

**U.S. EMBASSY KUWAIT
VACANCY ANNOUNCEMENT NO. 010-15**

OPEN TO: Current employees of the mission, Eligible Family Members (USEFMs, AEFMs, EFMs) and Members of Household (MOH) – All Agencies

POSITION: MAINTENANCE SUPERVISOR
FSN-1205-09*; FP-05** (Steps 1 through 4)
(FULL PERFORMANCE LEVEL)

or

MAINTENANCE SUPERVISOR
FSN-1205-08*; FP-06**
(TRAINEE/DEVELOPMENTAL LEVEL)

OPENING DATE: March 2, 2015

CLOSING DATE: March 15, 2015

WORKING HOURS: FULL-TIME; 40 hours/week
(Must be available to work off-hours in an emergency or for regularly scheduled off-hours maintenance)

SALARY: Full Performance Level:
Not-Ordinarily Resident (NOR):
Position Grade: FP-05 (Steps 1 through 4)
US\$50,883 p.a. through US\$55,602

Ordinarily Resident (OR): KD10,502 p.a. (Starting Salary)
(Position Grade: FSN-09)

SALARY: Training/Developmental levels:
Not-Ordinarily Resident (NOR):
Position Grade: FP-06 (Starting Salary)
US\$45,487 p.a.

Ordinarily Resident (OR): KD9,556 p.a. (Starting Salary)
(Position Grade: FSN-08)

IMPORTANT NOTE

All U.S. Citizens (USEFMs, EFMs or MOHs as defined below) of U.S. Government Employees assigned to the Mission and under Chief of Mission (COM) authority are eligible for consideration. A U.S. Citizen EFM does not have to be residing in country to be considered but the sponsoring officer under COM authority does have to be officially assigned to post.

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

The U.S. Embassy in Kuwait is seeking an individual for employment in the position of Maintenance Supervisor in Facilities Management Section.

BASIC FUNCTION OF THE POSITION

The basic function of this position is to provide planning, direct supervision and guidance of approximately 33 tradesmen personnel and numerous contractors in oversight of the Embassy's Facility Management section and operations. This includes planning for, executing and oversight of all direct hire labor, regularly scheduled contractors and other activities and resources relating to the physical maintenance and improvement of the Embassy grounds, buildings and numerous short term leased properties. The Maintenance Supervisor assists the Facility Manager with short, intermediate and long-term project and facility work planning, including project development, budgeting, prioritization and execution. Receives guidance from Facility Manager but works largely through self-initiative.

Duties Include

Overall supervision, development and direction of trade staff and work force planning

The incumbent is the principal supervisor within the section consisting of 3 foremen and 30 technical staff comprising of 5 trades shop. Independently organizes and controls the work of the Facilities Management Department to obtain the most effective use of the manpower and resources. Schedules work to be performed including preventive maintenance, unscheduled and emergency work on all embassy grounds, buildings, and short term lease apartments. This includes all critical building systems and capital equipment, i.e. HVAC equipment (chillers, air-handlers), electrical distribution and generation equipment, sprinkler and fire alarm systems, etc. Monitors the work order system and prioritizes and distributes work orders according to the facility and tenant need. Schedules and coordinates work with other sections or customers in conjunction with work order panning. Schedules and approves leave, employee performance documents and prepares efficiency reports. Identifies personnel need and develops employee development and training programs.

Strategic Facility and Project Planning/Execution

The incumbent is responsible for leading the section's short term maintenance and improvement, project development and execution efforts as well as assisting the Facility Manager in longer term strategic planning and/or larger project development. Plans for, and supervises the maintenance and improvement of government owned office buildings, residences and short term leased off compound housing (including residential make-readies). Leads or assists in the preparation of scopes of work, material quantity, construction and repair estimates and budget preparations for routine section work or projects of unique nature. This includes developing section requirements, required technical information, preparing shop drawings or other technical documents. Monitors the section budget and prepares project requests for budget or funding approval. Inspects existing buildings and grounds, including work in progress, identifies existing issues or maintenance needs, devises and executes thought out technical and managerial solutions and informs the Facility Manager of any problem areas.

