

Vacancy Announcement



U.S. Embassy Copenhagen

ANNOUNCEMENT NUMBER: VA 15-04	SUBJECT: Maintenance Supervisor Temporary	June 11, 2015
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OPEN TO: All Interested Candidates/All Sources

POSITION: Maintenance Supervisor, FSN-7; FP-7

OPENING DATE: June 11, 2015

CLOSING DATE: June 26, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: **Ordinarily Resident (OR) DKK 382,753 p.a. full-time (FSN 7)**
(This grade is entry level)

Non-Ordinarily Resident (NOR) \$40,665 p.a. full-time (FP 7)
(Salary (grade and step) will be determined by EUR/IO-HR)

LENGTH OF HIRE: Temporary position from July 2015 to January 2016

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. Copies of Work/Residency permits must be included with your application to be considered for the position.

The American Embassy in Copenhagen is seeking an individual to fill the temporary position of Maintenance Supervisor in the Facility Maintenance Office, Management Section.

BASIC FUNCTION OF THE POSITION.

Maintenance Supervisor reports to the Facility Manager (FM), and works in close collaboration with in-house staff and private contractors, to assure that general maintenance and repair work throughout the Embassy buildings, grounds and residential owned/leased properties (as needed) is carried out in an efficient and timely manner. The incumbent is expected to provide technical advice and expertise on a range of building systems, including HVAC (such as natural gas furnaces, district heating and split-pack A/C units), domestic water, electrical distribution and sanitary systems.

A copy of the complete position description listing all major duties and responsibilities is attached at the end of the Vacancy Announcement.

QUALIFICATIONS REQUIRED

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

- 1. Education:** Completion of technical school in construction or related building management education with completed apprenticeship is required.
- 2. Prior Work Experience:** 2 years of maintenance or construction work experience in skilled trades with significant focus on building systems and some supervisory experience required.
- 3. Language Proficiency:** English level 3 (good working knowledge) and Danish level 4 (fluent) required. **(Language proficiency will be tested).**
- 4. Job Knowledge:** Excellent knowledge of buildings and grounds maintenance operations is required, as well as building codes, regulations and practices.
- 5. Skills and Abilities:** Must be extremely well organized. Must have familiarity with work processing and be customer service oriented. Must have a driver's license. Must be computer literate, capable of using a computer as part of the daily routine, and be open to learning new computer programs as required.

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

Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

1. Current employees serving a probationary period are not eligible to apply.
2. 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.
3. Currently employed U.S. 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.
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 unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY: Interested candidates for this position must submit a cover letter specific for this position and 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 current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. 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; **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 U.S. 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.

You may leave out Personally identifiable information (PII) to protect your identity when forwarding your application e.g. your social security number.

SUBMIT APPLICATION TO

CopenhagenHRVacancy@state.gov

To view the DS 174-Universal Application for Employment form (UAE) & application instructions, please go to our website <http://denmark.usembassy.gov/>

Your e-mail must state the vacancy announcement number and your name in the subject line.

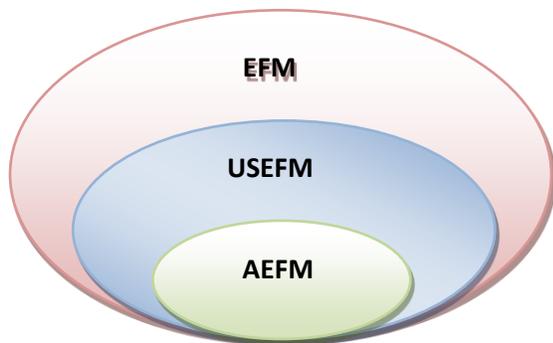
Your application package must be received by the HR Office by the closing date by COB.

CLOSING DATE FOR THIS POSITION: June 26, 2015

The U.S. Mission in Copenhagen 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



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

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 (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. **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.

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 U.S. 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 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

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U.S. Embassy Copenhagen

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Project Evaluation and Coordination (30% OF TIME):

Meets daily with the FM to review maintenance and repair needs, as well as scheduled tasks, such as renovation work, painting and other projects. Recommends action and assignment of tasks in-house, as well as to outside contractors. Task evaluation includes all trades such as carpentry, plumbing, electrical, masonry, painting, refrigeration, metalwork and lock service. Manages, in coordination with the FM and Work Order Clerk, procurement requests, BPA Calls and other procurement actions necessary for the award of contracts and/or work to be carried

out. Clarifies requirements of tasks with requesters, FM staff and/or contracted labor through clear communication, as well as by visiting sites.

Supervision of Maintenance Work (30% OF TIME):

Coordinates, with the Facility Manager and Work Order Clerk, the supervision of contracted tradesmen to perform repairs, preventive maintenance or other FAC related work throughout the Embassy buildings, grounds and residential owned/leased properties, as needed. The incumbent travels, as required, to work sites to inspect, analyze, and accept work being performed. Assists FM, Embassy staff, tradesmen and contractors in emergency repairs, minor repair work, and preventive maintenance tasks, as required. Helps to establish and manage preventive maintenance schedules. May be required to respond to emergency repairs during off hours.

Management of Special Projects and Contractors (35% OF TIME):

The incumbent must be able to communicate with local authorities regarding Embassy related matters. Is able to write detailed specifications, analyze contractor proposals and negotiate prices to the best interest of the USG. Must deal efficiently and effectively with a wide variety of contractors. Accompanies contractors to job sites to explain, direct and evaluate work. Assures quality control and contractor compliance on behalf of the Mission and recipient. Is familiar with local building codes and regulations and assures compliance, as outlined in the scope of work. Verifies completion of required tasks, including clean-up. Brings faults, discrepancies, or non-compliance to the attention of the FM. Examines and recommends action on recurring problems.

Other Duties As Assigned (5% OF TIME):

Perform other assignments in the construction and maintenance fields as directed by the Facility Manager