



**Naval Academy Business Services Division**  
**Job Announcement Number: 23-086a**  
**Vacancy Open: November 02, 2023 – November 16, 2023**  
**Area of Consideration: All Qualified Persons**  
**Security Level: Tier 1 – Non-Sensitive**

## **POSITION DETAILS**

Motor Vehicle Operator – NA-5703-06  
Full Time (35-40 hours weekly, Benefited)  
\$19.67/hour

## **JOB SUMMARY**

The Motor Vehicle Operator (MVO) provides an essential service to the Naval Academy's Brigade of Midshipmen and all other that utilize the NABSD Laundry and Dry-Cleaning Facility. This position is based at the Laundry and Dry-cleaning Facility and services the entire Naval Academy yard and NSA Annapolis area.

The MVO works closely with the Check-in and Sorting and Shipping departments. The MVO communicates each day's linen volume, advises of delays due to equipment malfunctions, (Elevator or vehicle), and assists in the bagging and carting of completed work in the outbound staging area.

The MVO is the “face of the laundry” and is polite, well mannered, and neat in appearance at all times. They must be familiar with the schedules and locations of all customers.

## **DUTIES & RESPONSIBILITIES**

Loads and unloads heavy laundry and dry-cleaning bags weighing up to 100 pounds into or out of steel carts, and loads or unloads outer wear apparel onto or off of mobile hanger racks; loads carts and racks into the motor vehicle, securing them so that the loads do not shift during transit.

Operates both gasoline and diesel-powered vehicles ranging in capacity from panel trucks at a one-ton load capacity up to straight trucks with a five-ton load capacity. The straight trucks are equipped with electric powered tailgates which assist in loading and unloading laundry carts and racks weighing up to 1000 pounds.

Picks up and delivers laundry and dry-cleaning bags, garments and bundles at points along any assigned route according to predetermined schedules, assigned by the Transportation Supervisor.

Assists in the final assembly of laundry bags in the Sorting and Shipping Department; bags completed orders, loads the steel carts and hangs racks for transporting the finished product, securely loading them onto the appropriate vehicles.

Assists in any area of the Facility as directed by the Transportation Supervisor, based on the daily needs in other departments.

Keeps vehicles clean and free of refuse at all times; keeps loading docks and grounds adjacent to loading docks clean and free of refuse on a daily basis.

Performs other duties as required which are related and an integral part of the motor vehicle and laundry and dry-cleaning job families.

## QUALIFICATIONS & REQUIREMENTS

Applicants who meet the qualification requirements will be further evaluated to determine the extent to which their education, related experience, training, awards, and supervisory appraisal demonstrate they possess the desired knowledge, skills, and abilities (KSAs).

- Must obtain and maintain a secret security clearance – requires 18 years of age
- Males born after December 31, 1959 must be registered for Selective Service
- Verification of employment eligibility in the United States is required
- One-year probationary period
- U.S. Citizenship is required for Tier 3 Positions

## APPLICATION INSTRUCTIONS

A complete online application must be submitted to be considered for a USNA NAF/NABSD position.

Please visit the employment website: <https://www.usnabsd.com/administration/human-resources/employment-2/>

**Applicants may call 410-293-2519 or x2882 if unable to complete the online application.**

## KNOWLEDGE, SKILLS and ABILITIES (KSAs) for this position are as follows:

**\*\*Responses must be included on the KSA portion of the online application\*\***

1. Incumbent must possess a valid state issued driver's automobile license, and have no points or infractions on their DMV record.
2. Must have the ability to operate commercial vehicles with gross weights up to thirteen tons.
3. Must demonstrate knowledge of safe work practices and follow the prescribed Federal, State, and local safety rules, regulations, and requirements for operating motor vehicles.
4. Must have the ability to manage movement of laundry carts and racks during loading and unloading in order to avoid accidents and injury, and maintain the finished appearance of hanging garments on the racks.

## EMPLOYMENT PREFERENCES

Explanation of employment preferences is available on the NABSD Website. No preference is given unless requested and documented. Acceptance or declination of a regular position ends ability to claim preference for spouse or Involuntarily Separated (IVS) applicants. To claim a preference, you must attach the following documents with your employment application and request form:

- **Military Spouse:** most current military member's PCS orders, submit spousal request form and write SPOUSAL PREFERENCE on front page of the application – (*Per the CNIC 5300.206b, spouses' preferential consideration for NAF positions at the NF-3 and below*)
- **Veteran:** Page four (4) of the DD-214
- **Involuntary Separated Military Members and Dependents:** page four (4) of the DD-214 or copy of DD-1173 and write "IVS" on front page of the application. IVS preference is approved only if discharge/reentry code matches eligibility list.

*Note: Failure to provide the required information may result in loss of consideration for the position and elimination from the selection process. Please be advised that applications received after the closing date listed above will not be considered. Applications and resumes will not be returned to the applicant.*

*Some positions have special requirements. In these cases, selection is tentative pending satisfactory completion of said requirements. Applicants may be required to provide proof of education, etc. All selections are contingent on obtaining satisfactory employment reference checks.*

*We are an E-verify participant. Please be informed that applicants will be required to submit a federal government background check.*

*As a condition of employment, the selectee will be required to participate in direct deposit/electronic fund transfer as specified in the negotiated agreement. Occupants of this position must maintain the privacy of official work information and data, and demonstrate the highest level of ethical conduct.*

*DON is an EEO employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or other non-merit factor.*

*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 office that is collecting the applications. The decision on granting reasonable accommodations will be on a case by case basis.*