



LABORER

The U.S. Embassy in Canberra is seeking an individual for the position of Laborer in the Facility Management Office.

Salary :\$41,806, p.a. + Superannuation Benefits.
Hours: 40hrs/week, Monday to Friday.

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

- 1. Completion of High School (Year 10) is required.*
- 2. One year prior experience as a builders laborer within the construction industry is required.*
- 3. Level 3 (Good Working Knowledge) Speaking/Reading English is required. This will be tested.*
- 4. A good understanding of OH&S principles and the ability to work within a small team to assist in a variety of general laboring duties is required.*
- 5. Must be physically fit to perform the wide*
- 6. A current driver's license that enables the individual to legally drive in Australia is required, and must have the ability to reverse a trailer.*

For further information please refer to the: [Refer to 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 by **MARCH 05, 2010.**

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:
LABORER

POSITION GRADE LE- 2
(STARTING SALARY A\$41,806)

DUTIES AND RESPONSIBILITIES

Basic Function of the Position

Responsible for providing Laborer duties within the Maintenance Unit (MU). This will include working with a variety of tradesmen across all trades. The incumbent is directly supervised by the Maintenance Supervisor. As directed by the FM and Maintenance Supervisor, may also assist a technician during maintenance operation in STL properties. Responds to the assistance of the technicians through the work order system, regular inspections of properties and phone calls

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Susan Pietsch at (02) 6214 5709.

Major Duties and Responsibilities

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| 1. Providing Laborer type duties within the Maintenance Unit | 90% |
| 2. Performance of other duties as directed | 10% |

1. Providing Laborer type duties within the Maintenance Unit.

The major function of this position is to provide Laborer type duties within the MU in all aspects of the maintenance operations on the grounds and to our GOP as outlined above. The incumbent will labor for the technician as required. This will include any one of the following trades: Carpenters, Electricians, HVAC technicians, Plumber, Gardener and the Cleaners during the daily work program. During our Building Improvement Program (BIP), the incumbent will labor for the same trades in the maintenance and new building work on the property and grounds. The incumbent will also perform tasks such as, but not limited to: working/cleaning the workshop, supporting ladders, delivery of supplies/tools to the work site, feeding electrical cables to the electricians. Completes in a timely and safe fashion all labor type activities assigned to the incumbent. They will be responsible for the handling of petty cash as required for the purchase of supplies/stock. Will report all mishaps and OH&S issues in a prompt manner to the Maintenance Supervisor for action. Must be available for after hours call outs for urgent repairs/maintenance or other requirement as determined by the Maintenance Supervisor. On occasion may have to assist the warehouse staff and the cleaners during unplanned periods of staff shortage.

2. Performance of other duties as directed.

As directed by the SGSO, FM and Maintenance Supervisor performs other duties to include but not limited to providing escort to contractors on site, assist other agencies as required, assist in the preparations for special events or functions as required.

Selection Criteria

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

1. Completion of High School (Year 10) is required.
2. One year prior experience as a builders laborer within the construction industry is required.
3. Level 3 (Good Working Knowledge) Speaking/Reading English is required. This will be tested.
4. A good understanding of OH&S principles and the ability to work within a small team to assist in a variety of general laboring duties is required.
5. Must be physically fit to perform the wide range of tasks.
6. A current driver's license that enables the individual to legally drive in Australia is required, and must have the ability to reverse a trailer.

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 or the application will not be considered:

1. Application for US Federal Employment (SF-171 or OF-612); or a current resume or curriculum vitae that provides the same information as an OF-612; plus
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) 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

THE DEADLINE FOR APPLICATIONS IS MARCH 05, 2010

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.