

VACANCY ANNOUNCEMENT

(Announcement No. 13/26)

OPEN TO: All interested candidates
POSITION: **Building Engineer, FSN-11**
OPENING DATE: November 13, 2013
CLOSING DATE: November 29, 2013
WORK HOURS: Full-time; 40 hours/week
SALARY: Actual salary will be based on the qualifications of the applicant.

NOTE: THIS IS A LOCAL POSITION. THE SELECTED CANDIDATE WILL COME UNDER LOCAL LABOR LAW, AND BE PAID ACCORDING TO THE EMBASSY'S LOCAL COMPENSATION PLAN. ALL ORDINARY RESIDENT APPLICANTS MUST BE RESIDING IN LAOS AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Vientiane is seeking an individual for the position of **Building Engineer**, in the Facility Management (FM) 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 Systems, Potable water and Sanitary Sewage system. Also Electrical Distribution Systems; Voltage Regulators; Transformers; Switchgear; Automatic Transfer Switch; Variable Frequency Drives (VFD); and Uninterruptible Power supply (UPS) Systems. Responsibilities also include supervision of post maintenance staff that maintains all mechanical and electrical equipment throughout the embassy's building and grounds. Responsible for PM and repair work throughout the NEC compound

QUALIFICATIONS REQUIRED:

Education: Completion of a 4-year Bachelor of Science degree, or equivalent, in Mechanical/Electrical General Engineering from an accredited university program. To be acceptable, the curriculum must (1) be in a school of engineering with at least one curriculum accredited or equivalent by Accreditation Board of Engineering and Technology (ABET) as a professional engineering curriculum

Prior Work Experience: A Minimum of three years experience in developing scoped of work, construction documents (plans and specifications) and cost estimates for repairs, equipment replacement and new construction. Ability to use computer aided design drafting programs (e.g. AutoCAD), to develop and manipulate drawings and details. Position requires at least 2-years of supervisory experience managing between 3 to 20 employees.

Language Proficiency: Fluency (Level IV) in English and host country language written, and spoken proficiency required.

Job Knowledge: Must have an excellent knowledge of HVAC, chillers, electrical distribution, voltage regulation, automatic transfer switches, and general building mechanical and electrical systems. Must be an experience supervisor. Be well versed of established mechanical and electrical codes, trades practices and the ability to supervise and manage a medium size

maintenance staff and programs. Proficient in the use of MS office software (Word, Excel, Power Point etc.) AutoCAD and other special computer programs required for this position.

Skills and Abilities:

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

- work independently and unsupervised by the Facility Manager;
- serve as acting Facility Manager as delegated;
- develops and manage work plans and distribution work assignments to facility maintenance personnel;
- Management of a preventative service programs and operation of a CMMS;
- Development of statement of work, perform feasibility studies for proposed project, construction documents (plans and specifications), and cost estimates
- maintains inventory of critical spare parts and specialized tools for equipment and systems;
- assists in developing annual budgets, responses to DOS requests for facility data, tracking of unscheduled maintenance issues;
- Knowledge of international building codes and of both industry and local construction standards. Must be able to work unsupervised and may be called to perform the duties as Acting Facility Manager during the absence of the Facility Manager
- Ability to read and understand mechanical layout drawings, undertake feasibility studies and write detailed technical reports is a must for this position.

HOW TO APPLY

Interested applicants for this position must submit the following for the application to be considered:

1. Universal Application for Employment (Form DS-174). Download the form at: http://laos.usembassy.gov/job_opportunities.html
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that Addresses the qualification requirements of the position as listed above.
- 4. Please show your technical related experience as required in the Prior Work Experience and Skills & Abilities above in your DS-174 and/or in your personal Resume (CV).**

SUBMIT APPLICATION TO

Human Resources Office
American Embassy
Rue Bartholonie, That Dam
PO Box 114, Vientiane, Laos
(Hardcopy or e-mail attachments are accepted)

POINT OF CONTACT

Telephone: 856-21-267176
Fax: 856-21-267140
E-mail: VientianeHRO@state.gov

Interested persons should contact Embassy Human Resources Office for more information. Blank application forms may be picked up from the cabinet inside the Embassy entrance.

Only shortlisted candidates will be notified.

CLOSING DATE FOR THIS POSITION: November 29, 2013

An Equal Opportunity Employer