



Vacancy Announcement 2015-51 – Maintenance Mechanic (Generator Mechanic) (multiple positions), Full Performance Level

“Applicants applied for 2015-39 will be considered for 2015-51”

- OPEN TO:** All Interested Candidates
- POSITION:** Maintenance Mechanic (Generator Mechanic)
- OPENING DATE:** October 28, 2015
- CLOSING DATE:** November 11, 2015
- WORK HOURS:** Full-time

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

The U.S. Mission in Bishkek is seeking eligible and qualified applicant for the position of Maintenance Mechanic (Generator Mechanic) in the Facility Management Office.

BASIC FUNCTION OF POSITION

Generator Mechanic/Electrician is employed to accomplish skilled maintenance, service, troubleshooting and repair work of the electrical and generator systems and their components at the residential facilities with occasional work at the Embassy Compound. Specializes in emergency power generation operations, maintenance and repair of the power generation equipment and preventive maintenance. Receives written or verbal orders from the Supervisors. Employee is supervised by Residential Operations Supervisor. Stands 24/7/365 on-call duty.

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. EDUCATION:** Required completion of vocational training from an accredited institute recognized as producing journeyman level mechanical maintenance specialists in either field of power generating plants or related electrical equipment or commercial equipment maintenance, acquired through a recognized technical school, or equivalent;
Required completion a course of study covering the principles of AC and DC electricity power and the application of electrical power;

2. EXPERIENCE: Minimum of 2 (two) years of journey-level experience in the repair and maintenance of standby generators or uninterrupted power supply systems in maintenance, service and repairs of commercial electrical and power generation systems is required. This includes experience as a Generator Mechanic working on the generators of various KVAs.

3. LANGUAGE: English Level 1 (rudimentary) is required. Russian Level 3 (good working knowledge) (reading, speaking, and writing) is required. (*Language proficiency will be tested*)

4. SKILLS AND ABILITIES:

The incumbent shall have the skills and abilities in the following areas: diagnosing and repairing electrical power generating equipment (generators) and lighting systems and components and taking equipment readings with various meters, hand tools, power tools, and specialty tools to determine appropriate repairs. Must be able to use tools of the trade in order to install, troubleshoot and repair building emergency power generation equipment and electrical power and lighting systems and work with the controls technicians on associated devices. Must have substantial skills in comprehending electrical diagrams and related materials. Additional abilities include responding to emergency situations in an efficient and timely manner to effect immediate repairs; work in various adverse conditions such as tight or enclosed spaces, heights, and temperature extremes, indoors or outdoors to complete work assignments; communicate orally and in writing with co-workers, contractors and vendors to obtain and provide pertinent information. Must have excellent interpersonal skills and be able to handle a large workload and multiple tasks. A local Driver's License (Class B, C) is required for occasional use for operation of official Embassy vehicles for Official business, both manual and automatic transmissions. (*This will be tested*). Current certification to work up to 1,000 V is required. Must be organized. Basic computer literacy. (*This will be tested*). Physical ability for lifting and carrying tools, equipment and parts up to 20 kg. Be available 24/7/365 on-call after duty hours to respond to emergencies.

5. JOB KNOWLEDGE:

The incumbent must have a very good technical understanding of major building electrical systems and equipment with specialty knowledge in generators. Knowledge of normal, standby, and emergency modes of utility, generator, and UPS power is required. Knowledge of reading blue-prints, electrical schematics, interpreting maintenance plans, and technical literature is required. General knowledge of US building practices, trade craft, construction methods and details, fire suppression systems, and life safety codes and standards is required. Must have math and geometry skills; and, the ability to use measurement tools needed to lay out and cut shaped, threaded, and joined materials. A general knowledge of electrical principles and theories, and familiarization of the proper use and hazards of chemical materials is required.

The incumbent shall possess job knowledge to include general computer literacy, basic math and the ability to use measurement tools needed to lay out and cut shaped, threaded, and joined materials. Must have a very good technical understanding of major building electrical power and lighting systems and equipment. Knowledge of understanding technical documents, interpreting maintenance plans and technical literature is required and highly emphasized. General knowledge of U.S. building, electrical, mechanical, fire and life safety codes; building and trade standards.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained from the Human Resources Office. Please contact + 996-312-551-241 (Ask telephone operator to transfer the call to the Human Resources Office).

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 local employee staff security clearance.

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. transcripts, degrees, current certification to work with up to 1,000V, a copy of local Driver's License (Class B) and 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 (FMEP).

WHERE TO APPLY:

Human Resources Office U.S. Embassy Bishkek
Mailing Address: Prospect Mira, 171, Bishkek, Kyrgyz Republic
E-mail Address: BishkekHR@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.