



**U.S. EMBASSY
BRIDGETOWN, BARBADOS
VACANCY ANNOUNCEMENT 14-030**

DATE: November 26, 2014

OPEN TO: All Interested Candidates

POSITION: **Facilities Maintenance Specialist, FM, FSN-10; FP-05**

OPENING DATE: November 26, 2014

CLOSING DATE: December 10, 2014

WORK HOURS: Full time: 40 hours/week

SALARY

*Ordinarily Resident:
Position Grade: FSN-10/1 BDS\$110,825.00 p.a. (Starting Salary)

*Not-Ordinarily Resident:
Position Grade: FP-05/5 US\$56,887.00 p.a. (Starting Salary)

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

The U.S. Embassy in Bridgetown is seeking an individual for the position of Facilities Maintenance Specialist, in the Facilities Maintenance Section. This is a full time, 40 hour per week position.

BASIC FUNCTION OF POSITION:

The incumbent is the senior Maintenance Supervisor for the Facilities Management Office, responsible for the maintenance and repair of facilities valued at approximately \$50 million. As such, the incumbent manages a staff of 14 LE Staff including two foremen, one housing inspector, three electricians, three HVAC technicians, three plumbers, one carpenter and one painter/carpenter. The incumbent oversees an aggressive preventive maintenance program for all properties listed in Real Property Application (RPA) including the Embassy building and out-building, the Chief of Mission's residence (CMR) the Deputy Chief of Mission (DCR), and the Marine House (MSGQ). The incumbent will write scopes of work (SOWs) for maintenance and improvement projects and write annual employee evaluations on subordinate personnel. Other duties include prioritizing each day's work for subordinate staff, spot checking the work of subordinate staff, inspecting project progress including management of a quality assurance/quality control (QA/QC) program, and acting as the Contracting Officers' representative on outsourced projects and service contracts.

SPECIFIC GOALS AND OBJECTIVES

A copy of the complete position description listing all duties and responsibilities is attached for your review.

QUALIFICATIONS REQUIRED

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

1. A Bachelor of Science or equivalent university degree in engineering is required.
2. From five to seven (5-7) years of progressively responsible experience as a professional engineer is required; preferably three years of the experience will be in US engineering operations.
3. Level IV English fluency (speaking, reading and writing) is required.
4. Required to have a thorough professional knowledge of building maintenance operations, and building and construction practices. A thorough knowledge of local building and construction codes, as well as a good knowledge of US building and construction codes, is required.
5. Required to possess a professional engineer's license or other appropriate Barbadian credentials in engineering. Ability to manage multi-trades workforces, to devise work schedules and to provide technical supervision to assure an effective maintenance program is required. Required to be extremely well organized and work well with numbers and details. Proficiency with technical software, such as AutoCAD, as well as with basic software, including MS Word and Excel is required. (*skills will be tested*). Must have a valid Barbados driver's license. Required to have excellent interpersonal and negotiation skills, and a high energy level.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (EFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate 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.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (Form DS-174);
2. 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.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATIONS TO:

BridgetownHR@state.gov

**APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS
December 10, 2014**

The US Mission in Bridgetown 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.

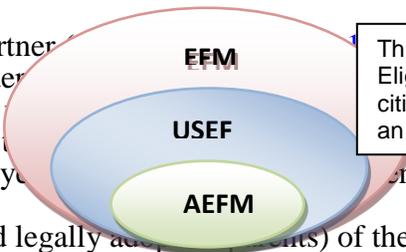
The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity

Appendix A DEFINITIONS

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.

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner
- Child, who is unmarried and under 21 years of age, shall include, in addition to biological child, a child under guardianship of the employee or of the spouse, or a child under guardianship until they reach 21 years of age, dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adopted parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, 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.



2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), *Foreign Service Residence and Dependency Report*, 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 at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

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 (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, 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

Drafted: CRivera, HRA
 Cleared: MHunte, HRS
 LFenton, RHRO
 Approved: RHamilton, MC

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

| | | |
|--|---------------------------|-----------------------------------|
| 1. POST AMERICAN EMBASSY, BRIDGETOWN | 2. AGENCY STATE | 3a. POSITION NO. C52612 |
|--|---------------------------|-----------------------------------|

