

# Position Vacancy



U.S. Consulate General Matamoros

## Announcement

No: 15/10

Open to: All Interested Candidates

Position: A52-602 Maintenance Foreman, FSN-08, FP-6\*

Opening Date: December 17<sup>th</sup>, 2015

Closing Date: December 31<sup>th</sup>, 2015

Work Hours: Full-time; 40 hours/week

Salary: \*Not-Ordinarily Resident: Starting Salary and Position Grade FP-8 to be confirmed by Washington.  
Ordinarily Resident (OR): \$271,821.12 pesos per year (FSN-8 starting salary)

*(Note: All ordinarily resident applicants (Appendix A) must have the required work permit and/or must have the appropriate residency permit to be eligible for consideration.)*

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**The U.S. Consulate General in Matamoros is seeking an individual for the position of Maintenance Foreman in the Management Office.**

### Basic Function of Position

Physical plant supervisor. Directs maintenance and cleaning activities for the 3 consulate buildings, 1 Consular Agency and 20 residences, supervising the maintenance and janitorial staff. Deals directly with service providers and maintenance supply sources. Develops preventative maintenance schedules. Plans and directs scheduled maintenance work, assigning work to subordinates. Assures that appropriate tools and equipment are available. Maintains and explains blueprints and maintenance procedures. Offers instructions, maintains records and prepares maintenance reports for GSO Assistant and Management Officer. Oversees special projects.

### Qualifications Required

Note: 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.

- Two (2) years of college in engineering required,
- Two (2) years of supervising a maintenance section for a business or government organization required,
- Four (4) years of experience in a specific trade such as plumbing, electrical, carpentry, HVAC or engineering. Journeyman's knowledge and skills in residential and building maintenance, including sufficient knowledge of electricity, carpentry, masonry, plumbing and/or refrigeration. Knowledge of facilities maintenance and repairs, including knowledge of tools and their correct use. Basic knowledge of computer required,
- Level III English (Good Working Knowledge) and Level IV Spanish (fluent) are required. (Please see section "To Apply" on pg 2 for test instructions). Position requires solid English language skills and the ability to work with both English/Spanish speaking engineers and building professionals.
- Must be well organized and able to develop maintenance schedules and coordinate in English/Spanish with the Office of Building's Overseas, and US contractors, engineers and architects. Must know how to work independently, manage time and prioritize, and organize tasks appropriately for maximum efficiency.
- Must have a valid driver's license.

**OR**

- Completion of high school required, and
- Two (4) years of supervising a maintenance section for a business or government organization required, and
- Four (4) years of experience in a specific trade such as plumbing, electrical, carpentry, HVAC or engineering. Journeyman's knowledge and skills in residential and building maintenance, including sufficient knowledge of electricity, carpentry, masonry, plumbing and/or refrigeration. Knowledge of facilities maintenance and repairs, including knowledge of tools and their correct use required, and
- Level III English (Good Working Knowledge) and Level IV Spanish (fluent) are required. (Please see section "How to Apply" on pg 2 for test instructions). Position requires solid English language skills and the ability to work with both English/Spanish speaking engineers and building professionals.
- Must be well organized and able to develop maintenance schedules and coordinate in English/Spanish with the Office of Building's Overseas, and US contractors, engineers and architects. Must know how to work independently, manage time and prioritize, and organize tasks appropriately for maximum efficiency.
- Must have a valid driver's license.

**FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained by contacting the Human Resources Office with Raquel Guerrero at (868) 812-4402 xt. 2085.**

### 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. The candidate must be able to obtain and hold a security clearance/certification.
5. 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.
6. All Locally Employed (LE) Staff who have less than one year working in a position are not eligible to apply.
7. In adherence to the recent guidance from the government of Mexico (GOM) to comply with the Mexican Nationality law, all Mexican-American dual nationals need to be aware that they will be recognized as Mexican nationals by the GOM. Dual nationals are hereby advised that this may affect their application for employment as well as their application for security certification. Until further guidance is received from the Legal Office of the State Department, EFMs will continue to be hired under the American Pay Plan; however, should the new policy be implemented, their appointment may change to the Local Compensation Plan.

### How To Apply

Interested applicants for this position **MUST** submit the following to be considered:

- Universal Application for Employment (UAE) form: <http://photos.state.gov/libraries/mexico/310329/hrmay13/DS-0174.pdf>
- Resume
- Other documentation (e.g., copies of High School & University diploma, school transcripts, certificates, awards, essays) that addresses the qualification requirements of the position as listed under "Qualifications".
- Applicants who meet Required Qualifications must take an English test.
- Applicants who have completed a University Degree in the United States will be exempt from taking the English Test.

**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**

**Raquel Guerrero**

**E-mail Address:** [HRMatamoros@state.gov](mailto:HRMatamoros@state.gov)

Please refer to position number in subject line of e-mail i.e. **A52-602 Facilities Foreman.**

**Please note that hard copies are not accepted.**

Please check the U.S. Consulate web site for future vacancy announcements at:

<http://matamoros.usconsulate.gov/matamoros/vacancies.html>

**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 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.