



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

ANNOUNCEMENT NUMBER: 11-37

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

POSITION: **Mechanical Engineer**

OPENING DATE: October 3, 2011

CLOSING DATE: October 18, 2011

WORK HOURS: Full-time; 40 hours/week

SALARY: **Ordinarily Resident (OR): \$22,441 per annum starting salary (Position Grade: FSN-11)
*Not-Ordinarily Resident (NOR): FP-03 (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 **Mechanical Engineer** within the Facility Operations and Maintenance Section.

BASIC FUNCTION OF POSITION:

Under the supervision of the Facility Manager, the Mechanical Engineer is responsible for maintaining the U.S. Embassy's New Embassy Compound (NEC) mechanical systems such as air-cooled and absorption chillers, air handling units, VAV system, cooling towers, potable water collection/storage/treatment, package sewage treatment plant, oil/water separator, fuel storage/distribution and chilled water distribution, hydraulic gates and barrier systems and fire suppression systems. Responsibilities also include supervision of posts maintenance staff that maintains all mechanical equipment throughout the NEC buildings and grounds.

Employed as a Mechanical Engineer to manage preventive maintenance and repair work throughout the NEC buildings and grounds. Work assignments will be directed by the Maintenance Supervisor and Facility Manager and the Mechanical Engineer assists in the supervision of facility maintenance staff. Responds 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. Familiarization of general mechanical building systems is required.

MAJOR DUTIES AND RESPONSIBILITIES:

- Serves as an expert in planning, organizing and maintaining large and complex mechanical systems and equipment. Such as Building Automation Systems and Controls and HVAC systems. Solves mechanical problems to increase mechanical systems efficiency at the NEC. Estimates future maintenance costs and potential savings; formulates recommended mechanical projects and assists the Facility Manager with future project and annual budget projections.

- Assists in maintaining a comprehensive preventative maintenance program by directing facility maintenance staff and/or monitoring contracted service providers, for equipment, systems and controls. Maintains; monitors; troubleshoots; configures; identifies; isolates and corrects faults; performs diagnostic tests; ensures the proper operations of designated equipment and systems. Prepares reports to document and monitor the operation of equipment with systems and reports status to the Maintenance Supervisor. In the absence of the Maintenance Supervisor may serve as temporary Maintenance Supervisor, as delegated.
- Provides budget input for operating, maintenance and repair costs to include all tools, special equipment and spare parts required to maintain systems within designed operational performance requirements and within operating budget limits. Briefs post management on mechanical work and project status. Attends staff meetings, as delegated, to provide justifications for project and maintenance requirements.
- Assists in maintaining post's Construction Maintenance Management System (CMMS), known as Work Order for Windows (WOW) in conjunction with post's WOW Clerk to ensure that planned preventive service events and unscheduled events are recorded as completed. Manages and maintains the technical library and data containing in WOW consisting of as-built documents (plans and specifications), maintenance manuals, manufacturer's data sheets, list of spare parts and tools, manufacturer's and supplier's contact data, and warranty information on equipment and systems.
- Develops and monitors contract procurement documents which include: written scopes of work, construction drawings, specifications, bill of materials, and independent government cost estimates for minor maintenance, repair and alteration projects. Assists in analysis of contractor's bid proposals for technical accuracy and provides recommendations as to the contractor's ability to perform work. Serves as a Contracting Officer's Representative (COR) or as Government Technical Monitor (GTM) for contracts, as delegated, to monitor contractor's work performance for products and services per contract requirements. Additional duties include the following: development of acceptance reports; punch lists management; and quality control inspections with tests as required.
- Assists post's Physical Occupation Safety Officer (POSHO) by contributing to the safety program by conducting mechanical inspections of facilities to ensure compliance to DOS safety and wellness requirements. Develop deficiency reports with recommendations for solutions along with independent government cost estimates. Performs inspections of safety repairs for compliance with DOS requirements to ensure work does not present health problems or risk of injury to mission staff, contract workers or visitors to the facility.

QUALIFICATIONS:

1. Completion of a 4-year Bachelor of Science degree in Mechanical or General Engineering from an accredited university program.
2. Minimum of five (5) years of progressive experience working as a project manager/supervisor at a manufacturing plant, major resort, hospital, office complex or a large university/school system. Managing preventive maintenance programs and the operation of a Computerized Maintenance Management System (CMMS). Position requires at least two (2) years of supervisory experience managing a minimum of three employees.
3. Level IV competency in English written and spoken English. Excellent oral and written communication skills.
4. 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.

5. General computer literacy is required in Microsoft Word, Excel and Outlook, as well as in internet searches.
6. Must have a very good technical understanding of as mechanical systems to include air-cooled and absorption chillers, air handling units, VAV system, cooling towers, potable water collection/ storage/ treatment, package sewage treatment plant, oil/water separator, fuel storage/distribution and chilled water distribution, hydraulic gates and barrier systems and fire suppression systems,
7. Ability to read and interpret technical documents, maintenance plans and technical literature is required and highly emphasized, as is knowledge of international building codes.
8. 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.
9. 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

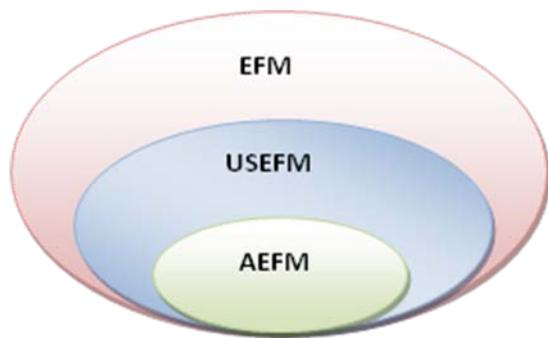
SUBMIT APPLICATION TO:

Human Resources Office
Attention: **Mechanical Engineer**
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 accessed 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 18, 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]