



Naval Academy Business Services Division
Job Announcement Number: 25-005
Vacancy Open: January 8, 2025 – January 15, 2025
Area of Consideration: All Qualified Persons
Security Level: Tier 1 – Non-Sensitive

POSITION DETAILS

Shoe Repairer (Cobbler) NA-3101-09

Flexible (0-40 hours weekly)

\$21.54/Hour (Possible Shift Pay, Sunday Premium Pay, Daily or Weekly OT)

Are you interested in a "behind the scenes" look at life at the Naval Academy? Do you want to work in a unique setting and specialized trade?

As a cobbler, you will provide shoe repair services (and more) to the Brigade of Midshipmen, utilizing your skills in this exclusive trade. This is a rare opportunity to work in a fast-paced environment with other skilled tradesmen at the United States Naval Academy. Be part of the team that provides excellent customer service to our nation's future leaders!

Flexible scheduling is available, with 8 hour shifts for 2-3 days per week, weekdays.

JOB SUMMARY

The individual serves in the Cobbler Shop of the U.S. Naval Academy Midshipmen Services

DUTIES & RESPONSIBILITIES

- Repairs shoes, replaces soles, heels, welts, re-stitches uppers, replaces eyelets, counters and linings. Operates the machines used to accomplish above work: straight and curved needle stitches, cutters, skiving machines, edgers, grinders and finishers, shoe pressers, stretchers, sewing machines, auto-soler, heel wheeler and heel remover.
- Repairs and alters articles such as suitcases, bags, gloves, belts, and other articles made of fabric.
- Makes repairs to and adjusts all machines used.
- Alters shoes to provide relief from corns, to compensate for a short leg, to correct posture deficiencies, to correct flat feet and to correct arch abnormalities, occasionally alters shoes to correct or to compensate for various abnormalities.
- Responsible for keeping the working area of the Cobbler Shop clean
- The work is required to be done at a rapid pace to meet workload demands. The representative workload is approximately 7,000 pairs of shoes per year. To accomplish this, standing, sitting and continual body movement is required. Moderately heavy handwork is required when feeding and holding work through and against machines.
- The individual works indoors amidst noisy and vibrating machinery.

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 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

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/about/careers/>

Applicants may email nabsdjobs@usna.edu 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. Experience working with a variety of leathers, leather-like, rubber, plastic, cotton, fiberglass, and other similar materials. Experience performing shoe repair in a retail establishment preferred.
2. Ability to adjust and operate a variety of specialized machines for repair of shoes and other items. Experience using shoe repair machines and equipment preferred.
3. Incumbent must be able to plan work by taking measurements, selecting proper materials to fit customer's needs, and adapting work to various designs and conformations of different manufactures.

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.