



# Vacancy Announcement

Embassy of the United States of America  
Bujumbura, Burundi

Vacancy Announcement No. 2011-31

December 14, 2011

**Open To** : All Interested persons  
**Position** : Maintenance Mechanic-Plumbing (FSN-6)  
**Opening Date** : Immediate  
**Closing Date** : January 4, 2012  
**Work Hours** : Full-time; 40 hours/week

The U.S. Embassy in Bujumbura is seeking an individual for the position of Maintenance Mechanic-Plumbing (FSN-6) for the Facility Management section.

## MAJOR DUTIES AND RESPONSIBILITIES

100 % OF TIME

The incumbent specializes in plumbing and mechanical systems operation and maintenance of equipment as directed by the Facility Manager or an assigned Supervising Engineer. Systems to include but limited to; water supply, storage, filtration, disinfection and other water treatments, hot water systems and equipment, piping, tubing, fittings and controls, irrigation, domestic plumbing fixtures including waterless urinals, drainage, sanitary systems, on-site sewage treatment, and storm water management.

### Operations & Maintenance Support (90% OF TIME):

1. Performs preventive maintenance and repairs on plumbing/mechanical systems including: air compressors, fire suppression systems, commercial and domestic toilet facilities, fixtures, valves, piping, domestic water and sump pumps, water supply boosters, water sewage treatment systems, domestic and solar water heaters, fuel pumps, oil-water separators and motorized vehicle gates to ensure optimal and un-interrupted operation of the mechanical systems. Also, duties also include maintaining operation of gutters and roof drains, storm drains and irrigation systems as applicable. Responds to scheduled, unscheduled and preventive maintenance work orders generated by the Computerized Maintenance Management System (CMMS). The current program for the Department of State is Work Orders for Windows (WOW).
2. Identifies and corrects building and equipment problems by performing plumbing and associated mechanical inspections to maintain buildings and equipment in safe condition, prevent degradation of property and systems, and prevent failures that would cause reduction in service. Ensures that all assigned maintenance tasks are carried out promptly and in full as described in work orders and in accordance with manufactures repair or replacement requirements. Familiarization of general mechanical and electrical systems is required.
3. The incumbent provides emergency services coverage for malfunctioning mechanical systems and equipment as required 24 hours per day; seven days per week (24/7) operation.
4. Assists with monitoring specialty service contractor's work as delegated and provides feedback to the Supervisory Mechanical Engineer and Facility Manager concerning the contractor's quality of work.

5. Monitors weekly and monthly water (potable and gray water) system performance to maintain system reliability and provides report on any discrepancies to supervisory engineer and the Facility Manager.
6. Performs regular checks for consumable material usage. Monitors spare parts and materials inventories and submits reports to the Facility Manager or an assigned Supervising Engineer for review. Ensures proper use of time, tools and materials and that the work areas are kept clean and safe.

**Logistic Support (10% OF TIME):**

Other assigned duties are to support post activities including relocations, emergency actions, escorting and monitoring contractors on site. Individual may be required to assist other LES Facility Maintenance personnel and assist other shops as part of the maintenance team as directed by the Facility Manager or an assigned Supervising Engineer.

**QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

**Education:** The position requires successful completion of secondary school and two (2) years of journey-level experience in the repair and maintenance of standby generator and/or uninterrupted power supply systems. Education or technical training in a field related to power generating plants or related electrical equipment through a recognized trade union, technical school or equivalent; accredited trade school, college or university may substitute for one (1) year of the required experience. One year of work experience is equivalent to thirty (30) semester hours of coursework from an accredited trade school, college or university.

**Prior Work Experience:** Minimum of three to five (3-5) years experience as a repair mechanic or maintenance technician working with plumbing systems in an institutional or commercial building setting is required.

**Post Entry Training:** Position may require individual to travel TDY for the purpose of receiving on the job training to become familiar with mission maintenance operations. Training to operate Work Order for Window will be provided. Vendor sponsored systems training will be sought. Distance Learning Training: PA296 - How to be a Contracting Officer's Representative and PA438 - Web. PASS Work Order for Windows. Training plans will be coordinated by the Facility Manager and Post Management.

**Language Proficiency:** Level III in both English and host country language written and spoken proficiency required.

**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. He or she must be familiar with international building, mechanical, and plumbing codes to be able to perform installation, maintenance, and repair work to meet code requirements. A general knowledge of building systems and operations, mechanical principles and theories, and familiarization of the proper use and hazards of chemical materials is needed. Knowledge of normal, standby, and emergency modes of utilities is required. Knowledge of pool systems is desired. Must be proficient in the use of Microsoft Office software (Outlook, Word, Excel, Power Point etc) and other computer programs.

**Skills and Abilities:** The incumbent shall have the skills and abilities in the following areas: diagnosing and repairing filtration systems, water pumps, and hot water systems; testing potable water system components, monitoring of chemical and salt, and taking equipment readings with various meters, hand tools, power tools, and specialty tools to determine appropriate repairs. Additional skills include installation of plumbing required for diesel fuels; distinguishing frequencies and sounds, color codes and odors in the operation of equipment in order to troubleshoot for repairs. 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.

### POSITION ELEMENTS

**Supervision Received:** Incumbent receives general supervision from the Facility Manager or an assigned Supervising Engineer

**Supervision Exercised:** This is a non-supervisory position. However, individual may be required to direct the services of trade helpers or others assigned to assist as necessary.

**Available Guidelines:** Department of State rules and regulations including the Foreign Affairs Manual (FAM), manufactures technical library, operations and maintenance manuals, equipment maintenance plans, and OBO technical guidelines including the Work Orders for Windows Training Guide.

**Exercise of Judgment:** Incumbent makes routine judgment decisions when repairing or troubleshooting equipment. Determines and implements the best course of action for providing a safe working environment for the Embassy/ Consulate staff and all visitors.

**Authority to Make Commitments:** No ability to make commitments for the facility maintenance staff or Post. With the approval of the Facility Manager or an assigned Supervising Engineer commits work priorities.

**Nature, Level and Purpose of Contacts:** He or she interacts with technicians, supervisors, customers, and subcontractors. Levels of contact with contractor shall be held at a minimum or otherwise as directed by Facility Manager.

**Time Expected to Reach Full Performance Level:** 6 to 8 months

### 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. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. 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.

### TO APPLY

The application form is available on the Bujumbura Embassy Internet Site at <http://burundi.usembassy.gov/employment-opportunities.html> and click on the link "Application form." Interested applicants for this position must submit the following or the application will not be considered.

1. Application for US Federal Employment (SF-171 or OF-612); and a current resume or curriculum vitae that provides additional information to the OF-612; plus
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. All documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**CLOSING DATE FOR THIS POSITION: January 4, 2012**

SUBMIT APPLICATION TO:  
Human Resources Office  
American Embassy Bujumbura  
Avenue des Etats-Unis  
B.P 1720 Bujumbura  
Ref.: Position Title

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

*The US Mission in Bujumbura 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 Human Resources practices, and/or courts for relief.*

## DEFINITIONS

1. 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.
2. EFM: An individual related to a US Government employee in one of the following ways:
  - Spouse;
  - 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.
3. 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.
4. 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.
5. 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 LCP.