

VACANCY ANNOUNCEMENT NUMBER: 44/2015

OPEN TO: - Current Employees of the Mission, U.S. Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOH).
- All interested applicants.

POSITION: **Building Engineer, FSN-11, FP-4**

OPENING DATE: October 23, 2015

CLOSING DATE: November 5, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY:*EFM/MOH/NOR: Position Grade: FP-4, to be confirmed by Washington
*Ordinarily Resident: Position Grade FSN-11; Gross Salary: (RON) 9766/ month for the full grade

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

BASIC FUNCTION OF POSITION

Under the supervision of the Facility Manager, the Building Engineer is responsible for maintaining the U.S. Embassy's Mechanical and Electrical Systems such as, Chiller Plant, Air Handler Units, VAV System, Potable Water, Sanitary Systems. Also, Electrical Power Distribution Systems; Voltage Regulators; Transformers; Switchgear; Automatic Transfer Switches; Variable Frequency Drives (VFD); and Uninterruptible Power Supply (UPS) Systems. Responsibilities also include supervision of post's maintenance staff that maintains all mechanical and electrical equipment throughout the Embassy compound's buildings and grounds.

Employed as a Mechanical Engineer to manage preventative maintenance and repair work throughout the New Embassy Compound (NEC) buildings, grounds. Work assignments will be directed by the Facility Manager and 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 and electrical building systems is required.

QUALIFICATIONS REQUIRED FOR FULL PERFORMANCE LEVEL (FSN-11):

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of a 4-year Bachelor of Science degree, or equivalent, in Mechanical/Electrical General Engineering from an accredited university program is required;
2. Minimum of five 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, required. Managing preventative maintenance programs and the operation of a Computerized Maintenance Management System (CMMS) is required. Knowledge of building codes and industry construction standards, required. Experience in developing scopes of work, construction documents (plans and specifications) and cost estimates for repairs, equipment replacement and new construction, required. Ability to use computer aided design drafting programs (e.g. AutoCad), to develop and manipulate drawings and details, is required. Position requires at least 2-years of supervisory experience managing between 3 to 10 employees;
3. Level IV in both English and Romanian language written, and spoken proficiency required;
4. Must have an excellent knowledge of HVAC, chillers, electrical distribution, voltage regulation, automatic transfer switches, and general building mechanical and electrical systems. Must be an experienced supervisor. Be well versed of established mechanical and electrical codes, trade practices and the ability to supervise and manage a medium size maintenance staff and programs. Proficient in the use of MS Office software (Word, Excel, Power Point etc) AutoCad and other special computer programs required for this position;

If there are no qualified candidates at the stated grade level, the candidate may be hired at a lower grade level.

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 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.

5. The candidate must be able to obtain and hold a security clearance.

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) (The form can be downloaded from the embassy's site <http://romania.usembassy.gov/embassy/emp/employment.html>)
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 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.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION IN ELECTRONIC FORMAT ONLY TO:

BucharestRecruitment@state.gov

Phone: 021-200-3567 (Point of Contact)

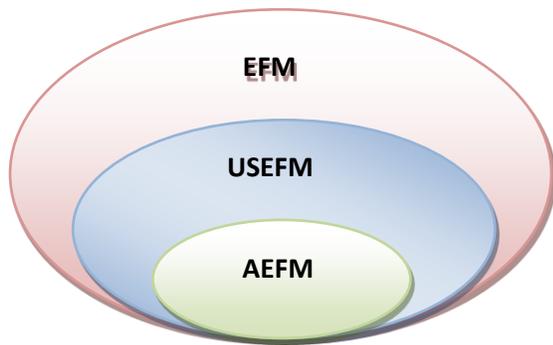
CLOSING DATE FOR THIS POSITION: November 5, 2015

The U.S. Mission in Bucharest provides equal opportunity (EEO) 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.

ONLY SELECTED CANDIDATES WILL BE CONTACTED

Appendix DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. 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.

2. **U.S. Citizen Eligible Family Member (USEFM):** 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 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 U.S. 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 U.S. 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 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).