

VACANCY ANNOUNCEMENT # 14/06/45

PLUMBER FSN-4 (OR); FP-AA (NOR) 3 positions available

From: Human Resources Office
Open to: All interested candidates
Opening Date: June 11, 2014
Closing Date: June 27, 2014
Work Hours: Full-time – 40 hours per week
Desired Start Date: July 30, 2014

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 Plumber in the Facilities Management (FAC). Three positions available.

BASIC FUNCTION OF POSITION

Serves as journeyman plumber technician. Assist in the maintenance of a broad range of residential equipment at government owned and short term leased properties.
Performs full journeyman Mechanic level work in plumbing trade occupation.
Performs routine and minor emergency repair work including but not limited to: plumbing, electrical, carpentry, masonry, HVAC, copper pipe welding and painting.
Inspects maintenance, and repair work performed in-house or by contract for progress, conformance to specifications, quality of materials, and adequacy of the work.
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.

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: Completion of vocational training, apprenticeship with recognized institution producing journeyman skill level in one of the following maintenance trades: Plumbing, Mechanic or HVAC is required.

2. Experience: 2 years of experience in maintenance trades is required.

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

4. Job Knowledge: Journeyman knowledge and skills in one of the major maintenance trades: electrical, plumbing and general knowledge of overall maintenance operations to permit recognition of maintenance needs and repair of residential equipment & systems, general Electrical experience. Copper piping welding knowledge is required.

5. Skills and Abilities: Must have electrical and mechanical skills, basic computer skills required (MS office). Must be able to exercise a high degree of judgment and initiative. Must have a valid Peruvian driver's license. Please attach a copy.

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. LE Staff applicants from within 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.

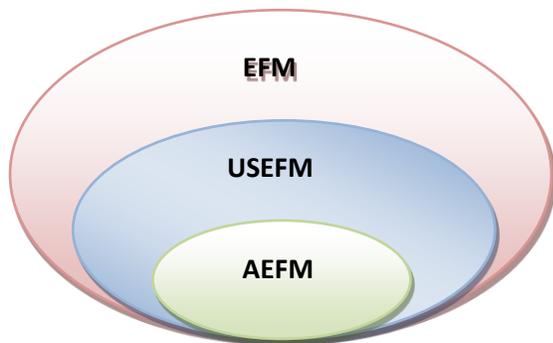
Submit applications to:

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



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 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: June 27, 2014

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.

Major Duties and Responsibilities of the Position

- Reports directly to Residential Maintenance Foreman.
- Performs inspections in STL residences and GO properties in order to determine the nature and extent of maintenance work required, and according to the Safety, Health and environmental Management (SHEM) and Fire Protection Division (FIR) programs at post.
- Performs preventive, routine and minor emergency repair work at STL and GO residences, including but not limited to: plumbing, electrical, carpentry, masonry, HVAC, metal arc welding and painting, on a scheduled basis in response to STL residential preventive maintenance Program and work orders requests.
- Makes recommendations to Supervisor need for, timing and extent of maintenance and repairs.
- Monitors progress of contractor's work and compliance according to schedule.
- Conducts inspections to residential equipment. Troubleshoots services and installs, conducts performance testing including but not limited to: water heaters, washing machines, potable water filtering systems and other related residential systems.
- Performs preventive maintenance on water softeners, irrigation systems, circulating pumps, pool equipment, and water pressure systems.
- Work requires complete skills to work with standard piping systems and materials such as copper, PVC and CPVC, cast iron, black and galvanized steel, copper and plastic tubing, Including copper piping welding and basic knowledge of electric arc welding procedures.
- Work requires the ability to read and understand building blueprints, plans, equipment schematic drawings, and reviewing technical manuals as needed. Performs all required work in accordance with all established trade practices, methods, and U.S.G. regulations.
- Weekend shift are part of the normal 40-hour work week on a once-a-month rotational work cycle.
- Position may require response to emergency situations after normal working hours.
- Position requires a valid driver's license.
- Other duties as assigned.

Traducción no oficial

Gasfitero

Realiza funciones de gasfitero. Colabora en el mantenimiento de una amplia gama de equipos residenciales en las propiedades del gobierno y en las propiedades alquiladas. Realiza trabajos de reparaciones de emergencia, incluyendo pero no limitado a: Gasfitería carpintería, albañilería, climatización, electricidad (básica); soldadura de tuberías de cobre pintura. Inspecciona el mantenimiento y las reparaciones realizadas por los contratistas en conformidad con las especificaciones, calidad de materiales, y la adecuación de la obra. Recibe instrucciones orales sobre el trabajo que hay que hacer, y procede a realizar el mantenimiento, reparación o instalación de equipos, cableado, tuberías, estructuras y equipo de acuerdo con las prácticas y los métodos comerciales establecidos, y trabajar a partir de planos o dibujos esquemáticos como sea necesario.

Requerimientos:

1. **Educación:** Estudios técnicos en una de las siguientes áreas: gasfitería, mecánica o técnico de aire acondicionado.
2. **Experiencia:** 2 años de experiencia en el área de mantenimiento.
3. **Idioma:** Inglés rudimentario. Español fluido.
4. **Conocimientos:** Debe tener conocimientos en una de las principales operaciones de mantenimiento: electricidad, plomería para poder determinar las necesidades de mantenimiento y reparación de equipos y sistemas residenciales. Se requieren conocimientos de soldadura de tuberías de cobre.
5. **Habilidades:** Debe tener habilidades mecánicas y eléctricas así como también conocimientos básicos de computación. Debe tener una licencia de conducir válida del Perú. Por favor adjunte una copia.