

AMENDMENT

THE CLOSING DATE OF THE ANNOUNCEMENT NO. 18-26 HAS BEEN AMENDED TO READ "OPEN UNTIL FILLED".

MERIT PROMOTION ANNOUNCEMENT AVIANO AIR BASE, ITALY NON-U.S. APPROPRIATED FUND POSITION

ANNOUNCEMENT No. 18-26

**OPENING DATE: 4 March 2026
CLOSING DATE: Open till filled**

Applications are being accepted for the position listed below. When applying, refer to this announcement by number. The USAFE-AFAFRICA Form 10, Request for Placement Consideration, can be downloaded from the CPO website <https://31fss.com/civilian-personnel/> by clicking on "Forms and Information". The USAFE-AFAFRICA Form 10 will need to be filled out, signed and e-mailed to the following address: 31fw.LNstaffing@us.af.mil. The Staffing team will respond acknowledging receipt of the form; if response is not received, please call immediately DSN 6328328 or commercial 0434308328.

**TITLE , SERIES, GRADE AND SALARY: Materials Handler (Forklift Operator) Leader, U-6907-06
(Permanent – 40 hours per week)**

Annual gross income / Reddito Annuo Lordo (RAL) euro 32.067

LOCATION: 31st Civil Engineer Squadron, Installation Management Flight, Housing Management Element, Furnishing Management Section/CEIHF, Aviano Air Base, Italy

AREA OF CONSIDERATION: Permanent Base Employees, including Temporary Overhires and Aviano Exchange Employees

MAJOR DUTIES: The primary purpose of this position is to lead a team of three or more workers to accomplish trades and/or labor work on a regular and recurring basis. Maintains current knowledge and answers questions from other workers on procedures, written instructions, and directives. Checks work while in progress and when finished. Ensures supervisor's instructions on work sequence, procedures, methods, and deadlines have been met. Evaluates and recommends the need for additional on the job training. Ensures safety and housekeeping rules are followed. Uses and assures proper fit of required safety equipment and clothing. Reports all known safety violations to supervisor immediately when discovered. Reports to supervisor on status and progress of work and reasons for delays. Answers questions to overall work operations and problems. Leads the verification of inventories by counting items and properly completing tally listings and other inventory documents. Inventories items may include the use of formal, informal, item-by-item, or group inventory methods and using manual or automated inventory systems. Performs non-supervisory trades and/or work tasks alongside all assigned personnel, performs the entire spectrum of trades/and or labor tasks appropriate for the occupations and grades of the team. In a warehouse setting, performs a full range of receiving, storage, issuing/shipping assignments. Verifies shipments by checking shipping documents. Matches specific item identification by name, stock number, letter, code, quantity, or unit of issue on containers. Unloads incoming shipments, scans bar codes, or keys receipt information into automated record system. Groups items together based on information received (i.e. voucher) or segregates items according to such factors as condition and type of transaction. Builds pallet loads to facilitate storage. Reports damaged or deteriorating incoming shipments. Transports materials such as furniture and appliances from receiving areas to storage. Stores, stacks, palletizes, and/or rotates items considering their use, size, shape, quantity, and special handling requirements. Matches, checks, and compares data on storage instruments with materials to be stored against materials already in storage locations. Consolidates and arranges items in accordance with the warehouse plan, keeping aisles and other traffic areas clear of obstructions. Uses automated material identification equipment to move, stack, bin, and select storage locations of items being shipped or received or to inquire on status of items. Selects and assembles items based on priority, type of material, mode of transportation, destination, and type of transaction. Obtains required signatures on appropriate paperwork before shipping/issuing items. As needed uses computer terminals, optical readers, bar code wands,

scanners, etc. to input nomenclature and description of changes. Operates forklift which are capable of lifting loads weighing 5 metric tons or more to a height of 4 meters or more to move, stack and unstack, load and unload, bin, position material. Maneuvers forklift in confined places over concrete, wood, or similar type floors. Also performs manual labor as required when use of forklift is not practical. May be required to drive and deliver materials on public roads. Loads truck/van with material such as Temporary Loaner Furniture (TLF) and long-term appliances stored at warehouse and deliver's material to residence. With proper equipment or assistance unloads and assembles furniture in appropriate area such as kitchen items in kitchen, bedroom items in bedroom, etc. Utilizes safety practices and procedures following established safety rules and regulations and maintains a safe and clean work environment. Uses and assures proper fit of required safety equipment and clothing. Performs clean-up duties, such as cleaning equipment, sweeping, straightening, and lining up tools and other property in the assigned area. Uses of tools and other equipment, in a safe manner, utilizing safety practices and procedures, and complying with established safety rules and regulations. Position requires frequent/moderate heavy lifting up to the applicable allowed weight in accordance with (IAW) Italian Safety standards. For further information, please contact the Civilian Personnel Office.

QUALIFICATIONS: 49 months of specific work experience in line of work.

Applicants must possess a valid Italian driving license type "B".

Applicants must be able to obtain and maintain an appropriate license to operate forklift for material handling work.

Applicants must be able to obtain/maintain required training and certifications related to job performance.

A basic knowledge of the English language is required, subject to testing.

The selected candidate will need to obtain the fit for duty evaluation for the specific position for which considered. The assessment will be conducted during the medical exam, IAW Lgs. D. 81/08.

APPLICANTS MAY APPLY AND BE CONSIDERED FOR POSITIONS AT ANY LOWER GRADE, LOWER PAY, OR DIFFERENT EMPLOYMENT CATEGORY. IF QUALIFIED AND SELECTED, ARTICLE 13 OF THE CONDITIONS OF EMPLOYMENT (COE) DATED 1 APRIL 2024 WILL APPLY.

APPLICANTS MUST ENSURE THAT ALL QUALIFYING EXPERIENCE IS DOCUMENTED IN THEIR OFFICIAL PERSONNEL FOLDER. Submit an amendment with USAFE-AFAFRICA Form 10, if necessary. Experience which is not on file at the closing date of the announcement will not be considered. In accordance with Art. 10, paragraph 6, of the Conditions of Employment (COE) *"Making a false or misleading statement in the application for employment or in the process of being hired may be cause for separation"*.

EQUAL EMPLOYMENT OPPORTUNITY: All qualified candidates will receive equal consideration for this position without regard to race, color, sex, religion, national origin or physical handicap. The supervisor having jurisdiction over the vacancy will be responsible for selection.

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