



MAINTENANCE FOREMAN

The U.S. Embassy in Canberra is seeking eligible and qualified applicants for the position of Maintenance Foreman within the Facilities Maintenance Section.

Salary: A\$76,846 p.a. + superannuation benefits

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

Please note that incomplete applications will not be considered, so please review the how to apply instructions carefully.

1. Completion of high school education (Year 10). Completion of Certificate IV in Building and Construction, completion of technical school training (apprenticeship) in carpentry with industry recognized trade certificate is required.
2. Three (3) years of progressively responsible experience in carpentry/building post Trade plus two (2) years supervisory experience is required.
3. Fluent written and spoken English (level 3) is required. This may be tested.
4. A current unrestricted driver's license is required.

For instructions on how to apply, please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria, and resume to the Regional Human Resources Office via email to: usaembrhro@state.gov by **November 27, 2015**

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

Note: *Only short listed applicants will be contacted.*

POSITION TITLE: MAINTENANCE FOREMAN	POSITION GRADE LE- 8 (STARTING SALARY A\$76,846)
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DUTIES AND RESPONSIBILITIES

Basic Function of the Position

In a “hands-on” capacity provides maintenance supervision to a multi skilled maintenance team (13 staff) consisting of Labourers, Carpenters, Plumbers, HVAC and Electricians. Responsible for all minor to medium sized building projects performed in-house and the building maintenance to the 50 Government Owned Properties (GOP) residential properties, the separate structures erected on the grounds and the Embassy warehouse. Coordinates all available resources to ensure the delivery of a high level of customer service to the Embassy and its stakeholders. Responds to maintenance tasks identified by the Facility Manager (FM) and the Assistant Facility Manager (A/FM). The incumbent is directly supervised by the A/FM. As directed by the FM and A/FM, (Maintenance Supervisor) may also undertake limited maintenance operations in Short Term Lease (STL) properties.

Major Duties and Responsibilities

1. Performance of Maintenance Team Supervision - 70%

As Maintenance Foreman in charge of a team of trade’s staff the incumbent will perform supervision of the maintenance team (13 Staff). This includes but not limited to allocation of work tasks, identification and coordination of different trades with the project coordinator on building maintenance projects, the use of contractors to assist other trades. Supervise the Labourers and workshop team on site to ensure adequate uses of resources.

Safety - The Foreman is responsible for ensuring that adequate safety precautions/ procedures are in place for the maintenance staff. Provide technical advice to trades in relation to Work Health Safety (WHS) issues. Maintain safe work conditions in compliance with Embassy guidelines.

Employee evaluations – completes annual performance reviews on all maintenance staff, recommends training and performance improvement programs. Responsible for any disciplinary actions in relation to performance or behavior of maintenance staff. Recommends staff for awards or promotions.

Will approve maintenance staffs leave requests ensuring adequate staffing patterns are maintained in the section. Is the prime point of call for workshop staff reporting sick or absence. Will provide employee mentoring, annual employee performance reviews on each member of the workshop staff.

2. Office Administration – 15%

Work Orders – on a daily schedule allocates routine maintenance all work orders to the maintenance staff. On a weekly schedule allocates Preventative Maintenance work orders

to the workshop team. Ensure that work orders are completed in a timely manner and accurately reported to the work order clerk. Ensure all staff work time is completed on work orders is recorded on the staff activity sheets.

Procurement – Is responsible for generating Blanket Purchase Orders with local vendors for goods and services and ensuring that maintenance staffs have adequate access to vendor for their specific requirements. For contracted out goods and services will generate purchase order requests as needed. Approves final invoices for payment through the finance office.

Training – provide on-the-job training to all trades in building operations; provide training in the safe use of hand and power operated tools. Train workshop staff in the use of building tools and equipment in accordance with USG and local regulations.

