

ANNOUNCEMENT NUMBER: 16-07

OPEN TO: *All Interested Candidates*

POSITION: *Electrician*

OPENING DATE: *February 12, 2016*

CLOSING DATE: *March 04, 2016*

WORK HOURS: *Full-time, 40 hours/week*

SALARY: *Ordinarily Resident (OR): FSN-7 (\$30,742 - \$46,112)*
Not-Ordinarily Resident (NOR): FP-7 (\$41,206 - \$53,765)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Nassau, The Bahamas is seeking eligible and qualified applicants for the position of Electrician.

BASIC FUNCTION OF POSITION

The successful candidate will be employed as an Electrical Technician to accomplish skilled maintenance and repair work throughout the Embassy Compound, buildings, grounds and residential owned/leased properties. Work assignments which includes hardware, associated peripherals, configuration, optimization, repair of electrical power distribution, voltage regulators, transformers, switchgear, automatic transfer switches, uninterruptible power supply systems and lighting systems will be directed by the Facility Manager or an assigned Supervising Engineer.

QUALIFICATIONS REQUIRED

1. EDUCATION: The position requires successful completion of secondary school. Completion of vocational training from an accredited institute recognized as producing journeyman level technicians with a concentration in electrical principles and application.

2. EXPERIENCE: Minimum of five to seven (5-7) years of broad experience in operations and maintenance of building electrical power and lighting systems and associated equipment. A minimum of 3 years of experience must be as an Electrical Technician working with large, modern, commercial or Government office building in operations and maintenance. Knowledge of U.S. building, electrical, mechanical, fire and life safety codes; building and trade standards is highly desirable.

3. LANGUAGE: Level III in both English written and spoken proficiency is required.

4. SKILLS AND ABILITIES: The incumbent shall have the skills and abilities in the following areas: diagnosing and repairing electrical power and lighting systems and components and taking equipment readings with various meters, hand tools, power tools, and specialty tools to determine appropriate repairs. Must be able to use tools of the trade in order to install, troubleshoot and repair building electrical power and lighting systems and work with the controls technicians on associated devices. Must have substantial skills in comprehending engineering reports, specifications and related materials in English. Additional abilities include responding to emergency situations in an efficient and timely manner to effect immediate repairs; work in various adverse conditions such as tight or enclosed spaces, heights, and temperature extremes, indoors or outdoors to complete work assignments; communicate orally and in writing with co-workers, contractors and vendors to obtain and provide pertinent information. A driver's license is required. Must have excellent interpersonal skills and be able to handle a large workload and multiple tasks. Must be organized.

5. JOB KNOWLEDGE: The incumbent shall possess job knowledge to include general computer literacy, basic math and the ability to use measurement tools needed to lay out and cut shaped, threaded, and joined materials. Must have a very good technical understanding of major building electrical power and lighting systems and equipment with a specialty in controls. Knowledge of reading technical documents, interpreting maintenance plans and technical literature is required and highly emphasized. General computer literacy is required in multiple applications (MS Office). Knowledge of US building, electrical, mechanical, fire and life safety codes; building and trade standards is high desired.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained on our website at [Job Opportunities](#) and/or by contacting the Human Resources Office at 322-1181, ext.4292 and/or 4288.

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

2. **Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.**
3. **Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.**
4. **The candidate must be able to obtain and hold a Public Trust clearance.**
5. **Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.**

HOW TO APPLY: Applicants must submit the following documents to be considered:

1. **Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above); and**
2. **Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)**

IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

WHERE TO APPLY: SUBMIT APPLICATION TO HUMAN RESOURCES VIA EMAIL

Human Resources Office
Email: NassauHR@state.gov

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in

Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**

- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and

- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.