Contracting Officer Representative Duties

This position includes supervision and direction of private contractors engaged in repair and improvement activities and maintenance contracts. Develops scopes of work and conducts contractor walk through to arrange procurement actions. Works with the contractors to phase and schedule work, coordinates with sections throughout the work to minimize operational impact and inspects the work for conformance with the contract specifications and documents once completed. Provides technical guidance and advice to the Facility Manager and contractor in all aspects to the work. Responsible for researching, ordering, and purchasing all equipment, tools, and materials needed by the section through ILMS. Responsible to schedule tasks, projects and preventive maintenance annually, semi-annually, quarterly, monthly, weekly and daily basis. The incumbent must be ready to handle numerous emergencies on a 24 hours basis. This includes planning and commitment of resources (man power, section maintenance funding & ICASS funding) accordingly, whether for routine or overtime / emergency use. The incumbent inspects all job sites for ongoing and completed projects. Performs the duties of a COR duties as assigned for construction, maintenance and purchase orders. This includes providing technical guidance to the contractors, enforcement of contract provisions and recommendations to the Contracting Officer for contract actions. Other Duties as Assigned by the Facility Manager.

QUALIFICATIONS REQUIRED

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

1. Completion of high school education in general studies. Must have completed successfully post-secondary school vocational training program (minimum 2 years) recognized as producing journeyman mechanic skills in one of the major maintenance trade (electrical, plumbing, HVAC).
Education may be substituted with experience in accordance with Department policy.
2. Nine years of experience as journeyman mechanic in a major maintenance trade (Electrical, Plumbing, HVAC) and three years supervisory experience with background in inspection and planning.
3. Level IV (fluent) Speaking/Reading/Writing English. Level II (limited knowledge) of Speaking/Reading Arabic. **Language skills will be tested.**
4. Must possess knowledge of internal USG Security and management policies. Knowledge of DoS internal systems for maintenance and procurement (GMMS, ILMS), local customs, local building and safety codes, building materials and techniques, operation and maintenance of plant equipment, buildings, grounds and facilities. This includes ability to read and understand blueprints, shop drawings and other construction/maintenance technical documents; knowledge in all major building systems and trades: plumbing, electrical (distribution & generation), heating, ventilation and air conditioning (HVAC), carpentry and landscaping.

5. Must possess superior customer service skills. Ability to work outside or in harsh or inclement atmospheres (dusty, noisy, hot, cramped mechanical spaces, etc.) and able to lift 70 pounds.
6. Must possess a valid Kuwaiti driver's license.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

NOTE: Only qualified applicants will be called for a test/interview.

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

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174), which is available on the Embassy's websites: <http://nea.p.state.sbu/sites/kuwait> ; <http://kuwait.usembassy.gov> **OR**
2. A current résumé or curriculum vitae that provides the same information found on the UAE (DS-174) (see Appendix B); **OR**
3. A combination of both (i.e., Sections 1-24 of the UAE along with the listing of the applicant's work experience attached as a separate sheet); **AND**
4. Copy of high school certificate/university degree (per the qualification requirement above); **AND**
5. Copy of the Civil ID and passport (including the residence permit page); **PLUS**
6. 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.

SUBMIT APPLICATION (BEFORE THE CLOSING DATE) TO:

Human Resources Office
U.S. Embassy Kuwait
Bayan, Block 13, Al-Aqsa Mosque Street

OR

Email the application to: HROKuwait@state.gov

NOTE: Incomplete or late applications will not be considered.

POINT OF CONTACT

Human Resources Office
Telephone: 2259-1001

CLOSING DATE FOR THIS POSITION: COB March 15, 2015

The U.S. Mission in Kuwait 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



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM)**: An individual related to a U.S. Government employee in one of the following ways:
 - Spouse or same-sex domestic partner (as defined in [3 FAM 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% 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% dependent on the employee for support, unmarried and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - U.S. 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:
 - a) 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
 - b) 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.
- 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.

An 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. An MOH does not have to be a U.S. Citizen.

5. 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 U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. Ordinarily Resident (OR) – A Foreign National or U.S. 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 U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

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 (*Yes or No; if yes, provide explanation*)
- 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