



Employment Vacancy Announcement

No	16-01
Position	Locally Employed Facility Manager
Opening date	February 02, 2016
Closing date	February 17, 2016
Working Hours	Full time – 40 hours/week, Monday to Friday
Salary	<p>Full time: Ordinarily Resident (OR): LE-11 FJ\$70,775.00 (Starting salary)</p> <p>Not-Ordinarily Resident (NOR): FP-03* US\$78,529.00 (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 Locally Employed Facility Manager (LEFM).

BASIC FUNCTION OF THE POSITION

The incumbent to this position reports to the Facility Manager (FM). The incumbent serves as the technical advisor on all facilities operations, maintenance, repair, and minor construction for all U.S. Embassy owned properties and buildings and leased properties throughout Suva area. He/she directly supervises multiple trade disciplines that includes HVAC and Electrical technicians, Plumbers, Carpenters, Grounds men and Custodial staff.

MAJOR DUTIES AND RESPONSIBILITIES

Plans and inspects maintenance work for the NEC compound using the Global Maintenance Management System (GMMS) Work Orders

The LEFM ensures the Reliability Centered Maintenance (RCM) strategy, principles, and practices and OBO required preventive maintenance programs are established, implemented and managed using DOS approved computerized maintenance management system. The LEFM monitors the effectiveness of these programs and implements changes in method, material and manpower to achieve maximum efficiency and effectiveness. Reports on this activity are presented to the Facility Manager, and to Management via the CMI reporting.

Global Maintenance Management System (GMMS). The Locally Employed Facilities Manager (LEFM) LEFM is responsible for managing the online program initiative by the Bureau of Overseas Building Operations to catalog Facility service requests and routinely scheduled building maintenance requirements. This tool allows for scheduling and prioritizing work for each trade discipline under the direct supervision of the LEFM. Work scope varies from critical building system preventative maintenance or repair, to Facilities service requests placed by American officers for chancery offices or residential deficiencies.

The LEFM is tasked with keeping the SUVA NEC compound working properly and extending its useful life to the fullest. This mandate demands that Facilities Management, and the LEFM, pay extremely close attention to the Preventative Maintenance (PM) program installed in the GMMS. This program needs careful monitoring to assure that PM is done correctly and in a timely manner. The PM data in the program must be kept updated to make sure that all PM work is done that needs to be done and that time is not spent unnecessarily on excessive PM.

Working closely with the American FM, establishes Annual, Semi-Annual, Quarterly, and Monthly work plan and schedule to address all critical system maintenance. Additionally, program and schedule all Facility Service Requests to include residential repair projects, make-readies, training, events, and unplanned emergencies to ensure Facilities support to all US Government Owned and Operating Lease properties.

Manages personnel activities and monitors performance of maintenance staff

The LEFM oversees the largest single group of employees in the Embassy. The Facilities team must be the most up to date and efficient group at Post to assure that the high tech systems in the NEC are fully functional to assure that the NEC mechanical and electrical utilities are 100% available. As opposed to an ordinary office building an NEC building is hermetically sealed and totally dependent on the air conditioning systems (HVAC) and electrical systems to be available 100% of the time in order for the Post to accomplish its Mission Plan.

Supervises a multi-trade workforce of twenty-six employees, approving personnel actions such as leave, awards, and disciplinary actions accordingly. Write Employee Performance Review (EPR) for 9 direct reports. Act as EPR Reviewer for the seventeen indirect reports.

Set priorities for each trade discipline and ensure that the Facility Foremen's are maintaining equipment according to the database schedules and checklists associated with the equipment manufacturer guidelines and the GMMS program.

Adjusts daily work plan to ensure proper coverage of work requirements. Amends work practices, liaison with external organizations and responds to emergencies and unusual work requests.

Works independently within the office environment, only occasionally receiving direction from the FM; has the authority to amend existing office practices to improve work flow, to prioritize or shift work requirements to meet demand.

Ensure that the work shop areas have the appropriate tools and equipment, are maintained and operated in a clean and safe environment, and materials are inventoried and stored properly.

