



## HANDYMAN/WAREHOUSE ASSISTANT

The U.S. Consulate in Sydney is seeking an individual for the position of Handyman/Warehouse Assistant in the General Services Section.

Salary: A\$46, 628 p.a. + superannuation benefits

**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. Six months experience performing general handyman tasks is required.
3. Level 3 (Good Working Knowledge) written and spoken English is required. This will be tested.
4. Ability to operate shop tools and perform basic woodworking, painting and plumbing work is required.
5. Good working knowledge in the principles of structural design, warehousing and OH&S regulations is required.
6. A current driver's license that enables the individual to legally drive in Australia 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, 59<sup>th</sup> Floor, 19 – 29 Martin Place SYDNEY NSW 2000 by **C.O.B. June 2, 2011**.

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.

---

<b>POSITION TITLE: HANDYMAN/WAREHOUSE ASSISTANT</b>	<b>POSITION GRADE LE- 3 (STARTING SALARY A\$46,628)</b>
---	---

---

## **DUTIES AND RESPONSIBILITIES**

### **Basic Function of the Position**

The Handyman/Warehouse Assistant assists in several important Consulate functions that require accuracy, timeliness and a careful attention to detail, including the repair and maintenance of buildings and equipment, the performance of preventative maintenance work, assistance with warehouse operations, and backup driving duties for the Consulate. The incumbent will also be required to monitor outside contractors performing work inside the Consulate Office Building (COB), the Consul General's Residence (CGR) and leased residences.

### **Major Duties and Responsibilities**

#### **Handyman**

- Maintenance

Provide assistance and backup to the Consulate's Maintenance Mechanic in the following areas:

- the maintenance of structures and associated equipment of U.S. Government owned and leased properties by performing painting, minor plumbing and carpentry, and other preventative maintenance and repair work;
- the inspection of buildings and equipment to determine services needed;
- the regular replacement of all electrical bulbs, batteries in smoke alarms, and filters in other equipment;
- the purchase materials needed for maintenance;
- the oversight of landscape contractors at the CGR;
- the cleaning of the swimming pool at the CGR, removal of debris, and treatment of the water;
- the movement of furniture inside and outside of the residence;
- the setting up for special functions as required;
- the stacking of firewood and kindling for use at the residence;
- supervision of the landscaping contractors and rubbish removal.

- Residential Maintenance

Provide assistance and backup to the Consulate's Housing Coordinator for the oversight of contractors and tradesmen on all make-good and make-ready short-term lease projects.

#### **Warehouse Assistant**

- Warehousing

Provide assistance and backup to the Consulate's Warehouse and Shipping Assistant in the following areas:

- Arranging the storage, delivery and collection of furniture and furnishings;

- Personally delivering and retrieving items inside the warehouse safely;
- Receiving and unpacking incoming furniture orders,
- Supervising hired laborers when needed and arranging their collection and delivery schedules,
- Keeping the warehouse clean and tidily organized (no obstructions),
- Operating a “walkie” fork lift and an order picker safely

Follow all OH&S guidelines and guarantee a safe working environment for anyone who enters the warehouse is an essential part of this duty.

### **Chauffeur**

Serves as a backup chauffeur during the scheduled annual leave absences of the Consulate’s primary drivers. Responsible for the proper operation and maintenance of the light armored vehicle and other vehicles in the Consulate’s fleet.

### **Other Duties**

May be called upon to provide logistics support for VIP visits, or to support the pouch operation. The General Services Officer and Management Officer may also assign other additional 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  
59<sup>th</sup> Floor, 19 – 29 Martin Place  
SYDNEY NSW 2000

## **THE DEADLINE FOR APPLICATIONS IS C.O.B. JUNE 2, 2011**

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