



UNITED STATES CONSULATE GENERAL
RIO DE JANEIRO, BRAZIL

Management Notice No. 11-039
August 5, 2011

TO: ALL POST PERSONNEL
FROM: MGMT, PATTI HOFFMAN
SUBJECT: VACANCY – MAINTENANCE SUPERVISOR (POST TITLE:
RESIDENTIAL HOUSING SUPERVISOR)

OPEN TO: **All Interested Parties, US Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOH) – All Agencies**

POSITION: **Maintenance Supervisor**, Trainee Level: FSN-6(T), FP-8(T); Full Performance Level, FSN-7, FP-7

OPENING DATE: Friday, August 5, 2011

CLOSING DATE: Friday, August 19, 2011

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

SALARY: **Ordinarily Resident (OR): **Trainee level:** R\$37.609 p/a (Starting salary - Position Grade: FSN-6); **Full Performance level:** R\$44.316 p/a (Starting salary) – Position Grade: FSN-7*

Not-Ordinarily Resident (NOR): **Trainee level: US\$35,753 p.a. (Starting salary- Position Grade: FP-8) – subject to Washington Approval; **Full Performance level:** US\$39,994 p/a (Starting salary – Position Grade: FP-7 (subject to Washington approval)*

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

NOTE: THIS POSITION IS BEING RE-ADVERTISED FOR AN ADDITIONAL TWO WEEKS.

The U.S. Consulate General in Rio de Janeiro is seeking an individual for the position of Maintenance Supervisor (Post Title: Residential Housing Supervisor), to work in the Maintenance Unit, Facilities Maintenance Office.

BASIC FUNCTION OF POSITION

The incumbent serves as the employee with primary responsibility for the quality control of all facilities maintenance operations in both GO and STL properties. This position is responsible for initial inspection, quality control and final acceptance of all repairs including those required for preparation for occupancy and turnover inspections with their respective follow-up inspections to ensure that all work has been completed properly. This position works with the Facility Manager to plan construction/repair projects that involve contractors in both GO and STL properties. This position inspects GO and STL properties for effectiveness of our ongoing maintenance routines and scheduling. This position suggests changes in procedures and policies regarding the maintenance of STL and GO properties of any type directly to its supervisor. This incumbent also works with the senior Maintenance Supervisor or his/her back up in order to schedule access and appropriate human resources to accomplish required tasks. This position actively monitors normal STL repairs and gets personally involved when repeat repairs occur or when an unusual problem occurs and follows the action until completion. This position is responsible for all pest control requests either at GO or STL properties. The incumbent will also serve as a working technician, with primary responsibility for plumbing requirements at the COB. This position acts as backup to the senior Maintenance Supervisor during the maintenance supervisor's absence.



PD Maintenance
Supervisor (C52614)(

A copy of the duties and responsibilities is provided above.

QUALIFICATIONS REQUIRED

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

EDUCATION: Completion of secondary school is required. Certification in a mechanical, electric and/ or plumbing trade given by SENAI, SENAC or equivalent institution, is also required.

EXPERIENCE: Progressive experience in a combination of any of the following: HVACR, plumbing, mechanical and electrical systems, required.

LANGUAGE: Level III (Good Working Knowledge speaking/reading) Portuguese and English, required. **THESE WILL BE TESTED.**

KNOWLEDGE: Complete familiarity with local and national building codes, practices and procedures. Complete expertise in maintenance practices. Knowledge of management practices.

Overall building and grounds maintenance operation experience and good working knowledge of maintenance and repair trades and procedures are essential.

SKILLS AND ABILITIES: Ability to perform the duties of a quality control representative in preparing reports, specifications and related materials in English. Must be able to provide technical guidance to the maintenance supervisory staff about any related problems. Must have the ability to work with minimum supervision. **Must have a local driver's license (Category B)** in order to operate Consulate owned vehicles. Basic knowledge on the use of computers, internet and email. **DRIVING WILL BE TESTED.**

SELECTION PROCESS

When fully qualified, U. S. Citizen Eligible Family Members (USEFMs) and U.S. 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, continuity 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 EFM's 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 (DS 174); **or**
2. 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; **or**
3. A current resume or curriculum vitae **IN ENGLISH** that provides the same information found on the UAE (see section 3A below for more information). **We will not/accept any applications that are not submitted in English; plus**

4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

3A. 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. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

SUBMIT APPLICATION TO

Email: Mgtusghr3@yahoo.com - with vacancy title

POINT OF CONTACT

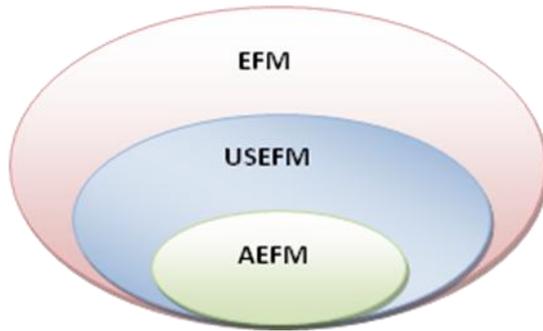
Human Resources Office

Ana-Maria Miranda

Av. Pres. Wilson, 147 – Castelo, Rio de Janeiro, RJ 20-030-020

Tel: 21 3823-2608

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

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

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive 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. **US Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US 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 US 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 US 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 US 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 US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: August 19, 2011

The US Mission in Brazil 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.