



EMPLOYMENT OPPORTUNITY

The United States Consulate General seeks applicants for a Maintenance Person/ Receiving Clerk position. The successful candidate will be required to pass a rigorous security certification process and undergo a medical examination.

MAJOR DUTIES AND RESPONSIBILITIES

Job holder is responsible for performing a wide variety of routine and preventive maintenance and emergency repairs on the U.S. Consulate General grounds, buildings, and residences.

Serves as receiving clerk and back up chauffeur/ expeditor.

This includes but is not limited to:

- Perform repairs authorized by the Maintenance Supervisor or Management Officer.
- Incumbent works regularly with the Post Safety and Health Officer (PSHO) to identify potential hazards and remedy them.
- Prepares forms and other requirements for all incoming shipments and supplies them to the Maintenance Supervisor.
- Backup driver for Chief of Mission and backup expeditor.

QUALIFICATIONS REQUIRED

- Completion of vocational or secondary school is required.
- Two years of progressively responsible work in light construction, plumbing, electrical, carpentry, or air conditioning service is required.
- Level III Papiamentu required. Level II (good working knowledge) English required.
- Must have knowledge to perform plumbing, electrical, air-conditioning, painting, and structural repairs.
- Must have excellent knowledge of island roads, streets, location of government offices and businesses when performing duties as back-up Chauffeur/Expeditor.
- Incumbent must be able to handle power tools skillfully and safely.
- When acting as Chauffeur/Expeditor, must be able to drive skillfully, providing a comfortable and secure environment for the Chief of Mission and other passengers.
- Must be able to understand wiring diagrams for troubleshooting hydraulic problems.
- Must have basic computer skills for receiving duties.
- Must be able to pass rigorous security certification process and maintain clearance.
- Must have a valid driver's license.

WHO MAY APPLY: Applicants must be residing in Curacao and have the required work and/or residency permits.

HOW TO APPLY: Interested candidates for this position should submit the following in order to be considered for the position:

1. Application for Federal Employment ([DS-174](#)); or
2. A current résumé or curriculum vitae that provides the same information as the [DS-174](#); plus
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

NOTE: Applicants who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

Application forms must be sent to the Human Resources Office at hrocuracao@state.gov. Please provide a return/ mailing address.

The deadline for submitting applications is **Wednesday, June 10, 2015**. Applications will not be accepted after **Wednesday, June 10, 2015**.