

# THE CLOSING DATE OF VACANCY ANNOUNCEMENT NO. 23-24 HAS BEEN AMENDED TO READ “OPEN UNTIL FILLED”

## JOB OPPORTUNITY ANNOUNCEMENT AVIANO AIR BASE, ITALY NON-US APPROPRIATED FUND POSITION

ANNOUNCEMENT NO. 23-24

OPENING DATE: 17 May 2024

CLOSING DATE: Open Until Filled

Applications are being accepted for the position listed below. When applying, refer to this announcement by number. For further information, contact the Civilian Personnel Office located in via Pordenone at Aviano Air Base, Area “F” Building 1467, third floor, or call numbers DSN 6328328 or commercial 0434308328. CPS website: [www.31fss.com/civilian-personnel-section](http://www.31fss.com/civilian-personnel-section)

The Application Form USAFE-AFAFRICA714 will need to be filled out and e-mailed with pertinent documentation to the following address: [31fw.LNstaffing@us.af.mil](mailto:31fw.LNstaffing@us.af.mil). Applicants will need to ensure they receive an e-mail from the Aviano CPO indicating that the documentation has been acquired; otherwise they will need to call commercial 0434308328.

**TITLE, SERIES, GRADE AND SALARY: Safety Technician, U-0019-05**  
(Temporary not to exceed 12 months – 40 hours per week)

Monthly gross salary euro 2,305.10

U-05	BP	pm	euro	858,95
	3EL	pm	euro	926,92
	CONT	pm	euro	519,23

**LOCATION: 31<sup>st</sup> Fighter Wing, Commander’s Office/CC, Aviano Air Base, Italy**

**MAJOR DUTIES:** The primary purpose of this position is to assist in performing routine support work related to the installation Italian Safety and Occupational Health program such as safety trainings, risk assessments, inspections/surveys, mishap investigations, as well as assisting the Base Competent Physician with prescription routine work and medical appointments for compliance with Italian Legislative Decree and subsequent provisions. Assists in performing routine support work in the safety field for installation assigned “Addetto al Servizio di Prevenzione” (ASPP) and/or “Responsabile del Servizio di Prevenzione e Protezione” (RSPP) that involves obtaining and giving factual information about safety. Assists in executing routine safety programs such as, safety training, risk assessments, surveys, inspections, evaluations, etc. Assignments cover a variety of routine tasks requiring the employee to apply basic knowledge of work processes, established safety standards, protective devices and accident measures in direct support and execution of the Italian Safety and Occupational Health Program to maintain compliance with applicable Italian /European Safety Law practices and procedures. Participates in preliminary investigations by inspecting areas and interviewing witnesses, takes notes for ASPP and/or RSPP review/evaluation. Discusses findings with operating officials to obtain compliance with recommended and write accurate inspection reports. Assists in the planning, evaluating and investigating reportable and non-reportable mishap situations. Collects information and documentation of mishap/injury and schedules site visits. Participates in surveys of facilities, equipment and operations to collect information, pictures and evidence of workplace and activities performed. Assists in the preparation of inspection supporting documentation/checklists. Documents inspections/site visits and prepares reports. Prepares risk assessment evaluation for review. Collects and informs of complaints or notifications of unsafe/unhealthy conditions reported by supervisors/managers, employees or appointed Employees Safety Representatives (ESRs). Maintains and updates automated database and files. Maintains safety records, collects information and documentation concerning new

projects/contracts. Assists ASPP and/or RSPP in planning and scheduling safety meetings/briefings, in particular with contractors, on safety requirements. Using statistical data, prepares charts, tables and reports. Prepares documentation for final review. Schedules for Base Competent Physician medical appointments and assists in identifying, planning, organizing and scheduling safety training that is required by organizational personnel. Supports the preparation of safety training and instruction on specific safety techniques. Identifies safety training needs on the basis of current workforce. Assists in preparing a variety of training material to provide and/or reinforce information related to safe work practices, accident prevention techniques and mishap reporting requirements. Reviews safety guidance for changes in applications and transmits new changes to the organization's supervisor. Assists the Base Competent Physician with routine prescription tasks. Informs required organizational personnel, to include respective supervisors/managers of required appointment and obtains confirmation of attendance. Maintains and updates database and files. Occasionally there may be a need to lift and carry moderately heavy objects in accordance with the Italian Safety Law. For further information, please contact the Civilian Personnel Office.

#### **Reference Office of Personnel Management (OPM) Qualification Standards**

**QUALIFICATIONS:** Interested applicants must possess 1 (one) year of specialized experience equivalent to at least the next lower grade level and which has equipped the applicant with the knowledge, skills and abilities to successfully perform the duties of the position to be filled. To be creditable, specialized experience must have involved: (1) identifying, preventing or eliminating safety hazards in work methods or environmental conditions; or (2) safety training or promotion. Such experience must have provided a practical knowledge of occupational and environmental safety hazards, survey techniques, and control and preventive methods.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** 4 (four) years above the High School level or 3 (three) years of Italian university with courses related to safety, fire prevention, industrial hygiene or other directly related subjects. Applicants must submit a copy of their certificate from a recognized university, listing all the exams and grades.

Good command of the English language is required, subject to testing.

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

Must be able to attend and complete the required training and, if applicable, obtain and maintain certification.

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

**APPLICANTS MUST ENSURE THAT ALL QUALIFYING EXPERIENCE IS DOCUMENTED IN THEIR APPLICATION.** Experience which is not on file at the closing date of the announcement will not be considered.

**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.

**PLEASE POST ON YOUR BULLETIN BOARD**