

# U.S. Embassy Valletta

VACANCY ANNOUNCEMENT NUMBER: 017a-2015

**OPEN TO:** All Interested Candidates

**POSITION:** MECHANICAL & BUILDING AUTOMATED SYSTEMS (BAS) SUPERVISOR

**OPENING DATE:** October 23, 2015

**CLOSING DATE:** November 6, 2015

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** Not-Ordinarily Resident (NOR): US\$45,185 p.a. (Starting salary, Position Grade: FP-6)

Ordinarily Resident (OR): Euro 19,872 p.a. (Starting salary, Position Grade: FSN-8)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Malta is seeking an individual for the position of Mechanical & Building Automated Systems (BAS) Supervisor in the Facilities Management Section of the Embassy.

## BASIC FUNCTION OF POSITION

The Mechanical & Building Automated Systems (BAS) Supervisor works directly for the Maintenance Supervisor and oversees the daily operation of the mechanical/HVAC systems; manages the preventive maintenance program; supervises one Mechanical Team Leader and one Plumber; assigns tasks to subordinate staff for repairs on all equipment associated with building engineering services, is responsible for the operation & maintenance of the building automated systems which is computer & micro-processor controlled, such as; elevator, air conditioning, fire suppression, potable water, fresh air make-up, fire alarms, and similar systems located throughout the U.S Embassy buildings and compound.

## QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

### EITHER

**1. Education:** A university or technical degree in computerized systems control and sensor technology or a related engineering field is required.

**AND**

**2. Experience:** A minimum of 3 years of progressively more responsible experience in operation and maintenance of building computer and microprocessor control systems and building engineering services is required. The experience may have been gained as result of performing general maintenance on computer controlled systems and equipment, however, at least two years must have been spent in direct maintenance in computers, microprocessors, sensors, and cabling. A minimum of 6 months (within the 3 years' experience) as a supervisor is required.

**OR**

**1. Education:** BTEC National Diploma in computerized systems control and sensor technology or a related engineering field is required.

**AND**

**2. Experience:** A minimum of 5 years of progressively more responsible experience in operation and maintenance of building computer and microprocessor control systems and building engineering services is required. The experience may have been gained as result of performing general maintenance on computer controlled systems and equipment, however, at least two years must have been spent in direct maintenance in computers, microprocessors, sensors, and cabling. A minimum of 6 months (within the 5 years' experience) as a supervisor is required.

**3. Language :** Level IV (Fluent) speaking/writing/ English is required.

**4. Job Knowledge:** A thorough knowledge of programming operations, and troubleshooting for computerized and microprocessor controls is mandatory. The successful candidate must be capable of rapidly assimilating vendor equipment programming guides and effectively applying this information to systems and equipment installed within the Embassy facilities.

**5. The candidate must demonstrate:**

- a. A thorough knowledge of automated building system and control.
- b. A thorough knowledge of programming set points for a wide variety of computer and microprocessor controlled building equipment.
- c. A thorough knowledge of sensor troubleshooting, maintenance, calibration and replacement.
- d. A thorough knowledge of digital and analog signal cabling systems troubleshooting and repair.
- e. A thorough knowledge of controls and sensor for air conditioning chiller systems.
- f. A good technical understanding of refrigeration, air conditioning, and ventilation systems and some knowledge of plumbing system.
- g. Knowledge of US building, trade, construction, fire and safety codes and standards is required.

- 6. Skills and Abilities:** The candidate must possess the necessary skills and abilities to perform the duties and responsibilities of this position safely, to include:
- a. Climb stairs, ladders and scaffolding, and work at heights above and below thirty (30) feet.
  - b. Perform tasks requiring bending, stooping, kneeling, and walking short distances.
  - c. Troubleshoot, upgrade, maintain, and repair computers, microprocessors and HVAC equipment.
  - d. Program set- points for computers and microprocessors controlled system.
  - e. Maintain, calibrate, repair, and replace sensors.
  - f. Plan preventive maintenance activities for assigned workers as well as coordinate the maintenance staff daily, weekly, and monthly schedules.

