



Vacancy Announcement

VACANCY ANNOUNCEMENT NUMBER: 77

The U.S. Embassy in Cairo is seeking an individual for the position of **Deputy Maintenance Supervisor** in the Facilities Office.

OPEN TO: All Interested Candidates.

POSITION: **Deputy Maintenance Supervisor** - LES-8⁽¹⁾; FP-6

OPENING DATE: August 13, 2014

CLOSING DATE: August 27, 2014

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

SALARY: (1) Mission Policy is to hire LES employees at step 1 of the grade. The current annual salary for an LES-8, step 1 is L.E.98,851.

(2) Actual FP grade and salary will be determined by the US Department of State.

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

BASIC FUNCTION OF POSITION

The incumbent, under the general supervision of the Maintenance Supervisor and/or Facilities Manager; oversees the daily operation of all mechanical/heating, ventilation, and air conditioning (HVAC) systems, components, and equipment; manages the preventive maintenance program; performs troubleshooting/determines requirements and assigns tasks to include hands-on guidance to subordinate staff for repairs. Acts as deputy to the Maintenance Supervisor in direction of multi-craft tasks required for operation, maintenance, and repair of facilities and infrastructure within the ESSA Compound and Ma'adi residences. Provides oversight, inspection, and acceptance for all work associated with mechanical building engineering services. Primary responsibility for operation, maintenance, and repair of mechanical systems to include chilled water plant, compressors, condensers, pumps, system controls, building automation systems and system control modules, cooling towers, air handling units, water treatment, domestic hot and cold water systems, drain, waste, and vent systems, plumbing and pipe-fitting, pneumatic and hydraulic systems, refrigeration and direct expansion air conditioning. The incumbent provides coverage for emergency service on mechanical systems as required for 24 hours per day, seven days per week (24/7) operation.

QUALIFICATIONS REQUIRED

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

- 1- Egyptian engineering degree or two years U.S. College or vocational studies in engineering is required.
- 2- Three years of progressively more responsible experience in operation and maintenance of building engineering services in large modern commercial or government building is required. Experience in maintenance of air-cooled chillers of up to 400-ton capacity is required. An additional minimum of one year (within the 3years of experience) as a team leader is required. Experience in handling of high efficiency air filters / carbon absorbers, DDC controls and water treatment system is required. Experience working with US building code, trade, construction is required.
- 3- Level III (good working knowledge) in spoken and written English. Fluency in Arabic is required.

SELECTION PROCESS

"Mission policy prohibits pre-selection of applicants."

Best qualified displaced/RIFed employees will receive priority *consideration* if no US Citizens, family members or veterans apply.

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) 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 U.S. Citizen EFMs who hold an FMA appointment 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 applicants for this position must submit the following to be considered:

1. Universal Application for Employment (UAE) DS-174 available on <http://egypt.usembassy.gov/hr.html>
2. Candidates must provide in the application (DS-174) names of family members working in the mission.
3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application or the preference will not be applied
4. Optional: Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Candidates sending applications electronically will receive an automatic reply confirming that the application has been received.

SUBMIT APPLICATION TO

Human Resources Office

Attention: Lamiaa Hafez or Cindy El Deib

U.S. Embassy, Cairo - 8, Kamal El Din Salah Street, Garden City

Email: cairojobs@state.gov

CLOSING DATE FOR THIS POSITION: August 27, 2014

The US Mission in Cairo 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.