



Carpenter

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

Salary: A\$57,421 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. Completion of high school education (Yr 10) and completion of technical school training (apprenticeship) in carpentry/Building with industry recognized trade certificate is required.
2. Ten years experience in carpentry/building post trade is required.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. Thorough knowledge of carpentry/building principles, OH&S practices, general maintenance and facility procedures is required.
5. Ability to operate the full range of workshop machinery, power operated hand tools, heavy impact hammers, and bricklaying tools is required.
6. A current driver's license that enables the individual to legally drive in Australia 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 **February 14, 2014**

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.

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| POSITION TITLE: CARPENTER | POSITION GRADE LE- 6 (STARTING SALARY A\$57,421) |
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DUTIES AND RESPONSIBILITIES

Basic Function of the Position

Responsible for carpentry/building maintenance to 50 GOP residential properties, the 14 separate structures erected on the grounds, the Embassy warehouse and the leased OPA offices. This includes minor to medium sized building projects performed in-house, routine, scheduled, preventive and emergency maintenance operations. The incumbent is directly supervised by the Maintenance Foreman. As directed by the Maintenance Foreman, Facility Manager (FM) and Maintenance Supervisor may also undertake limited maintenance operations in STL properties. The incumbent responds to maintenance requirements identified 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 Prue Fuller at (02) 6214 5778.

Major Duties and Responsibilities

- 1. Performance of carpentry/building maintenance operations 90%
- 2. Performance of other duties as directed 10%

1. Performance of carpentry/building operations

The major function of this position is to perform carpentry/building maintenance operations on the grounds and GOP as outlined above. The incumbent must perform all technical aspects of the position with a significant level of independence. The incumbent must have a strong awareness of OH&S work practices. During our Building Improvement Program (period of vacancy between residents) the incumbent will be expected to build new partitions, stud wall and concrete wall construction, construct feature brick walls and repairs to brick walls, pergola construction and pergola repairs. Perform minor demolition work, excavate for concrete, prepare for and pour concrete floors, paths and footings. The incumbent will carry out repairs to paved driveways and footpaths. Will remove existing windows and install new windows, making good render/gyprock walls. Perform repairs to gyprock walls, fix gyprock feature cornice to walls and prepare walls for painting. Performs carpentry repairs to roofs including roof tiling repairs, roof flashing, bedding and pointing of roof tiles. Will perform new tiling and repairs to tiled walls and floor tiles, repair and wet seal shower and wet areas as required. Will use workshop machinery for joinery items such as but not limited to the building of kitchen units, making doors, gates, shelving, furniture repair and function set up. Completes in a timely fashion maintenance work orders for work completed and will generate work orders as required for any additional repairs. Maintains the workshop machinery and workshop ensuring that machinery and tools are in a safe working condition. On a weekly schedule will contribute to the cleaning of the workshop. Responsible for the daily maintenance and upkeep of the work vehicle and power operated tools. Responsible for all Government Property

assigned to them. Will ensure that there is adequate stock of material and supplies for minor maintenance and repair operations Reports to the Maintenance Supervisor for the replenishment of such materials as required. Communicates with other agencies and tenants as to the scheduling of work requests. 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. Must be available for after hours call outs for urgent repairs/maintenance or other requirement as determined by the Maintenance Foreman.

2. Performance of other duties as directed

As directed by the Maintenance Foreman, 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, 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 (Yr 10) and completion of technical school training (apprenticeship) in carpentry/Building with industry recognized trade certificate is required.
2. Ten years experience in carpentry/building post trade is required.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. Thorough knowledge of carpentry/building principles, OH&S practices, general maintenance and facility procedures is required.
5. Ability to operate the full range of workshop machinery, power operated hand tools, heavy impact hammers, and bricklaying tools is required.
6. A current driver's license that enables the individual to legally drive in Australia 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

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

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 FEBRUARY 14, 2014

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