after completion. Maintains an accurate accounting and reporting system for non-expendable property. Conducts management studies on the utilization of property, reviews records and demand data for determination of property which has become obsolete or in excess, offers recommendations for utilization of excess items, prepares reports and documentation for transfer of excess items, and locates surplus property that can be utilized. Responsible for proper disposal of all MWR property. Drives a one and a quarter ton truck with manual transmission and a forklift to relocate materials and equipment. Maintains open and completed files and takes inventory of items at required intervals. All work is reviewed for timeliness, accuracy and compliance with policies and procedures. Maintains appropriate records, reports and logs. Periodically updates files and ensures disposition of files are accomplished according to established procedures. Ensures compliance with fire, safety and security rules and regulations. **Performs other duties as assigned.**

**QUALIFICATIONS REQUIRED:**

* High School graduate with two years of college, technical training and/or general experience in a property management environment **AND** one and a half years of specialized experience which provided a knowledge of a distribution and receiving system and property management techniques; material handling practices and procedures; or experience in physical receipt, storage, stock rotation and distribution flow to location sites
* Knowledge of inventory control and procedures
* Ability to identify problem areas, provide solutions and recommend corrective action
* Ability to adjust work operations to meet urgent or changing activity needs within available resources
* Ability to inspect equipment and work areas
* Ability to maintain records, reports and files
* Ability to lead, motivate and train
* Ability to organize and make sound decisions
* Must possess a valid driving license and forklift license is preferred
* Ability to drive a 1-1/4 ton truck with manual transmission
* Must be able to obtain a forklift license within 30 days of employment
* Must be able to pass a pre-employment physical and obtain necessary clearances
* Ability to follow verbal and written instructions
* Ability to deal effectively with others
* Must be able to communicate clearly and effectively both verbally and in writing in English
* Must meet Federal Employment suitability requirements and successful completion of background investigation. Background Investigations are conducted using fingerprint identification and completion of background inquiry forms.

**HOW TO APPLY:** Submit a NAF employment application to the NAF Human Resources Office, Building 3210, Anchors Catering and Conference Center, Naval Base, San Diego, 2375 Recreation Way, San Diego, California 92136-5518 or fax to (619) 556-9537. Applications may also be submitted via email to mwr.hr.dept@mwrsw.com. Submitted applications will be retained for 90 days. For more information, visit our website at <http://navylifesw.com/sandiego/about/jobs/>. Applicants who do not meet the above requirements or submit all required forms may not be considered. Due to volume of applications received, applicants may not be notified of non-selection. **Participation in direct deposit upon employment is required.**

Dept. of the Navy NAF is **an equal employment opportunity employer**. All qualified candidates will receive consideration without regard to race, color, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors. Reasonable accommodations are provided to applicants with disabilities. If reasonable accommodation is needed for any part of the application and hiring process, please contact the Human Resource Office. The decision on granting reasonable accommodations will be on a case-by-case basis.

Navy Region Southwest is a drug-free workplace. The use of illegal drugs by NAF employees, whether on or off duty, cannot and will not be tolerated. Federal employees have a right to a safe and secure workplace. Sailors and their family members have a right to reliable and productive Federal workforce.