

Notification of a temporary Civilian (Local Wage Rate / LWR-NAF) job opportunity

HQS/UNIT: JFC Brunssum / BSG DUTY LOCATION: Brunssum (NLD)
Family Support, Morale & Welfare
Auto Hobby Shop

JOB TITLE: Auto Hobby Shop Assistant NAF LWR 1

CLOSING DATE: 4 January 2019

DUTIES

Post Context: NAF LWR CIVILIAN post in the BSG, Family Support, Morale & Welfare Branch, JFC HQ Brunssum. The incumbent serves as Auto Hobby Shop Assistant, a competent technician in the servicing and repairing of vehicles, with thorough knowledge of mechanics and electrical components being comfortable with using diagnostic equipment to identify and rectify faults.

Report Chain: Reports to Auto Hobby Shop Manager.

Principal Duties:

INSTRUCTION:

Provides technical guidance and assistance to shop patrons on repairs to their privately opened motor vehicles by helping to diagnose problems and providing advice regarding parts required and approximate costs involved.

MAINTENANCE:

Confer with customers to obtain descriptions of vehicle problems, and to discuss work to be performed and future repair requirements.

Accurately diagnose vehicle mechanical problems using diagnostic equipment as a matter of routine.

Undertake vehicle service and general repairs.

APK testing of a full range of vehicle models and carrying out repairs on failed vehicles when required.

Plans work procedure, using charts, technical manuals and experience.

Raises vehicle, using hydraulic jack or hoist, to gain access to mechanical units bolted to underside of vehicle.

Removes unit - engine, transmission, or differential using wrenches and hoist.

Disassembles unit - inspects parts for wear, using micrometers, calipers and thickness gauges.

Repairs or replaces parts – i.e. pistons, rods, gears, valves, and bearings using hand tools.

Overhauls or replaces carburetors, blowers, generators, distributors, starters, and pumps.

Rebuilds parts, i.e. crankshafts and cylinder blocks using lathes, shapers, drill presses, and welding equipment.

Rewires ignition system, lights, and instrument panels.

Repair, reline, replace, and adjust brakes. Aligns front end, repairs or replaces shock absorbers and solders leaks in radiator.

Replaces as well as adjusts headlights, and also installs repairs accessories, like radios, heaters, mirrors, and also windshield wipers.

Test drive vehicles, and test components and systems, using equipment such as infrared engine analyzers, compression gauges, and computerized diagnostic devices.

Ensures that tools and equipment are stored correctly and the work areas clean and safe at all times.

Performs immediate repairs on equipment when possible and informs the manager if it is not practicable.

Maintaining safe working practices and ensures that workshop standards are in accordance with Health and Safety requirements.

Creating and fostering a positive customer service experience.

Supports the Centre Manager by performing other maintenance activities as required, including dealing with suppliers.

Close and secure Auto Hobby Shop and all equipment at close of business.

ADMINISTRATION:

Maintains sign-in records and collects fees for goods and services make available.

Inform Manager of supply shortages, equipment deficiencies and of other problems that may occur during hours of operations.

SAFETY

Explains and demonstrates, when required, the correct use of tools and equipment.

Ensures that all safety rules and procedures/shop regulations are strictly followed.

Additional Duties:

Performs other related duties as directed

QUALIFICATIONS**Essential Qualifications:****Professional Experience:**

Two years professional experience working within a garage environment.

Experience in the use of brake lathe, tire changer, balancer, engine analyzer, hydraulic press, lifts, drills, hand/air tools and welding equipment.

Experience in the use of diagnostic equipment.

Experience working in compliance with health and safety, hygiene and other statutory regulations.

Experience dealing with all aspects of customer service including complaints.

FRO (BHV or EHBO) or willing to be trained and obtain qualification

Education/Training:

Secondary education and completed intermediate vocational training with 2 years' experience.

Working knowledge general computer applications

Candidate must possess a valid drivers' license with no restrictions

English 'good' (minimum completed secondary education level)

Desirable Qualifications

Experience in an international organization (preferably NATO).

Military experience.

Desirable language qualifications: Dutch, German.

Civilian Posts**Personal Attributes**

Incumbent must be a fast and a keen learner, energetic and adaptable.

He must have the ability to self-start, be calm and cool headed, able to think clearly and make quick decisions.

Incumbent must be able to work well with others in a diverse, multinational environment, show courtesy, tact, diplomacy, mental alertness and service mindedness in dealing with customers.

Managerial responsibilities

Incumbent will be responsible for the proper storage and safeguarding of supplies, equipment, and funds in the facility when on shift.

Professional contacts

Incumbent will have direct professional contact with suppliers.

REMARKS

Work conditions:

Work under normal conditions in an Auto Hobby shop environment. Time pressure work situations may exist. Required to work during regular weekdays and Saturdays, but also may be required to work outside normal duty hours on occasion. Environment is often noisy and actual working area will at times be quite greasy/dirty. While performing the duties of this job, incumbent is required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; often in difficult positions ; reach with hands and arms; balance; stoop; talk or hear. The employee must occasionally lift and/or move up to 25 kilograms.

Successful candidates may be subject to a security investigation by national authorities. (Minimum required is a so called 'Certificate of incorporation' / 'Verklaring omtrent het gedrag') The successful candidate is required to obtain a BSN (burgerservicenummer) for tax purposes in accordance with the policy, LWR Reg. Art 5.

Please note that FSMW LWR NAF vacancies are in the first place meant to be filled by local NATO community member's dependants (JFCHQB, NCI Agency, International School, NAPMA, Schinnen, and NAEWF E-3A Geilenkirchen). Others, on condition that they are a national of one of the 29 NATO member countries may apply.

Applicants have to complete the official JFC Application, completed official Application Forms quoting the post title should reach the Civilian Personnel Branch at recruitment@jfcbs.nato.int before 4 January 2019 cob.

For the completion of the Application Form please note:

- Application Forms in the initial phase of recruitment are acceptable as softcopies only (no signatures required).
- A maximum of 4 pages plain paper (A4) may be added to the official Application Form in case, for certain items, more space is required.
- Application Forms and additional pages (if any) are to be forwarded in Word format (other formats may cause transmitting/capacity problems).
- Copies of relevant diplomas/certificates are not to be forwarded until requested. Please note that, once diploma's/certificates are requested, any such documents, other than in the English, Dutch or German language, should be translated into English and if possible attached as a certified translation. It should be noted that an official institution may assess value and validity of diplomas and certificates.
- In case of multiple applications within the same organization, applicants should send separate applications for each post. On each application they have to refer to the other post(s) in which they are interested and have applied for, listing them in order of their preference.

Only applications completed in accordance with the above instructions will be taken into consideration.

The selected candidate will be offered a definite duration contract for a period of 11 months including a probationary period of 1 month. The number of hours a week will be between 10 and 20. The gross hourly wage will be 12,42 euro (all entitlements included for employees age 23 years and older in accordance with Dutch minimum wages). Point of contact for all job contents related questions is Mr Ron Linskens, 0455263173.