



**Fleet & Family Readiness Programs
NAF Personnel Office**

ANNOUNCEMENT # 16/2021 **AMENDED**

OPEN DATE: 25 August 2021

1st Cut Off Date: 09/10/2021

CLOSING DATE: 31 December 2021 or Until Filled

POSITION: GOLF COURSE MECHANIC NA-5823-10

PAY: \$13.74 per hour

EMPLOYMENT STATUS: Regular Full Time w/ Benefits 35 – 40 hrs

Schedule may include a rotation of days, nights, weekends, and holidays

LOCATION: Gulf Winds Golf Course

AREA OF CONSIDERATION: General public of CORPUS CHRISTI commuting area as well as spouse preference eligible candidates. Relocation bonus not authorized.

DUTIES: INCUMBENT IS RESPONSIBLE FOR MAINTAINING A WIDE VARIETY OF GOLF COURSE EQUIPMENT AND VEHICLES. THIS INCLUDES DAILY CHECK AND ADJUSTMENTS, ON THE SPOT REPAIRS, PREVENTIVE MAINTENANCE, AND MAJOR OVERHAULS, FOR THE FOLLOWING EQUIPMENT. **LIGHT EQUIPMENT**(PUSH MOWERS, WALKING GREENS MOWERS, WEED EATERS, EDGERS, SOD CUTTER, CHAIN SAWS, BLOWERS, FERTILIZER SPREADERS, TOP DRESSER, RANGE BALL MACHINES) INVOLVES ADJUSTMENT/REPAIR OF CARBURETOR, SPARK PLUG, STARTERS, POINTS, THROTTLE, BRAKE, TRANSMISSION CLUTCH; REPAIR OR REPLACEMENT OF FILTERS, SEALS, FLAT TIRES, BLADES, CHAINS; TROUBLE SHOOT ELECTRICAL SYSTEM; CHECK AND ADJUST REELS FOR FINENESS OF CUT AND HEIGHT; PROPER DISPLACEMENT OF CLIPPINGS; REPLACE BLADES, CHAINS. **MEDIUM LIGHT EQUIPMENT**(GREENS MOWER, SAND PROS, CUSHMAN TURF TRUCKSTERS, WORKMASTER, GOLF CARTS, PESTICIDE SPRAYER) INVOLVES ALL OF THE ABOVE PLUS REPAIRS/REPLACEMENT OF SOLENOIDS, TIRES, STEERING ASSEMBLIES, WIRING, BEARINGS, DRIVE BELTS, CHAINS, HEAD GASKETS, SEALS, REELS, BEDKNIFE DIFFERENTIALS, DISTRIBUTORS, FUEL FILTERS, AND PUMPS; PERFORM TUNE UPS; CHECKS/CHANGES/INSTALLS AIR FILTERS, LUBRICATING OIL AND GREASE, BELTS, ANTIFREEZE, HYDRAULIC SYSTEMS; PERFORM ENGINE OVERHAULS; PROVIDES ADVISE AND ASSISTANCE ON ELECTRIC CART REPAIRS; PERFORMS MACHINING, ELECTRIC AND ACETYLENE WELDING OF EQUIPMENT. **MEDIUM EQUIPMENT** (FAIRWAY MOWER, STAKE DUMP TRUCK, BACK HOE AND FRONT END LOADER) INVOLVES ALL OF THE ABOVE PLUS REBUILDING HYDRAULIC LIFTS. ENSURES PROPER ALLOCATION OF FUEL, CORRECT GRADES OF OIL AND FUELS AND FUEL MIXTURES ARE PROVIDED AND GIVEN TO THE RESPECTIVE EQUIPMENT AND WILL KEEP WRITTEN DOCUMENTATION OF FUEL AND CONSUMPTION, BY OPERATOR AND MACHINE. TRAINS EMPLOYEES ON PROPER USE OF, MAINTENANCE OF, AND MINOR REPAIR/ADJUSTMENT OF TOOLS, EQUIPMENT AND VEHICLES. MAINTAINS NECESSARY STOCK OF TOOLS, PARTS AND SUPPLIES AND MAINTAINS UP TO DATE EQUIPMENT REPAIR RECORDS ON ALL EQUIPMENT. MAINTAINS EQUIPMENT AND TOOL STORAGE FACILITIES IN A CLEAN, NEAT MANNER FOR EASY ACCESS. AS REQUIRED REPAIRS/RENOVATES THE MAINTENANCE BUILDING. PROVIDES ASSISTANCE IN MAINTAINING AND REPAIRING THE IRRIGATION SYSTEM, WHICH INCLUDES REPLACING SEALS, VALVES, OR SPRINKLER HEADS.

SKILLS AND KNOWLEDGE: MUST HAVE A COMPLETE KNOWLEDGE OF MECHANICS, BE FAMILIAR WITH HYDRAULICS AND TRANSMISSIONS, AND BE ABLE TO TROUBLE-SHOOT AND REPAIR EQUIPMENT AND VEHICLES. MUST HAVE THREE (3) YEARS DOCUMENTED EXPERIENCE AS A MECHANIC or BE ASE CERTIFIED FOR LESS THAN 3 YEARS DOCUMENTED EXPERIENCE. MUST BE ABLE TO PLAN WORK AND FOLLOW COMPLEX REPAIR MANUELS AND DIAGNOSE REPAIRS REQUIRED. MUST BE ABLE TO OPERATE A WIDE VARIETY OF SPECIALIZED TOOLS, BOTH LIGHT AND HEAVY, NECESSARY FOR THE MAINTENANCE AND REPAIRS (i.e., DRILL PRESS, ELECTRIC/ACETYLENE WELDERS, ENGINE ANALYZER, VALVE GRINDER, VOLTMETER, MULTIMETER, REEL GRINDER, TIRE CHANGER, BATTERY CHARGER ETC.)

REQUIREMENTS: Incumbent must have a high school diploma or equivalent and be over the age of 18. Will need to be able to work irregular working hours which will include early shift, late shift, evenings and special events as required.

EMPLOYMENT WILL BE SUBJECT TO COMPLETION OF A NATIONAL AGENCY CHECK WITH INQUIRIES (NACI) WITH FAVORABLE RESULTS.

*DIRECT DEPOSIT OF YOUR PAYCHECK IS MANDATORY AND IS A CONDITION OF EMPLOYMENT.

HOW TO APPLY: Forward resume or Non-Appropriated Fund employment application to E-mail address: NASCCMWRJOBS@GMAIL.COM. or FAX resume to 361-961-2891. Website for application: www.navymwrcorpuschristi.com.

Resume-Include name and contact information for at least three (3) professional references in your resume

.OF-306. http://www.opm.gov/forms/pdf_fill/OF306.pdf

.Proof of education (transcripts/copy of degree/high school diploma), if applicable to position requirements.

.If claiming Veteran's Preference, completed SF-15 and a legible copy of DD-214 (page 4) as well as any other supporting documentation (disability, official statements, proof of service, etc). is required.

.If claiming Gold Star Veteran's Preference, completed SF-15 and a legible copy of DD-1300 as well as any other supporting documentation (official statements, document of service, court decree, etc.) is required.

.If claiming Military Spouse Preference, a copy of sponsor's orders and Page 2 (applicable for NF-03 and below or equivalent).

.If claiming Department of Defense (DOD) Non-appropriated Fund (NAF) Business Based Action (BBA) Priority consideration, submit a copy of the notice of separation.

.If you are a current federal employee, submit your most recent Personnel Action Report (PAR) or SF-50.

.If you are a current federal employee, submit your last three evaluations

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