



**Vacancy Announcement
U.S. Embassy
Monrovia, Liberia**

ANNOUNCEMENT NUMBER: 11-30

OPEN TO: ALL INTERESTED CANDIDATES
(Current employees serving a probationary period are not eligible to apply)

POSITION: **Heating, Ventilation & Air Conditioning (HVAC) Technician – 2 positions**

OPENING DATE: September 22, 2011

CLOSING DATE: October 05, 2011

WORK HOURS: Full-time; 40 hours/week

SALARY: **Ordinarily Resident (OR): \$9,128 per annum starting salary (Position Grade: FSN-06)
*Not-Ordinarily Resident (NOR): FP-05 (to be confirmed by Washington)

NOTE: ALL NON-LIBERIAN APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS ALLOWING WORK IN COUNTRY BEFORE BEING ELIGIBLE TO APPLY.

The U.S. Embassy is seeking an individual for the position of **Heating, Ventilation & Air Conditioning (HVAC) Technician** within the Facility Operations and Maintenance Section.

BASIC FUNCTION OF POSITION:

Employed as a Heating, Ventilation, and Air Conditioning (HVAC) Technician to accomplish skilled maintenance and repair work throughout the New Embassy Compound/New Consulate Compound (NEC/NCC) buildings, grounds and residential owned/leased properties. Work assignments which includes hardware, associated peripherals, configuration, optimization, repair of HVAC distribution, chillers, large central air handling units, packaged A/C units, filtration, fan coils, variable air volume (VAV) units, HVAC ductwork, evaporators, condensers, humidifiers, motorized valves, chilled water piping, circulation pumps, damper motors, controllers, actuators, HVAC water treatment systems and other control devices will be directed by the Facility Manager or an assigned Supervising Engineer.

MAJOR DUTIES AND RESPONSIBILITIES:

- Performs hands-on repairs of the HVAC System and other building mechanical systems. Included but not limited to, chillers, large central air handling units, packaged A/C units, filtration, fan coils, variable air volume (VAV) units, HVAC ductwork, evaporators, condensers, humidifiers, motorized valves, chilled water piping, circulation pumps, damper motors, controllers, actuators, and HVAC water treatment systems. Ensures that all assigned repairs are accomplished promptly and completely with manufactures repair or replacement requirements.
- Performs preventive maintenance on the HVAC system and related components to maintain system operation and reliability to ensure uninterrupted power and continuous air supply to critical facilities, equipment and systems. Responds to scheduled, unscheduled and preventive maintenance work orders generated by the Computerized Maintenance Management System (CMMS). The current program for the Department of State is Work Order for Windows (WOW).

- Inspects, tests, evaluates, calibrates and updates HVAC System to improve reliability and to assure dependability, safety and compliance. Inspects facilities (including houses, temporary trailers, buildings, etc); equipment (e.g. AHU's, packaged A/C units, fan coils compressors, etc.); systems (e.g. mechanical and plumbing, etc.); and work of vendors to determine condition of facilities, safe operation of equipment, quality and safety of work, and scheduled maintenance. Provides routine inspections on all systems, as required by manufacturer requirements, and advises the Facility Manager and Supervising Engineer in writing of problems and recommendations.
- Removes, relocates, repairs, installs and tests HVAC equipment (e.g. VAV mixing boxes, filters, ductwork, conveyance systems, etc) to maintain occupant comfort and equipment protection in buildings and structures. Also, restores operations of non-functioning equipment.
- Orders and stocks building supplies, materials and parts (e.g. motors, wiring, hardware, paints, tools, mechanical parts, chemicals etc.) to replace materials consumed and assure their availability for assigned projects, scheduled maintenance, and emergency responses.
- Ensures proper use of time, tools, materials and parts and provides data on all completed preventive maintenance task, spares, and consumables.
- Responds to 24-hour emergency calls to repair HVAC systems and within work area during off-duty hours.
- Maintenance Support: (40% OF TIME)
- Maintains HVAC system, drafts and submits reports to the Facility Manager (FM) or supervising engineer detailing operational proficiency. Reports consist of power consumption, evaluations and historical data reviews, and depicting systems performance requirements. Receives reports and logs generated by the BAS and Controls Tech to act upon and enhance systems performance. Provides contractor design information for proposed renovation or new construction work and assists LES Facility Maintenance staff in the performance of in-house projects.
- Assists in preparation of Statements of Work (SOW) and construction documents for repairs, new construction and renovation work. Assistance includes obtaining telephone/written estimates and quotes of materials and equipment needed for repairs and the completion of job tasks. Monitors contractors work for providing products and services as the terms and conditions of the contract. Assists in developing punch lists, testing, and inspections as required to ensure quality services and construction work and assists LES Facility Maintenance personnel in the performance of in-house projects.
- Assists in providing guidance to other LES Facility Maintenance personnel and vendors/contractors in the correct operation of equipment, use of diagnostic devices and materials used to complete required maintenance activities, general operations, and future expansion projects.
- Assists in the development and implementation of a comprehensive preventive maintenance program for building systems equipment and associated electrical devices.

