



AMERICAN CONSULATE, KOLKATA, INDIA

VACANCY ANNOUNCEMENT NUMBER: **KOL-2011-10**

The U.S. Consulate in Kolkata is seeking an individual for the position of Plumber in the General Services section:

Applicants must apply on Form DS-0174 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form DS-0174, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)

Only applicants who are selected for the interview will be contacted.

OPEN TO: **All Interested Candidates**

POSITION: Plumber, FSN-1210-04, CLA-526038

OPENING DATE: July 10, 2011

CLOSING DATE: July 24, 2011

WORK HOURS: Full-time; 48 hours/week

SALARY: **Not Ordinarily Resident:** Grade: FP-AA
Ordinarily Resident: Grade: FSN-4*

*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

DEFINITIONS:

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3FAM 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. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US 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:**
- 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**
- 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: **and**
- 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 US 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 US 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 US 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 US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

NOTE: FOREIGN NATIONAL APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION. APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.

FUNCTION OF POSITION

1. Check, diagnose, repair, replace and install a wide variety of plumbing equipment and accessories, primarily in 10 STL properties; provides assistance to the Consulate Plumber at 4 large USG owned properties; responsible for smooth, safe and efficient functioning of plumbing installations and water distribution that include but not limited to sewage, water fixtures, water filtration/softening plant, distillers, swimming pool, solar water heaters; testing of fire hydrant, pipes, fire hose reels and facilities such as water mains, rest rooms, bathrooms and allied fittings and fixtures, cleans difficult blockages in drain pipes; valves, ‘U’ traps on the roof top, split and central A/C’s condensers and drain lines.

Performs routine and preventive maintenance – weekly, monthly, quarterly, half-yearly and annual maintenance for all types of plumbing fittings, fixtures, and all types of plumbing systems primarily in 10 STL properties and provides assistance to the Consulate Plumber while doing maintenance on equipment installed in USG owned properties, such as swimming pool, water filtration plant, water softening plant, solar water heater, water distillers; on line water filter, water tank on the terrace, water section of air-conditioning, valves, water coolers, pumps, deep tube wells and submersible pumps.

Uses and maintains a variety of tools and equipment for testing and repair purposes, such as; pressure gauge, power driven drill machine, pipe bender, die set, screwdrivers, air-compressor, water flow meter, pipe wrench, spanner sets, water-testing kits etc.

Receives approved PASS work orders from supervisor prior to commence any work, prepares and submits list of spares for minor repairs list of spares for minor repairs in STL properties; assists Consulate Plumber to identify necessary spares and submits list of spares for filtration, softening plant, swimming pool equipment, water heaters, needed for day-to-day maintenance and repair work; maintains stock level of emergency spares; performs necessary testing of equipment, repairs in case of any fault; exercises some judgment during emergency while diagnosing fault for prompt restoration of the affected system. Reads and understand schematic drawing of equipment for installation; refers to manufacturer's technical specification, user's manual to know system or equipment performance rating; Identifies gas hazards, due to fault takes appropriate remedial actions.

2. Accompanies contract engineers, site supervisors, Foreman, plumber during minor and major improvement maintenance projects to ensure contractors perform according to approved scope of work; ensure established safety procedures are obeyed and reports to Maintenance Supervisor in case of non compliance; recognizes discrepancies at work site and ensures corrections are made in approved manner.

Performs jobs on running machines and in hazardous zone with extreme care for safety from accident or gas; such as sewage system, swimming pool; carries out duties at height while inspecting equipment such as valve, water tank; uses safety equipment to prevent fall from height.

Assist and performs back-up duties during the absence of the Plumbers in Consulate and American Center.

QUALIFICATIONS REQUIRED

1. Completion of primary school with vocational training/apprenticeship in plumbing is required.
2. Five years as a Plumber in any established multistoried complex.
3. Level II in spoken and written English; Level II in spoken Hindi and Bengali is required.
4. Knowledge of general plumbing, pipe fitting in residential and office building, governing by codes, regulations, established by trade practices required. Should have knowledge of health, safety environmental and ecological concern in the building.
5. Should be able to perform a wide variety of plumbing job pertaining to water supply system, sewage disposal, fire protection system, tubing and piping process, water storage, testing pumping station for deep tube wells and pressure system. Use variety tools relevant in the plumbing field.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically 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 US Citizen EFMs who hold a Family Member Appointment (FMA) 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 candidates 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) available on website <http://kolkata.usconsulate.gov/jobopportunities.html> **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: **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US 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.

SUBMIT APPLICATION TO:

American Consulate General
Management Office
Attention: Ellen C. Langston
38A, Jawahar Lal Nehru (Chowringhee) Road
Kolkata 700 071

Applications sent by post/courier will only be accepted from Monday thru Friday between 8:00 am and 5:00 pm.

Or

E-mail application to: HROKolkata@state.gov

Please insert “**VA# 2011-10** (Vacancy Announcement Number) and **CLA-526038** (Position number) in the subject of the e-mail. Applications without the Vacancy/Position Number or with incorrect numbers will not be accepted.

POINT OF CONTACT

C. T. Adams

Telephone: 3984-2419

FAX: 2282-2335

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
- D. Date of Birth
- E. Place of Birth
- F. Dates Available for Work
- G. First, Middle, & Last Names as well as any other names used
- H. Current Address, Day, Evening, and Cell phone numbers
- I. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- J. U.S. Social Security Number and/or Identification Number
- K. Eligibility to work in the country (*Yes or No*)
- L. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- M. If applying for position that includes driving a U.S. Government Vehicle Driver’s License Class / Type
- N. Days available to work
- O. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- P. U.S. Eligible Family Member and Veterans Hiring Preference
- Q. Education
- R. License, Skills, Training, Membership & Recognition
- S. Language Skills
- T. Work Experience
- U. References

All applications for the Subject announcement must be received by **July 24, 2011.**

EQUAL OPPORTUNITY EMPLOYER

The US Mission in Kolkata 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.

Cleared/Approved: GSO: Elizabeth E. Kozlow