



Vacancy Announcement 2015-08 –Air Conditioning Technician, Full Performance Level

Open to: All Interested Candidates
Position: Air Conditioning Technician
Opening date: January 8, 2015
Closing date: February 7, 2015
Work hours: Full time

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 Bishkek is seeking an individual for the position of Air Conditioning Technician in Facility Maintenance Office.

Basic function of position

Mechanical/Heating, Ventilation and Air Conditioning (HVAC) Controls Technician specializes in and focuses on the HVAC control systems of automated equipment and performs various hands-on tasks of programming, configuring, maintaining, manipulating, troubleshooting and repairing the computer-based automated mechanical/HVAC control systems and equipment throughout the Embassy Compound buildings, grounds, and U.S. Government owned and/or leased residential properties. All equipment is operated on a 3-phase electrical power supply up to 10,000V. Assists Building Automation System (BAS) Engineer in the programming control sequences and control devices, and the control devices' interface with the (BAS) to maintain optimized system performance and equipment maintenance. Work is directed by the Supervisory Building Engineer and occasionally by the American Facility Manager. Stands 24/7/365 on-call duty. Responds to 24-hour emergency calls to repair equipment and/or assigned work area during off-duty hours. Backs up Supervisory Building Engineer.

Compound Mechanical/HVAC equipment consists (but not limited) of the following: multiple large air-handling units, packaged A/C units, HVAC ductwork, variable air volume (VAV) units, complex HVAC controls, chillers, chilled water piping, potable and waste water distribution systems, etc. with all their mechanical control components such as evaporators, fan coils, condensers, humidifiers, circulation pumps, damper motor, controllers, actuators, ect. Operates HVAC/Mechanical Water Treatment filtration system, Portable Water Treatment plant, Fire Pump system and their mechanical controls.

Qualifications required

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

Education: Required a completion of a three (3) year vocational training program from an accredited institute, technical school, or equivalent, recognized as producing journeyman level training in the repair and maintenance of Mechanical/HVAC digital building control systems, known as Automated Systems Technology.

Experience: Required minimum of three (3) years of journey-level experience with applied digital building control system knowledge in the repair and maintenance of digital building control systems as a Mechanical/HVAC Controls Automated Systems Technician. Experience must be with a large, modern commercial or government facility in operations and maintenance.

Languages: English Level 3 (good working knowledge) (reading, speaking, and writing) is required; Russian Level 3 (good working knowledge) (reading, speaking, and writing) is required.
(*Language proficiency will be tested.*)

Knowledge:

- detailed technical knowledge to operate, manipulate, configure, troubleshoot, and maintain computer-based sophisticated Mechanical/HVAC control systems and other building electrical systems that are supported by BAS;
- working knowledge of the Building Automated Systems (BAS) principals to effectively interact and assist the BAS Engineer;
- knowledge of how control systems interface with the other operating systems and equipment. Knowledge base must be equipment specific with all makes and models of the installed Mechanical/HVAC systems and equipment;
- theoretical and/or working knowledge of different types of building systems and equipment and understanding of the principles of electrical, mechanical, and refrigeration systems;
- good technical understanding of major building electrical / mechanical systems and equipment with a specialty in controls. Knowledge from reading technical documents, interpreting maintenance plans, and understanding of technical literature is required and highly emphasized;
- basic knowledge of U.S. building, electrical, mechanical, fire and life safety codes; and, US building and trade construction standards.

Skills and abilities: The incumbent shall have the skills and abilities in the following areas:

- ability and experience to interpret building / equipment, mechanical/HVAC control plans, specifications, schematic drawings, and manufacture's technical data;
- ability to distinguish frequencies and sounds of equipment to determine normal and abnormal operation;
- ability to identify color codes and odors in the operation of equipment in order to troubleshoot for repairs;
- substantial skill in comprehending engineering reports, specifications, and related materials in English and Russian;
- Standard computer literacy in multiple applications such MS Microsoft Office software (Word, Excel, Power Point, Outlook, etc.), email, and skills in Internet-based search (*This will be tested*); basic ability to read AutoCAD drawings.
- ability to test electrical components and take equipment readings with various meters, tools of the trade, and specialty tools to determine appropriate repairs and collect performance data;
- ability to use tools of the trade, hand tools, power tools, in order to install, troubleshoot and repair equipment electrical controls and building automation systems, and associated devices;
- ability to respond to emergency situations in an efficient and timely manner to effect immediate repairs;

- ability to work in various adverse conditions such as tight or enclosed spaces, at heights, and temperature extremes, indoors or outdoors, to complete work assignments;
- skill to communicate orally and in writing with co-workers, contractors and vendors to obtain and provide pertinent information;
- excellent interpersonal skills and be able to handle a large workload and multiple tasks;
- ability to organize schedule, tools, and tasks;
- local Driver's License (Class B) is required for occasional use for operation of official Embassy vehicles for official business, both manual and automatic transmissions; *(This will be tested)*
- able to lift and carry tools, equipment and parts up to 20 kg;
- be available 24/7/365 on-call after duty hours to respond to emergencies.

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.

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 candidates 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);
or
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. 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; **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., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

Submit application to

Human Resources Office, U.S. Embassy Bishkek
Address: Prospect Mira, 171, Bishkek, Kyrgyz Republic
Or e-mail: BishkekHR@state.gov

Point of contact

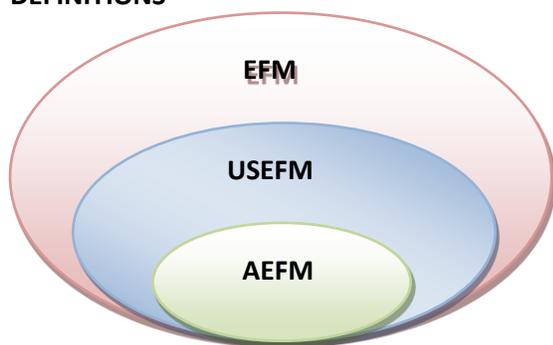
Telephone: +996-312-551-241 (Ask telephone operator to transfer the call to the Human Resources Office.) Fax: +996-312-551-264

Closing date for this position: Friday, February 7, 2015 by close of business at 17:00

The U.S. Mission in Bishkek 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 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. **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:
 1. 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
 2. 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.

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 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