



Employment Vacancy Announcement

No	16-08
Position	HVAC Technician III
Opening date	September 09, 2016
Closing date	September 23, 2016
Working Hours	Full time – 40 hours/week, Monday to Friday
Salary	<p>Full time: Ordinarily Resident (OR): LE-06 FJ\$23,291.00 (Starting salary)</p> <p>Not-Ordinarily Resident (NOR): FP-08* US\$36,837.00 (Starting salary) *Final grade/step for NORs will be determined by Washington.</p>

The U.S. Mission in Suva is seeking eligible and qualified applicants for the position of a HVAC Technician III to join the Facility Maintenance Section.

BASIC FUNCTION OF THE POSITION

The holder of this position repairs and maintains major parts of the heating, ventilation, and air-conditioning (HVAC) system in the Suva NEC compound as well as Government owned and leased residential properties.

MAJOR DUTIES AND RESPONSIBILITIES

Repairs and maintains all of the air handler units (AHU) in the Chancery and assist with Chiller system maintenance

There are six major AHUs in the Chancery and three chillers systems; all of them need daily attention to assure that they are operating correctly. Scheduled preventative maintenance per the manufacturer's recommendation is key to the continued successful operation of the equipment. This equipment impacts the health and life safety of the staff inside the compound, as well as the continued productivity of the staff.

Repairs / maintains all of the variable air volume (VAV) boxes and fan coil units (FCU) in the Chancery

There are nearly 100 variable air volume (VAV) boxes associated with the cold air distribution in the Chancery and each of them requires attention to assure they are operating according to the specifications in order to maintain the air balance in the building. Air flow from each of the VAV boxes needs to be monitored to assure that the information from the BAS system agrees with the actual air flow from the VAV boxes. Finding out which VAV box needs attention can be done by observation of the temperature conditions in the cooled spaces or by working with the operators of the building automation system (BAS) system. The BAS system can quickly identify which of the VAV boxes is not keeping the space it controls in the correct temperature range. Some of the areas in the Chancery are not connected to the cold air duct systems feeding from the AHUs so chilled water from the chiller plant is routed through fan coil units providing temperature control in these spaces. One of the rooms with a FCU is the main unclassified computer room. All of the FCUs require maintenance and cleaning on a regular basis to keep the units at peak efficiency.

Repairs / maintains split pack air conditioning units installed in the compound and in residential units

There are over 100 split pack systems between the residential properties and in a couple of the remote buildings on the compound. These units are the only source of temperature control for these buildings. The split pack units need maintenance on filters, service on motors and compressors and cleaning of the condenser coils on a regular basis in order to keep them operating at maximum efficiency.

Designated Money Holder

Incumbent is a designated money holder in accordance with 4FAM 392.2 and is required to account for any advances within 24 hours of receipt. Incumbent is personally responsible to the Cashier for any funds received in advance.

Other Duties as Assigned

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. Education: Completion of secondary school is required.
 2. Experience: The holder of this position must have a Fiji Tradesman's certificate class-III in HVAC or a related field which requires at least two years on-the-job experience and taking an exam to qualify.
 3. Language Proficiency: Level III (Good Working Knowledge) in English is required.
 4. Skills and Abilities:
 - Must be able to describe the operations of a chilled-water air conditioning system.
 - Must be able to describe how a chiller plant produced cold water.
 - Must be able to describe how a split-system air conditioner operates
- Must have a valid Fiji driving license.

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a security clearance certificate.

HOW TO APPLY:

Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See “For Further Information” above); and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. CV, transcripts, degrees, work references etc.)

IMPORTANT: Applicants claiming a U.S. Veteran’s preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran’s Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran’s preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran’s preference may be found in HR/OE’s Family Member Employment Policy (FMPEP).

WHERE TO APPLY:

Human Resources Office: Leilani Oakley
Mailing Address: P O Box 218, Suva
E-mail Address: hrosuva@state.gov

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets all of the following criteria:

- U.S. Citizen or not a U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); or
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; or
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; or
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner 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; and
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets all of the following criteria:

- U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; or
- Child of the sponsoring employee who is unmarried and at least 18 years old; and
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; or
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; or

- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets all of the following criteria:

- U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; or
- Child of the sponsoring employee who is unmarried and at least 18 years old; and
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan (AIT); and
- Is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets all of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is not an EFM;
- A MOH is not listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

