

VACANCY ANNOUNCEMENT # 15/03/21

ELECTRICIAN FSN-4 (OR); FP-AA (NOR)

From: Human Resources Office
Open to: All interested candidates
Opening Date: March 5, 2015
Closing Date: March 19, 2015
Work Hours: Full-time – 40 hours per week
Desired Start Date: April 6, 2015

ALL ORDINARILY RESIDENTS (OR) APPLICANTS (see Appendix A) MUST HAVE AND MUST SUBMIT THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy is seeking an individual for the position of Electrician in the Facility Management Section (FAC).

BASIC FUNCTION OF POSITION

Serves as a technician expert in electricity to perform skilled work at the journeyman level in the installation, maintenance and repair of electrical systems, equipment and fixtures for Embassy buildings, Government owned and short term leased properties.

Support major and minor repairs to electrical systems such as Electric Sub-station, Power generators, ATS, transformers, UPS and electrical panels as needed. Perform preventive and corrective maintenance on electric equipment, electric systems, and electric installations. Check for proper operation of safety devices.

Installs conduit, wires, pull boxes, switchboards, and switches required in making additions, extensions, or alterations in electrical systems; services, repairs, and maintains lighting, power, heating, and fire alarm systems. Repairs and replaces defective parts in motors, generators, pumps, switches, and other fixtures. Troubleshoots and repairs electric circuits and equipment and perform related duties as required.

Receives oral instructions concerning work to be done, and proceeds to accomplish the necessary maintenance, repair, or installation of equipment, wiring, piping, structures and equipment in accordance with established trade practices and methods, and working from

blueprints or schematic drawings as necessary.

Reads and interprets instruments and electrical meters, possess the knowledge and skill to use hand and power tools necessary to perform daily assignments.

Assists in completing annual preventive maintenance work orders on building systems and equipment. Support the Embassy community with performing of the temporary installations for special events at the Embassy compound or at Government properties, and special electrical projects. Work requires the ability to read and understand blueprints, schematic drawings and manuals as necessary. Performs all required work in accordance with all established trade practices, methods, and USG regulations. Perform other duties as required.

Please note: At the end of this Vacancy announcement you will find a complete list of the major duties and responsibilities of the position as defined in the Position Description.

QUALIFICATIONS REQUIRED

ALL APPLICANTS MUST ADDRESS EACH SELECTION CRITERION DETAILED BELOW WITH SPECIFIC AND COMPREHENSIVE INFORMATION SUPPORTING EACH ITEM. IF THIS INFORMATION IS NOT PROVIDED, THE APPLICATION WILL NOT BE CONSIDERED.

1. Education: Technical Education in Electricity or Completion of vocational training, apprenticeship with recognized institution producing journeyman skill level is required.

2. Experience: Two years of journeyman electrical experience is required.

3. Language: Level I Speaking/Reading English ability. Level III (Good Working Knowledge) Speaking/ Reading Spanish ability is required.

4. Job Knowledge: Must have full journeyman electrical knowledge of established practices and procedures of the specific trade involved. Basic knowledge of Microsoft Office to prepare technical reports is required. Must be able to read and interpret drawings

5. Skills and Abilities: Must have electrical and mechanical skills. Must have the ability to communicate quickly and clearly, both orally and written in Spanish. Must be able to work independently in the absent of supervision. Team work is required. Must be able to exercise a high degree of judgment and initiative. Must have a valid Peruvian driver's license. Please attach a copy. A driving test will be conducted.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications

above in the application.

ADDITIONAL SELECTION CRITERIA

1. Hiring Office will receive qualified applications in the following order:
 - a. applicants with hiring preference (U.S. EFMs and U.S. Veterans),
 - b. internal candidates, and
 - c. external candidates
2. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
3. Current employees serving a probationary period are not eligible to apply.
4. Current Ordinarily Resident (OR) employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
5. Currently employed U.S. 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.
6. Currently employed NORs hired under s 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.
7. U.S. Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOH) are required to have at least one year remaining at post in order to apply for locally recruited positions.

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 of Family Member (DS-174); or
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
3. 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; plus

4. Current employees of the Mission should also fill out the [Memorandum of Application](#) and attach a current resume.
5. Candidates who claim U.S. Veterans preference must provide a copy of their DD-214 form with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application. Please refer to [Veteran's Services](#) for further guidance.
6. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirement of the position as listed above.

Submit applications to:

limarecruitment@state.gov

- Please be sure to send all requested information as **one document**, multiple attachments will not be accepted.
- The maximum size of the e-mail should be 5MB. If you exceed this size, the application will be automatically rejected by the system.
- Applicants will be contracted via e-mail only.
- Once you submit your application you will receive an automated response with guidance on how the recruitment process is handled.

Appendix A

DEFINITIONS

1. **Eligible Family Members:** An individual related to s U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3FAM 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 21years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of 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, an under 21 years of age, or regardless of age, incapable of self-support.

2. US Citizen Eligible Family Member (U.S. EFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. 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:
 1. 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
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under [3FAM 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 [3FAM 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. A 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 this/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 U.S. citizen.

5. 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.

6. Ordinarily Resident (OR): A Foreign National or U.S. 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 U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens are compensated in accordance with the Local Compensation Plan (LCP).

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 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. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No). Please attach copy of DNI or work permit
- 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. Please attach copy of document
- 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

CLOSING DATE: March 19, 2015

The U.S. Mission in Peru provides equal opportunity and fair equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, 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.

Other Major Duties and Responsibilities of the Position

Performs preventive maintenance for all Embassy buildings, Annex, Government owned and short term leased properties on all electrical powered building equipment such as:

- One 10,000/480 volts main Sub-station, that includes two 2,000 KVA oil filled transformers.
- Main Power Plant Switchgear, consisting on three 2000 Amp breakers for each generator, two 4,000 Amp transfer switches and other sub-panels.
- Three Generators of 1,100Kw each one located in power plant also of the main fuel, lubrication, cooling.
- Two emergency generators of 350Kw and 200Kw each one located inside Chancery compound
- Two exterior automatic load banks
- Fuel tanks with related equipment, including level controls, oil level alarms and master control panels.
- Four 20 gallon per-minute fuel oil recalculating cleaning systems for the main power plant.
- Main Power Switchgear located in Chancery Building.
- UPS system of 160Kw.
- A broad range of electrical distribution transformers
- Electrical Panel Boards
- Lighting Fixtures
- Domestic Water Pump System
- HVAC equipment including AHU fans, pumps, exhaust fans and Air Extractor.
- Five generators of around 80Kw each one for Government Houses.
- Three Fire Alarm System Models System 3, MXL and Notifier panels.
- Emergency diesel fire pump 500GPM and control equipment.
- Gate Operators

- Water Heaters.
- Residential generators of 125Kw, 80kw, 60Kw and 14Kw

Also the electrician must be able to perform installations with conduit, wiring and fittings. Replacing bearings, varnishing and make grounding test at electrical motors and electrical systems.

Troubleshoot, services and install electrical circuits, power panels, circuit breakers, disconnect switches and all related building equipment. Installs, maintains, services, and tests electric and electronic systems, equipment, controls and switches by using testing equipment.

May direct the work of 1-4 others tradesmen, technicians, vendors or contractors in order to accomplish assigned work. Position requires maintaining records and preparing reports on various aspects of maintenance and repairing operations. Also, Response to electrical emergencies after normal working hours may be required.

Responsibilities are not limited to support to his co-workers in labors related to mechanical and other activities that are necessary for works.

Since most of the Embassy residential properties are located throughout Lima, position requires a valid local driver license.