

VA No.: 13-04
Position: **BUILDING AUTOMATION SYSTEM (BAS) FOREMAN**
To: All Interested Candidates
Working Hours: Full Time - 40 hours per week, Monday to Friday
Salary: FJ\$32,260 p.a. (starting salary)
(Position grade: LE-08)
Length of Hire: Permanent

The Facilities Maintenance Section at the Embassy is seeking an individual for the position of **Building Automation System (BAS) Foreman**.

BASIC FUNCTION OF THE POSITION

The holder of this position manages, repairs, programs and trouble shoots the building automation system (BAS) that controls the air conditioning (HVAC), electrical, water, power monitoring and fuel delivery systems in the Embassy. This system includes two major computer systems and approximately 500 sensors & controls scattered around the complex that all have to work in concert to keep the complex comfortable and safe to work in.

MAJOR DUTIES AND RESPONSIBILITIES:

- A. Monitors BAS Operations and Fine Tunes Individual Program Components:**
The BAS system controls most of the major mechanical systems in the complex. Keeping up-to-date on how well the hundreds of small programs that make up the system are working together is the key to maintaining a well tuned and fully functional BAS system.
- B. Trouble Shoots Individual Control Element:** From time to time one of the 500 or so sensors or 10-15 DOC controllers in the BAS system will develop electrical, communications or programming problems and hands-on trouble shooting and repairs are needed to locate which program, component or sensor is defective so it can be repaired / recalibrated / or replaced. This sort of trouble shooting work is labor intensive because the trouble shooting has to go on at the same time at the BAS computer control point and in the field where the sensors are located.

- C. Monitors the Power Monitoring System and Gathers Power Consumption Data:** Associated with the BAS system, but operating as a totally separate system, is a Power Monitoring System (PMS) comprised of a computer, about 200-300 data gathering sensors and 20-30 power data gathering sub-computers that, operating together, provided real-time power usage information as well as power quality information for the entire electric power system. By monitoring how, and how well, power is being used in the complex a great deal of positive impact can be made on the power bill for the Embassy. This system is capable of gathering all sorts of information on various sets of power usage data. The system operator must set up individual data gathering programs to monitor how power is used by different parts of the NEC complex. Gathering this data is not as cut and dried as running a pre-programmed report. Designing custom data sets and using this information to prepare customized reports is what makes this system invaluable.
- D. Manages BAS Data Bases to Ensure that Data Backups are Kept Current:** The BAS databases and the operating programs that drive them are dynamic data sets and have to be kept backed up on a regular basis. A worst case event would be that the BAS computer or one of the DOC controllers would crash, as computers do from time to time, and the latest backup data set and program reload would be more than a day or two old. In this case all of the program modifications done since the last data backup would be lost and all of the time spent in trouble shooting and reprogramming done since the last backup would be lost and would have to be done all over again. This backing up has to be done in two phases. The first phase is backing up the main BAS data bases and the second phase is backing up the stand alone computers that run the BAS systems in the CM areas.
- E. Train Other Technicians on BAS Component Operations:** Another key to successful operation of a BAS system, especially in a place as remote as Suva, where there is little or no local BAS expertise is having a trained backup person to step into the shoes of the BAS Foreman anytime the Foreman is not available, for whatever reason. In this regard an effort has to be made, and time allocated for this task, to train a backup person and keep him/her up to date on the current operating parameters in the BAS system. Because of the need for two people to trouble shoot many BAS problems the work order clerk also get trained to at least operate the main system terminal so there will still be two sets of hands available if one of the BAS technicians is not available.
- F. 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.

Required Qualifications:

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

1. Completion of secondary school is required (Form 6)
Completion of advanced studies in Computer Sciences is required.
2. A Fiji Tradesman's Certificate Class I in Building Automation Systems, or Computer Operations
3. Level III (Good Working Knowledge) Speaking/Reading/Writing English
4. Ability to produce written technical reports describing the operations of a BAS System in lay terms
5. Excellent computer skills (to include writing simple programs in common computer languages such as C++) and be functional with programs in MS Office
6. Valid driver's license

Closing date: Friday, May 24, 2013

TO APPLY

NOTE: All applicants must have the required Fiji work permits to be eligible for consideration.

Interested applicants for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174) which is available via Embassy web site or e-form; or
2. 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; or
3. A current resume or curriculum vitae that provides the same information found on the UAE (see section 3A below for more information); 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., references, certificates, awards) that addresses the qualification requirements of the position as listed above.

6. 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
- 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

SUBMIT APPLICATION TO:

Human Resources Office
U.S. Embassy
158 Princes Road, Tamavua
P.O. Box 218, Suva

OR

Email: hrosuva@state.gov

NOTE: Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the U.S. Government as a potential employer.