Ensure that the in-house personnel are fully engaged before hiring outside contractors. Maintain a balance between hiring expensive outside contractors and adding in-house staff to obtain the range and depth of skills necessary for the M&R program.

Assist the Facility Manager in coordinating the technical aspects of works with the Regional Security Officer, and his/her technical support people.

Generally inspect and monitor work in progress, investigate problems, obtain outside expert advice when necessary, and provide expert direction to the workforce. Manage a program of on-the-job training for the trade workers, particularly in the proper use of the new and highly specialized tools and materials. Maintain good contacts with utility providers, local building code authorities, and relevant local businesses.

Monitors the effectiveness of the NEC Building Automation System to monitor energy usage/efficiency

The LEFM also has control of the Building Automation System (BAS) through the activities of the BAS foreman. This system has a major impact on the utility bills for the NEC. Specifically the electricity costs. The efficiency of the energy program in the BAS system can make a major impact on the ICASS utility costs if the BAS program is not kept well-tuned. Although the BAS foremen is tasked with operating the system the LEFM has supervisory control to assure that the energy usage is kept under good control.

Conducts and organizes on-going training for the NEC maintenance staff

The nature of the high tech systems in an NEC demands continual on-going training for the technical staff that has to keep the equipment operating at top efficiency. It is never possible to fully train a new staff on a building full of new equipment in the initial run through of installation training. Therefore the LEFM is tasked with organizing on-going training for the maintenance staff, in an organized and logical manner, in order to assure the mission that the equipment will be available when it is needed. When equipment is new the anticipated maintenance demands are usually light but as the equipment ages the maintenance work gets more complicated and the technical workers must to have upgraded training to deal with the escalating work load.

Assists with the Embassy safety program / conducts periodic safety inspections of the entire NEC, the Warehouse, the CMR and the Operating Lease residences.

Safety in the work place is of the utmost importance in any facility. The Facility Manager is the Post Occupational Safety and Health Officer (OSHO), though some duties may be delegated to the LEFM to assist. The LEFM is responsible for staff safety, safety awareness, safety training, and Personnel Protective Equipment. The LEFM will make sure that the equipment and work-shops under his/her control are kept in a safe condition at all times. In this regard the LEFM is task with conduction periodic safety inspections. The LEFM is also task with making sure that the maintenance workers are well schooled in common safety practices such as ladder safety, lock/out – tag/out for all electrical and mechanical systems.

Assist the FM in the preparation and the submission to OBO the Annual Inspection Survey (AIS) for all US Government Owned properties in Fiji and other required documentation.

OBO requires that a comprehensive Annual Inspection Survey (AIS) be conducted on every US Government owned property in the country annually and the results submitted to OBO to allow data to be gathered on worldwide maintenance needs. This AIS report is a living document that describes the condition of properties from year to year and records problems that have been solved and new problems that have come to light.

Assists other office in the Management Section with special projects

The LEFM assists with labor tools and equipment, as needed, to support the activities of the GSO section when organizing special events for the Post.

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. Bachelor's degree in any of the major engineering disciplines such as, mechanical, industrial, electrical, architectural, or civil engineering is required.

2. A total of at least seven years combined specialized and general experience is required. Four years specialized experience must demonstrate that the applicant possesses in-depth knowledge, skills and abilities to perform effectively as a Facility Manager. Three years general experience must have provided the applicant expertise in the building or facility maintenance profession. Two of the seven years' experience must be supervisory and managerial experience in the engineering field.
3. Level IV (Fluent) Speaking/Reading/Writing English is required.
4. Good working knowledge of Microsoft Word and Excel and other elements of the Microsoft Office suite is required. Must have a thorough professional knowledge of the field of Facility Management. Must have a thorough knowledge of US and host country building and construction practices and codes.
5. Must possess a valid driver's license.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained on our website at <http://suva.usembassy.gov> and/ or by contacting the Human Resources Office (POC: Leilani Oakley on 331-4466)

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.