**FOR FURTHER INFORMATION:**

The complete listing all of the duties and responsibilities can be found [here](#) /or by contacting the Human Resources Office, Joe Gatt on 2561-4112

**SELECTION PROCESS**

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

**HIRING PREFERENCE ORDER:**

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

**ADDITIONAL SELECTION CRITERIA**

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

## TO APPLY

Applicants must submit the following documents to be considered:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); OR
2. A current resume or curriculum vitae that provides the same information as the UAE, (see appendix B) OR
3. A combination of both: i.e. Sections 1-24 of the UAE along with a listing of applicant's work experience attached as a separate sheet, PLUS
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**IMPORTANT:** Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

## WHERE TO APPLY:

Human Resources Office  
Mailing Address:  
E-mail Address:

Joe Gatt  
US Embassy, Ta' Qali National Park, Attard ATD 4000  
[vallettahro@state.gov](mailto:vallettahro@state.gov)

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission 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

**Eligible Family Member (EFM):** An EFM for employment purposes is defined as an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term "child" shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner 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; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

**U.S. Citizen Eligible Family Member (USEFM):** A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Appointment Eligible Family Member (AEFM):** An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**

- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Member of Household (MOH):** A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

**Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

**Ordinarily Resident (OR)** – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

## **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

## **MAJOR DUTIES AND RESPONSIBILITIES**

### A. Operational Support:

The Mechanical & BAS Supervisor sets up and validates the setup for all microprocessor controlled equipment and maintains a log of system set-points in a format specified by the Facility Manager. In addition to set-points, the Mechanical & BAS Supervisor maintains a log of sensors and calibration requirements. Systems support range in scale and complexity from advance building systems automation to remote controls for split system air conditioners.

### B. Equipment, Sensor, and Cabling Systems Maintenance:

The Mechanical & BAS Supervisor is responsible for all aspects of maintenance required by the Post Reliability and Preventive maintenance plan and troubleshooting on systems computers and microprocessors

Duties include:

- a) Normal computer maintenance (system maintenance, disk cleanup, backup, installation of software upgrades, virus/ spyware protection, computer cleaning, etc.)
- b) Maintenance of microprocessors(Upload/replacement firmware, programming, battery replacements, running program diagnostics, communication with manufacturer representatives, troubleshooting faults, testing replacement, and cleaning).
- c) Uninterruptable Power Supply Maintenance to include, routine tests, verification of communications between the UPS and the computers, battery maintenance.
- d) Intelligent programmable sensor troubleshooting and maintenance includes performance evaluation, troubleshooting, cleaning, periodic testing and recalibration, and replacement. Sensors include: Water/Air flow temperature flow, and pressure; thermostats, digital and analog valve and damper controllers, heat and smoke detection; fuel level, flow, and leakage; traffic controls; water chemistry (pH and Chlorine content); carbon dioxide and monoxide; equipment run status.
- e) Remote controls and status annunciations (troubleshooting, reprogramming, repair, replacement for remote control LAN status annunciation of generators , fire alarm systems, chillers and ventilation systems, fuel distribution, systems gates and perimeter controls).
- f) Signal and fiber optics cable (troubleshooting and correcting faults with underground and building signal cables including fiber, coax, and analog).

### C. Logistics Support (tools, equipment, spare parts and materials):

The Mechanical & BAS Supervisor maintains all tools and equipment required for effective maintenance of HVAC systems as well as computers, microprocessors,

sensors and cabling systems associated with the BAS. He is also responsible for identification and stock control for store parts and materials required for routine maintenance and repair and for identification and control of parts deemed critical to operational control. The Mechanical & BAS Supervisor stays current with the industry trends and updates and identifies additional equipment, tools, parts and materials which will enhance maintenance effectiveness.

D. Under guidance of the Maintenance Supervisor, assigns approved work orders and scheduled preventive maintenance work to mechanical / HVAC trade staff and oversees their completion.

Ensures the scheduled maintenance tasks are completed in an accurate and timely manner. Required to write follow up reports on completed tasks/projects under area of supervision and brief the Maintenance Supervisor on a frequent basis.

E. Performs hands-on repairs on mechanical equipment based on approved work orders.

Instructs and conducts on-the-job training for subordinates on general and specialized equipment, work methods, tools etc. including their safe operation. Ensures proper use of time, tools and materials and that the work areas are kept clean and safe.

F. Instructs and conducts on-the-job training for subordinates on BAS operations, and ensures that the HVAC Controls Technician has a workable knowledge of the BAS System and can serve as a back up to the for the BAS.

G. Develops detailed HVAC maintenance and repair project requirements including design, bill of materials, and cost estimates for in-house or contractor accomplishment.

H. Performs other duties as assigned including but not limited to supporting Post BAS & HVAC related activities; Assisting in office and tenant relocations; emergency actions; escorting and monitoring contractors on site; assisting other shops as part of the maintenance team.