3. Performance of Building Maintenance Operations - 5%

As Maintenance Foreman will perform the supervision of all building maintenance, repairs to the grounds and GOP as outlined above. The incumbent will perform all technical aspects of the position with a significant level of independence. The incumbent must have strong awareness of WHS work practices and promote safe working practice within the maintenance section. Will perform back up duties to the A/FM, (MS) be available for after-hours call outs for urgent repairs/maintenance or other requirements as determined by the FM.

Building Improvement Program (BIP) - The incumbent on occasion in a hands-on position will be expected to assist in the performance of a wide range of building works on minor to medium sized building projects to include partitions, timber framed wall and concrete wall construction, repairs to brick walls, pergola construction (timber and steel). Perform minor demolition work, excavate for concrete, prepare for and pour concrete footings, paths, and floors. The incumbent must be knowledgeable in all areas of building work such as removing existing windows/doors and install new, making good all affected areas. Fix gyprock sheets and cornice to ceilings and walls and prepare for painting. Perform carpentry repairs to roofs including roof tiling repairs, roof flashing, bedding and pointing of roof tiles. Will provide technical knowledge in the performance of new tiling and repairs to tiled walls and floor tiles, repair and wet seal shower and wet areas as required.

Contracted maintenance – On contracted maintenance projects the incumbent will be the Contracting Offices Representative (COR) Responsible for ensuring the work performed complies with the contract and is technically acceptable.

Landscaping – must be supervise the building of retaining walls, laying of paving and replace/repair fencing and on occasion use a variety of tools associated with landscaping such as chain saws and a mini digger.

Workshop – Have working knowledge of workshop machinery for joinery items such as but not limited to the building of kitchen units, making doors, gates, shelving. Must maintain the workshop machinery and workshop ensuring that all machinery and tools are in a safe working condition. On a weekly schedule or as required, will ensure the workshop is clean

and a safe workplace. Responsible for the daily maintenance and upkeep of the work vehicles and power operated tools and is responsible for all Government Property assigned to them.

Building materials – Will ensure that there is adequate stock of material and supplies for minor maintenance and repair operations, control stock items and minimize material waste. Provides quantities, cutting lists and orders materials for BIP. Reviews with maintenance staff requirements for the replacement of tools, equipment and supplies for stock.

Communications – Communicates with other agencies and tenants in relation to the scheduling of all work requests.

4. Other Duties as Directed - 5%

As directed by the FM and A/FM, (MS) performs other duties to include but not limited to providing escort to contractors on site, assistance to other trades within the Facilities Maintenance Section, assist other agencies as required, assist in the preparations for special events or functions in non-trade related tasks.

Selection Criteria

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

1. Completion of high school education (Year 10). Completion of Certificate IV in Building and Construction, completion of technical school training (apprenticeship) in carpentry with industry recognized trade certificate is required.
2. Three (3) years of progressively responsible experience in carpentry/building post Trade plus two (2) years supervisory experience is required
3. Fluent written and spoken English (level 3) is required. This may be tested.
4. A current unrestricted driver's license is required.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS 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.

ELIGIBILITY REQUIREMENTS

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.

HOW TO APPLY

You **must** explain how you meet **all** of the requirements of the vacant position. Only those candidates providing specific and comprehensive information supporting each of the essential selection criteria of the job advertisement will receive further consideration for the post. Your job application **must** consist of the following documents:

- ✓ 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 B); and;
- ✓ A document addressing the selection criteria with specific and comprehensive information supporting each item,
- ✓ (If applicable) Candidates must provide evidence of their eligibility to work in Australia by providing a copy of their work visa or permit, or residency, and;
- ✓ (If applicable) 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 U.S. Veterans who apply **must** also indicate whether they wish to invoke their preference.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

You may also include any other documentation (e.g., essays, certificates, awards) in support of your application and in addition to the information provided above.

SUBMIT APPLICATION TO

Regional Human Resources Office
via email to: usaembrhro@state.gov

THE DEADLINE FOR APPLICATIONS IS NOVEMBER 27, 2015

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 B

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