



AIRCRAFT WORKER - TEMPORARY

The U.S. Consulate in Sydney is seeking an individual for the position of Aircraft Worker in the United States Air Force, Detachment 1.

Salary: A\$49,483 p.a. + superannuation benefits
90-day appointment

All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school (Year 12) is required.
2. Two years work experience in an airfield flight-line operation including one year of administrative experience is required.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. A current driver's license that enables the individual to legally drive in Australia is required.
5. Computer literacy in databases, spreadsheets and word processing with the ability to operate basic office equipment is required.
6. Demonstrated interpersonal skills in interacting with high level officials and external contacts is required.

For further information please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria and resume to the Human Resources Office, U.S. Consulate General Sydney, MLC Centre, 59th Floor, 19 – 29 Martin Place SYDNEY NSW 2000 by **April 24, 2012**.

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

Note: *Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

**POSITION TITLE: AIRCRAFT WORKER -
TEMPORARY**

**POSITION GRADE LE- 4
(STARTING SALARY A\$49,483)**

DUTIES AND RESPONSIBILITIES

Basic Function of the Position

This apprentice level position is responsible for launching, recovering, and servicing a variety of transiting airframes; as well as, coordinating accommodations or transportation for in-transit aircrew members. Secondary duties include inspecting, operating, and performing general maintenance or repair of powered and non-powered aerospace ground equipment, operating materials handling equipment, loading trucks, and assisting cargo or passenger operations personnel as required.

Major Duties and Responsibilities

AIRCRAFT TECHNICIAN APPRENTICE

Responsible for the accountability of all tools used during aircraft repair to include; measuring instruments such as torque wrenches, micrometers, go-no-go gauges, multimeters, feeler gauges, and tension meters. After repairs, aid in the general tool clean up and designated tool checks, Consolidated Tool Kit program (CTK). Assist higher level maintenance personnel with obtaining and carrying tools to and from aircraft. Must have working knowledge of the internal combustion engine, position is responsible for checking pumps, batteries, fan belts, spark plugs for wear and tear or replacement. Checks engine performance monitoring oil and temperature gauges. Changes fuel filters, oil filters, air filters, and lube oil as required with supervision.

VEHICLE OPERATION

Position is responsible for operating general purpose and special purpose vehicles. Performs required daily vehicle/ equipment operator inspections to include fluid levels and safety items. Cleans vehicles as required. Ability to operate Material handling equipment: 4K Forklift (4,000lb capacity)

ADHOC DUTIES

Performs other related duties: Aerospace Ground Equipment (AGE) Technician. Performs preventative maintenance on AGE electrical power support systems. Checks equipment for fuel, lubricants, coolant, and battery water levels. Transient Alert. Performs marshalling duties to include blocking and chocking aircraft when required. Terminal Operations. Performs duties as load team member (loads and unloads cargo/passengers when required), builds and breaks down pallets, loads and unloads trucks and operates MHE (Materials handling Equipment) when required.

General administrative duties as required.

General warehouse duties as required.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED UNRESTRICTED WORK AND/OR RESIDENCY PERMITS WITH 12 MONTHS VALIDITY TO BE ELIGIBLE FOR CONSIDERATION.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

TO APPLY

Interested applicants for this position must submit the following for consideration of the application:

Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

A current resume or curriculum vitae that provides the same information found on the UAE (see appendix below); or

A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
U.S. Consulate General Sydney
MLC Centre
59th Floor, 19 – 29 Martin Place
SYDNEY NSW 2000

THE DEADLINE FOR APPLICATIONS IS APRIL 24, 2012

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.

APPENDIX

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References