



ANNOUNCEMENT NUMBER 14-17

OPEN TO: All Interested Candidates/All Sources

POSITION: HVAC Chiller Foreman, FSN-7/FP-7

OPENING DATE: August 5, 2014

CLOSING DATE: September 5, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY: Ordinarily Resident (OR): Position Grade: FSN-7
Not-Ordinarily Resident (NOR): Position Grade: FP-7 (to be confirmed by Washington)

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

The U.S. Embassy in Sarajevo is seeking an individual for the position of a HVAC Chiller Foreman in the Facilities Maintenance in Sarajevo.

BASIC FUNCTION OF POSITION:

The incumbent oversees daily operation of the mechanical systems York Latitude air-cooled screw liquid chillers, manages preventive maintenance program, assigns tasks to subordinate staff, and performs troubleshooting including hands-on guidance to subordinate staff for repairs on all equipment associated with building engineering services under the general supervision of the Mechanical Engineer and Facilities Manager (FM). Inspects work in progress for all mechanical building engineering services including HVAC systems, 5 air cooled screw liquid chillers, air handling units, water supply system, water chemical treatment, fire protection systems, and fuel oil supply system. The incumbent provides coverage for emergency service on mechanical systems as required for 24 hours per day; seven days per week (24/7) operation.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact: 033-704-000 (x4318 or 4373).

QUALIFICATIONS REQUIRED:

All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item. IMPORTANT: IF APPLICANTS DO NOT CLEARLY ADDRESS ALL POSITION REQUIREMENTS LISTED BELOW, THE APPLICATION WILL BE DISQUALIFIED.

1. Completion of high school required. Completion of vocational training from an accredited institute recognized as producing journeyman mechanic with specialization in HVAC field is required. York/Johnson Controls air-cooled screw chiller factory training or equivalent manufacture (Train, Carrier, or McQuay) training certificate required.
2. Minimum of five (5) years' of broad experience in operations and maintenance of building HVAC systems, digital building control systems and associated equipment. A minimum of 3 years out of five years of experience must be as an HVAC Technician working with large, modern, commercial or Government office building in operations and maintenance, a minimum of 2 years as a lead mechanic or foreman is required. Experience in maintenance of York or equivalent manufacture Air-cooled chillers of up to 300 Ton capacity is required. Experience in handling of High Efficiency air filters / Carbon Absorbers, DDC controls and water treatment system is required. Experience working with US building, trade, construction, fire and safety codes and standards, preferably with a US company or a USG agency is required.

3. Level III (good working knowledge) English is required. Level IV Bosnian/Serbian/Croatian (fluent) is required.
4. Local driving license is required.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174) available [HERE](#); **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. 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.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

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 | K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type |
| B. Position Grade | L. Days available to work |
| C. Vacancy Announcement Number (if known) | M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location) |
| D. Dates Available for Work | N. U.S. Eligible Family Member and Veterans Hiring Preference |
| E. First, Middle, & Last Names as well as any other names used | O. Education |
| F. Current Address, Day, Evening, and Cell phone numbers | P. License, Skills, Training, Membership, & Recognition |
| G. U.S. Citizenship Status (<i>Yes or No</i>) & status of permanent U.S. Resident (<i>Yes or No</i> ; if yes, provide number) | Q. Language Skills |
| H. U.S. Social Security Number and/or Identification Number | R. Work Experience |
| I. Eligibility to work in the country (<i>Yes or No</i>) | S. References |
| J. Special Accommodations the Mission needs to provide (<i>Yes or No</i> ; if yes, provide explanation) | |

SUBMIT APPLICATION TO:

Please submit applications **by e-Mail** to SarajevoJobVacancy@state.gov.

POINT OF CONTACT:

phone: +387 33 704 000 ext. 4373 or 4318

CLOSING DATE FOR THIS POSITION: September 5, 2014

The U.S. Mission in Sarajevo 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.