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.
 Yes No

4. REASON FOR SUBMISSION

a. Reclassification of duties: This position replaces

Position No. _____, _____ (Title) _____ (Series) _____ (Grade)

b. New Position

c. Other (explain) CAJE

| 5. CLASSIFICATION ACTION | Position Title and Series Code | Grade | Initials | Date (mm-dd-yy) |
|----------------------------------|---|--------|----------|--------------------|
| a. Post Classification Authority | Facilities Maintenance Specialist, FSN-1205 | FSN-10 | CEW | 10/03/2004 |
| b. Other | | | | |
| c. Proposed by Initiating Office | | | | |

| | |
|--|---|
| 6. POST TITLE POSITION (if different from official title) Maintenance Supervisor | 7. NAME OF EMPLOYEE |
| 8. OFFICE/SECTION American Embassy | b. Second Subdivision Facilities Maintenance |
| a. First Subdivision Management Section | c. Third Subdivision |
| 9. This is a complete and accurate description of the duties and responsibilities of my position. | 10. This is a complete and accurate description of the duties and responsibilities of this position. |

| | |
|---|---|
| _____ Typed Name and Signature of Employee Date(mm-dd-yy) | _____ Typed Name and Signature of Supervisor Date(mm-dd-yy) |
|---|---|

| | |
|---|---|
| 11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. | 12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. |
|---|---|

13. BASIC FUNCTION OF POSITION

The incumbent is the Senior Maintenance Supervisor for the Facilities Management Office, responsible for the maintenance and repair of facilities valued at approximately \$50 million. As such, the incumbent manages a staff of 14 LE Staff including two foremen, one housing inspector, three electricians, three HVAC technicians, three plumbers, one carpenter and one painter/carpenter. The incumbent oversees an aggressive preventive maintenance program for all properties listed in RPA including the Embassy building and out-building, the Chief of Mission’s residence (CMR) the Deputy Chief of Mission (DCR), and the Marine House (MSGQ),. The incumbent will write scopes of work (SOWs) for maintenance and improvement projects and write annual employee evaluations on subordinate personnel. Other duties include prioritizing each day’s work for subordinate staff, spot checking the work of subordinate staff, inspecting project progress including management of a quality assurance/quality control (QA/QC) program, and acting as the Contracting Officers representative on outsourced projects and service contracts.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

A. Supervisory duties:Maintenance Management

70%

Oversee an aggressive preventive maintenance program for Embassy owned, long and short –terms leased facilities including the Embassy building and its outbuildings, the CMR, DCR, MSGQ and 60 plus other residence. Prioritize and manage all routine work order requests based upon the critical nature of the request and its relation to mission operations. Organize the maintenance, repair and improvement of all facilities. Oversees the grounds maintenance at the CMR and DCR.

B. Administrative duties

20%

Write statements of work (SOWs) for small outsourced projects, solicit proposals from contractors, review proposals for completeness and technical accuracy to determine the best value for the USG, manage the quality assurance/quality control (QA/QC) program for small outsourced projects, act as the Contracting Officer’s Representative (COR) on small outsourced projects and service contracts, and inspect projects and maintenance repairs to ensure contractors and subordinate staff members are following US or International Building Code (IBC) standards. Write annual employee evaluations on subordinate personnel. Perform the Annual Inspection Survey (AIS) and the annual Facility Condition Index mandated by 15 FAM.

C. Budgeting:

10%

Assist the Facility Manager in preparing the annual maintenance and repair budget.

D. APOSHO and other duties as assigned.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

A Bachelor of Science or equivalent university degree in electrical engineering is required.

b. Prior Work Experience:

From five to seven years of progressively responsible experience as a professional electrical engineer is required; preferably three years of the experience will be in US electrical engineering operations.

c. Post Entry Training:

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

Level IV English fluency – reading, writing and speaking

e. Job Knowledge:

Must have a thorough professional knowledge of electrical engineering, building maintenance operations, and building and construction practices. Must have a thorough knowledge of local building and construction

codes, as well as a good knowledge of US building and construction codes.

f. Skills, and Abilities

Must possess a professional engineer's license or other appropriate Barbadian credentials in electrical engineering. Must be able to manage multi-trades workforces, to devise work schedules and to provide technical supervision to assure an effective maintenance program. Must be extremely well organized and work well with numbers and details. Must be proficient with technical software, such as AutoCAD, as well as with basic software, including MS Word and Excel. Must have a valid driver's license. Needs excellent interpersonal and negotiation skills and a high energy level.

16. POSITION ELEMENTS

a. Supervision Received:

Supervision from the Facilities Manager.

b. Supervision Exercised:

Supervises all direct-hire facilities maintenance staff and serves as COR for all contractor services.

c. Available Guidelines:

6 FAM; US and Barbadian building codes and regulations.

d. Exercise of Judgment:

Considerable exercise of judgment in the oversight of all Mission construction, alteration, maintenance and major repair projects.

e. Authority to Make Commitments:

Subject to regulations.

f. Nature, Level, and Purpose of Contacts:

US and LE Staff personnel, contractors, and Department colleagues in OBO.

g. Time Expected to Reach Full Performance Level:

Six months.