QUALIFICATIONS:

1. The position requires successful completion of secondary school. Completion of vocational training from an accredited institute recognized as producing journeyman level technicians with a concentration in HVAC principles and application.
2. Minimum of five (5) years' of broad experience in operations and maintenance of building HVAC systems and associated equipment. A minimum of 3 years of experience must be as an HVAC Technician working with large, modern, commercial or Government office building in operations and

maintenance. Knowledge of US building, electrical, mechanical, fire and life safety codes; building and trade standards is highly desirable.

3. Level IV (fluent) English written and spoken English. Excellent oral and written communication skills.
4. General computer literacy is required in Microsoft Office Suite software (including Word, Excel) and Outlook.
5. Must have a grasp of basic math and the ability to use measurement tools needed to lay out and cut shaped, threaded, and joined materials.
6. Must have a very good technical understanding of major building HVAC/mechanical systems and equipment with a specialty in controls.
7. Must be able to read, understand and apply information from technical manuals.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office, (231) 777-054824) and at <http://monrovia.usembassy.gov/vacancies.html>.

SELECTION PROCESS:

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US 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 US 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 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; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (*see section 3A below for more information*); **plus**

4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US 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.

3A. 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. Date and Place of Birth

G. Current Address, Day, Evening, and Cell phone numbers

H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)

I. U.S. Social Security Number and/or Identification Number

J. Eligibility to work in the country (Yes or No)

K. Special Accommodations the Mission needs to provide

L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type

M. Days available to work

N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)

O. U.S. Eligible Family Member and Veterans Hiring Preference

P. Education

Q. License, Skills, Training, Membership, & Recognition

R. Language Skills

S. Work Experience

T. References

SUBMIT APPLICATION TO:

Human Resources Office

Attention: **Heating, Ventilation & Air Conditioning (HVAC) Technician**

American Embassy

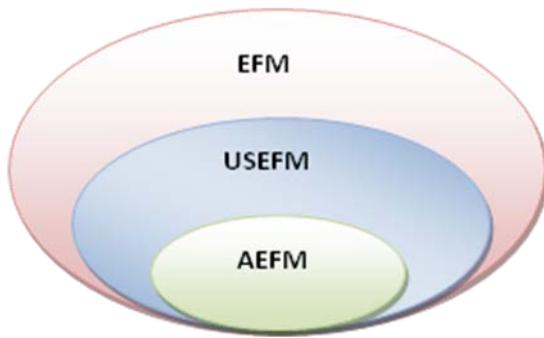
P. O. Box 98

1000 Monrovia 10 Liberia

Drop in application box at Gate #3

The Universal Application Form (DS-174) can be picked up at Gate 3 or the Human Resources Office or access on line

DEFINITIONS



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

1. **Eligible Family Member (EFM):** An individual related to a US 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.
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2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US 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:
 - 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
 - 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 US Citizen.

4. **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 US Social Security Number (SSN).

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

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

CLOSING DATE FOR THIS POSITION: (October 05, 2011)

The US Mission in Monrovia 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.

Drafted: HRA: HBee
 Approved: HRO: KEConole
 Approved: FM: WNoel
 Approved: MGT: RDAcuff