



Vacancy Announcement 2014-26 –Supervisory Building Engineer- Full Performance Level

Open to: All interested candidates
Position: Supervisor Building Engineer
Opening date: June 6, 2014
Closing date: Open until filled
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 Supervisory Building Engineer in the Facility Maintenance Office.

Basic function of position

Under the supervision of the Facility Manager, the Building Engineer is responsible for maintaining the U.S. Embassy's Mechanical and Electrical Systems such as, Chiller Plant, Air Handling Units, VAV System, Potable Water, Sanitary Sewage and Oil Water Separator Systems. The Building Engineer also maintains Electrical Power Distribution Systems, Voltage Regulators, Transformers, Switchgear, Automatic Transfer Switches, Variable Frequency Drives (VFD), and Uninterruptible Power Supply (UPS) Systems. The incumbent also maintain a Reliability Centered Maintenance program (RCM) of computer and microprocessor-controlled systems located throughout the NEC. Responsibilities of the incumbent also include supervision of post's Facilities Maintenance staff that maintains all mechanical and electrical equipment throughout the Embassy's buildings and grounds.

Employed as a Mechanical Engineer to manage preventative maintenance and repair work throughout the New Embassy Compound (NEC) buildings, grounds and residential owned properties. Work assignments will be directed by the Facility Manager in the supervision of facility maintenance staff. The Building Engineer will schedule preventative maintenance and repairs on a daily and detailed basis through direct supervision of facility maintenance staff; and, will support the maintenance of electronically controlled locking and surveillance systems. Incumbent will assist in the management of and responses to both written and verbal requests for maintenance services, and ascertains all of the necessary information to determine whether the work is of a routine or emergency nature. Specialized knowledge of general mechanical and electrical building systems is required.

Qualifications required

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

Education: Completion of University (diploma of specialist or B.A.), in Mechanical / Electrical / General / Instrumentation Engineering from an accredited university program is required.

Experience: Minimum of five years of progressive experience working as a project manager/supervisor at a manufacturing plant, government agency, major resort, hospital, office complex, or a large university/school system. Similar qualified experience may be as general / technical director or deputy director of a power generating facility or municipal water treatment facility; or as maintenance supervisor at a mining facility.

Experience should include: managing a preventative maintenance program and the operation of a Computerized Maintenance Management System (CMMS); and, knowledge of building codes and industry construction standards. Experience in developing scopes of work, construction documents (plans and specifications) and cost estimates for repairs, equipment replacement and new construction.

Position requires at least 2-years of supervisory experience managing a group of several employees under his/her supervision.

Languages: Incumbent must have Level 3 English, good working knowledge (reading, speaking, and writing); and, Level 4 host country language, fluent Russian, (reading, speaking, and writing) in order to communicate with local contractors and other LE employees. *(Language proficiency will be tested.)*

Knowledge: Incumbent must be fully familiar with the equipment components, their locations, and operating parameters of all mechanical and electrical systems that support the Embassy facility. This knowledge is important when evaluating equipment performance, diagnostic testing, and scheduling maintenance work and repairs.

Incumbent must have knowledge of local and regional companies that can provide material and/or service support for mechanical and electrical systems within his/her area of responsibility.

Incumbent must have detailed technical knowledge of the mechanical and electrical systems within his/her area of responsibility as well as theoretical knowledge regarding the principles of electrical, mechanical, and refrigeration systems.

Must have working knowledge and ability to use AutoCAD (or equivalent) to read and print (develop and modify) drawings. Incumbent must be knowledgeable with MS Microsoft Office software, (MS Word, Excel, Power Point, etc.) or equivalent software. *(This will be tested).*

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

- work independently and unsupervised by the Facility Manager;
- develop and manage work plans and distribution work assignments to facility maintenance personnel;
- management and use of preventative maintenance service programs such as CMMS;
- development of statements of work and prepare cost estimates;
- perform feasibility studies for proposed projects;
- maintains inventory of critical spare parts and specialized tools for equipment and systems;
- assist in developing annual budgets, responses to DOS requests for facility data, and tracking of unscheduled maintenance issues;
- general use and knowledge of international building codes and both industry and local construction standards;

- ability to read and understand construction documents (plans and specifications), mechanical layout drawings, schematic drawings, one-line diagrams;
- ability to use computer aided design drafting programs (e.g. AutoCAD or other program) to develop and manipulate drawings and details is desired but not required; *(This will be tested)*.
- undertake feasibility studies and write detailed technical reports is a must for this position;
- maintains organizational and scheduling discipline for incumbent and those supervised;
- physical ability for lifting and carrying tools, equipment or parts, maximum weight 25 kilos;
- climbing ladders to reach equipment platforms and roofs of buildings to access control panels;
- ability to cope with mental stress when responding to system faults.

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

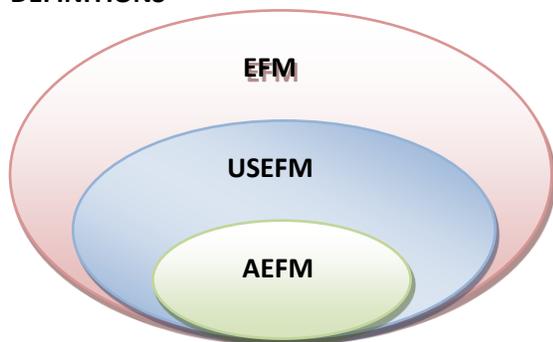
Telephone: +996-312-551-241 (Ask telephone operator to transfer the call to the Human Resources Office.) Fax: +996-312-551-264

Closing date for this position: Open until filled

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