



ENGINEER

An opportunity is available to work as the Site Engineer within the Overseas Building Operations (OBO) Office at the U.S. Embassy, Canberra. The successful candidate will be responsible for providing professional engineering services and managing the operations of the OBO Project Office in the execution of the upcoming relocation project.

Salary: A\$99,678 p.a. + superannuation benefits
Hours: 40hrs/week, Monday to Friday.

Temporary position up until the completion of a set project, not expected to exceed 18 months from commencement.

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

1. Completion of Degree in Construction Management, Civil Engineering, or Structural Engineering is required.
2. Six years of progressively responsible construction and/or engineering experience is required, of which 2 years is managerial experience.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. Must demonstrate expert working knowledge of local construction practices and codes, safety and scheduling.
5. Expert knowledge of project management in construction is required.

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

Forward letter, response to the selection criteria, and resume to the Regional Human Resources Office, American Embassy, Moonah Place, Yarralumla, ACT 2600 or via email to: usaembrhro@state.gov by C.O.B **MARCH 4, 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: ENGINEER

**POSITION GRADE LE- 11
(STARTING SALARY A\$99,678)**

DUTIES AND RESPONSIBILITIES

Basic Function of the Position

The Site Engineer will be responsible for providing professional engineering services and managing the operations of the OBO Project Office in the execution of the upcoming OPA relocation project. The Site engineer will report to the Project Director. Work requirements for this position shall consist of a minimum eight hours per day, 40 hours per week with regular overtime as needed and assigned by the Project Director.

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

- Ensure project maintains schedule progress, suggest remedial and expedition where applicable. – 10%
- Oversee coordination of construction efforts, ensuring proper notifications, safety, risk analysis etc. – 15%
- Prepare daily and monthly reports of construction progress, schedule and quality compliance. – 10%
- Ensure contractor's quality control system is being implemented, audit if necessary. Make recommendations for deficiency correction. – 10%
- Conduct daily on-site inspection of works to ensure work is conducted safely, to sound professional engineering principles and practices and meets applicable design and construction standards as well as the contract requirements. Use professional expertise and judgment to assess compliance with local regulations, engineering methods and design criteria. – 20%
- Review contract, specifications and contractor submittals for compliance with contract – make recommendations to Project Director for acceptance or rejection. – 20%
- Analyze contract invoice request and requests for additional time and money. Prepare/review independent cost estimates and USG negotiation documentation. – 15%

Selection Criteria

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

1. Completion of Degree in Construction Management, Civil Engineering, or Structural Engineering is required.
2. Six years of progressively responsible construction and/or engineering experience is required, of which 2 years is managerial experience.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. Must demonstrate expert working knowledge of local construction practices and codes, safety and scheduling.
5. Expert knowledge of project management in construction 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 MARCH 4, 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