



Refrigeration Mechanic

An opportunity is available to work as a Refrigeration Mechanic within the Facilities section at the U.S. Embassy, Canberra.

Salary: A\$63,210 p.a. + superannuation benefits
Hours: 40hrs/week, Monday to Friday.

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

1. Trade qualification in Air-Conditioning/Refrigeration is required. Must hold or be accredited to hold a refrigerant handling license.
2. Minimum five years practical experience in refrigeration and air-conditioning equipment with experience in mechanical control systems is required.
3. Level 3 (Good Working Knowledge) written and spoken English is required. This will be tested.
4. Sound knowledge of maintaining and servicing HVAC refrigeration equipment and thorough knowledge of Plant room maintenance is required.
5. A current unrestricted driver's license, A/C Refrigeration license and restricted electrical license are required.
6. Experience in a BMS (Building Maintenance System) and Cooling tower maintenance procedures is required.

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

Forward letter, response to the selection criteria, resume and UAE form to the Regional Human Resources Office, American Embassy, Moonah Place, Yarralumla, ACT 2600 or via email to: usaembrhro@state.gov by C.O.B **JULY 8, 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.

POSITION TITLE: REFRIGERATION MECHANIC**POSITION GRADE LE- 7
(STARTING SALARY A\$63,210)**

DUTIES AND RESPONSIBILITIES**Basic Function of the Position**

Responsible for HVAC maintenance to GO residential properties (51 houses), the separate office buildings erected on the Embassy compound, the Embassy warehouse and the leased OPA offices. This includes air conditioning installations/removals, routine; scheduled, preventive and emergency maintenance to chillers, air handlers, fan coil units, split units and mechanical control systems. The incumbent is directly supervised by the Maintenance Supervisor. As directed by the FM and Maintenance Supervisor may also undertake limited maintenance operations in STL properties. Responds to maintenance requirements identified through the work order system, regular inspections of properties and phone calls. Will monitor the work performed by HVAC Contractors as determined by the Maintenance Supervisor.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Prue Fuller at (02) 6214 5778.

Major Duties and Responsibilities

1. Performance of HVAC maintenance operations 90%

The major function of this position is to perform all maintenance operations to HVAC equipment including the Embassy chillers as outlined above. Performs all technical aspects of the position with a significant level of independence. Reports to the Maintenance Supervisor on the condition of equipment making recommendations as required for the periodic replacement of such equipment. Will on occasion carry out complete installations of HVAC equipment and the removal or relocation of existing HVAC equipment. Will maintain the BMS system for the Chancery heating and cooling system. Updates the maintenance card files of inventory of equipment to include model nos., serial nos. warranty details onto the maintenance database. Completes in a timely fashion all maintenance work orders and will generate work orders as required for any additional repairs to be made by others. Provides technical guidance and advice and recommendations to the Maintenance Supervisor and FM on HVAC projects. On occasion will recommend contracted labour and assists in the development of detailed scopes of work for any major repairs to HVAC equipment. Will perform inspections on such contracted work to assure that the work performed is of the highest professional standard and that it complies with the SOW. Communicates with other agencies and tenants as to the scheduling of work. Reviews with the Maintenance Supervisor requirements for the replacement of tools, equipment and supplies for stock. Will work with the Contracting and Procurement section on the frequent use of Purchase Orders and Blanket Purchase Agreements already set up with local contractors and suppliers. Assists in the scheduling of the replacement of

HVAC equipment to be undertaken during a period of vacancy between occupants. Reports all mishaps and OH&S issues in a prompt manner to the Maintenance Supervisor for action. Is available for after hours call outs for urgent repairs.

2. Performance of other duties as directed 10%

As directed by the S/GSO, FM and Maintenance Supervisor performs other duties to include but not limited to providing escort to contractors on site, assistance to other trades within the GSO maintenance department, assist other agencies as required and assist in the preparations for special events or functions in non-trade related tasks. On occasion will be required to handle petty cash for the purchase of materials and equipment needed to perform maintenance work.

Selection Criteria

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

1. Trade qualification in Air-Conditioning/Refrigeration is required. Must hold or be accredited to hold a refrigerant handling license.
2. Minimum five years practical experience in refrigeration and air-conditioning equipment with experience in mechanical control systems is required.
3. Level 3 (Good Working Knowledge) written and spoken English is required. This will be tested.
4. Sound knowledge of maintaining and servicing HVAC refrigeration equipment and thorough knowledge of Plant room maintenance is required.
5. A current unrestricted driver's license, A/C Refrigeration license and restricted electrical license are required.
6. Experience in a BMS (Building Maintenance System) and Cooling tower maintenance procedures is 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

Regional Human Resources Office
American Embassy
Moonah Place
YARRALUMLA ACT 2600

or via email to: usaembrhro@state.gov

THE DEADLINE FOR APPLICATIONS IS C.O.B JULY 8, 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, provide 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