



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

**ANNOUNCEMENT NUMBER: 11-34**

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

**POSITION:** **Maintenance Mechanic – Plumber – two (2) positions**

**OPENING DATE:** September 29, 2011

**CLOSING DATE:** October 14, 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-08 (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 two individuals for the position of **Maintenance Mechanic-Plumber** within the Facility Operations and Maintenance Section.

**BASIC FUNCTION OF POSITION:**

The incumbent specializes in plumbing and mechanical systems operation and maintenance of equipment as directed by the Facility Manager or an assigned Supervising Engineer. Systems to include but limited to; water supply, storage, filtration, disinfection and other water treatments, hot water systems and equipment, piping, tubing, fittings and controls, irrigation, domestic plumbing fixtures including waterless urinals, drainage, sanitary systems, on-site sewage treatment, and storm water management.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Performs preventive maintenance and repairs on plumbing/mechanical systems including: air compressors, fire suppression systems, commercial and domestic toilet facilities, fixtures, valves, piping, domestic water and sump pumps, water supply boosters, water sewage treatment systems, domestic and solar water heaters, fuel pumps, oil-water separators and motorized vehicle gates to ensure optimal and un-interrupted operation of the mechanical systems. Also, duties also include maintaining operation of gutters and roof drains, storm drains and irrigation systems as applicable. 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 Orders for Windows (WOW).
- Identifies and corrects building and equipment problems by performing plumbing and associated mechanical inspections to maintain buildings and equipment in safe condition, prevent degradation of property and systems, and prevent failures that would cause reduction in service. Ensures that all assigned maintenance tasks are carried out promptly and in full as described in work orders and in accordance with manufactures repair or replacement requirements. Familiarization of general mechanical and electrical systems is required.
- The incumbent provides emergency services coverage for malfunctioning mechanical systems and equipment as required 24 hours per day; seven days per week (24/7) operation.

- Assists with monitoring specialty service contractor's work as delegated and provides feedback to the Supervisory Mechanical Engineer and Facility Manager concerning the contractor's quality of work.
- Monitors weekly and monthly water (potable and gray water) system performance to maintain system reliability and provides report on any discrepancies to supervisory engineer and the Facility Manager.
- Performs regular checks for consumable material usage. Monitors spare parts and materials inventories and submits reports to the Facility Manager or an assigned Supervising Engineer for review. Ensures proper use of time, tools and materials and that the work areas are kept clean and safe. .

#### **QUALIFICATIONS:**

1. The position requires successful completion of secondary school. Completion of vocational training from an accredited institution recognized as producing journeyman level technicians with a concentration in plumbing principles and application.
2. Minimum of five (5) years experience as a repair mechanic or maintenance technician working with plumbing systems in an institutional or commercial building setting is required.
3. Level III competency in English written and spoken English. Excellent oral and written communication skills.
4. General computer literacy is required in Microsoft Word and Outlook, as well as in internet searches.
5. Must have a very good technical understanding of major building plumbing systems, water treatment plant and controls.
6. Ability to read and interpret technical documents, maintenance plans and technical literature is required and highly emphasized, as is knowledge of international building codes.
7. Must be able to work in various adverse conditions such as tight or enclosed spaces, heights, and temperature extremes, indoors or outdoors, to complete work assignments.
8. Must be able to communicate orally and in writing with co-workers, contractors and vendors to obtain and provide pertinent information.

**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

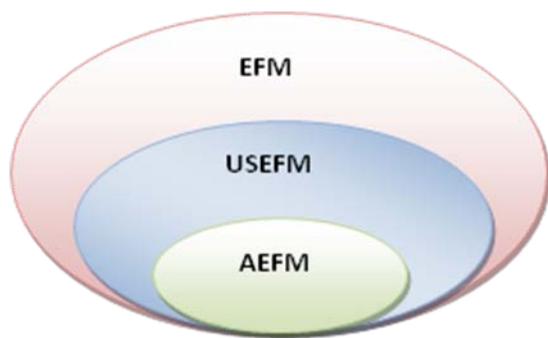
**SUBMIT APPLICATION TO:**

Human Resources Office  
 Attention: **Maintenance Mechanic – Plumber**  
 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 14, 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

Cleared: FMO: JPareja

Approved: HRO: KEConole

Approved: FM: WNoel

Approved: MGT: RDAcuff

[Signed copy with HR Office]